



Erasmus+ Programme

Inter-institutional agreement 2017/2018-2020/2021 between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)
Erasmus code	PL TORUN01
Contact details¹ (email, phone)	International Programmes Office ul. Gagarina 11, 87-100 Toruń, Poland tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788 Erasmus Institutional Coordinator (STA , STT) Ewa Derkowska-Rybicka (ewader@umk.pl) Incoming students - Małgorzata Grudzińska (incoming@erasmus.umk.pl) Outgoing students - Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) Traineeships - Martyna Malec (malec@umk.pl) Faculty Coordinators Faculty of Biology and Earth Sciences dr hab. Marcin Koprowski e-mail: koper@umk.pl , tel. (56) 611-47-90 Faculty of Earth Sciences Prof. Przemysław Charzyński e-mail: pecha@umk.pl , Tel. (+48 56) 611-26-25 Faculty of Humanities Prof. Zbigniew Nerczuk e-mail: zibbi@umk.pl , Tel. (+48 56) 611-36-75 Faculty of Economic Sciences and Management Prof. Aldona Glińska-Neweś e-mail: ajka@econ.umk.pl e-mail: international.econ@umk.pl Tel. (+48 56) 611-47-83

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

	Faculty of Education Dr. Lidia Wiśniewska e-mail: lidia.w@umk.pl ; Tel. (+48 56) 611-46-80
Website (eg. of the course catalogue)	ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/downloads/

Name of the institution (and department, where relevant)	University of Hradec Králové Rokitsanského 62, 500 03 Hradec Králové 3, Czech Republic
Erasmus code	CZ HRADEC01
Contact details (email, phone) Faculty Coordinators	Rectorate Erasmus Institutional Coordinator Mgr. Karel Kouba, Ph.D., M.A. karel.kouba@uhk.cz ; +420 493 332 512 International Office – agreements Ing. Veronika Měchurová veronika.mechurova@uhk.cz ; +420 493 332 519 Faculty of Education (PdF) ISCED 111 Departmental International Office Ing. Petra Nosková petra.noskova@uhk.cz ; +420 493 331 141 Faculty of Informatics and Management (FIM) ISCED 41 Departmental International Office Bc. Kristýna Jandová - incomings kristyna.jandova@uhk.cz ; tel.: +420 493 332 210 Monika Hebková - outgoings monika.hebkova@uhk.cz ; tel.: +420 493 332 209 Philosophical Faculty (FF) ISCED 312 Departmental International Office Mgr. Markéta Macháčová – student mobilities for studying marketa.machacova@uhk.cz ; +420 493 331 218 Mgr. Martina Eliášová - traineeships, staff mobilities martina.eliasova@uhk.cz ; +420 493 331 212 Faculty of Science (PřF) ISCED 511, 532 Erasmus Departmental Coordinator doc. RNDr. Štěpán Hubálovský, Ph.D. stepan.hubalovsky@uhk.cz ; +420 493 332 704

	Departmental International Office Mgr. Pavlína Polívková pavlina.polivkova@uhk.cz; +420 493 332 817
Website (eg. of the course catalogue)	www.uhk.cz/UHK?lang=en-GB www.uhk.cz/en-GB/UHK-international-students/Erasmus course catalogue: Pdf: www.uhk.cz/en-GB/PDF-international-students/Erasmus FIM: www.uhk.cz/en-GB/fim-international-students/Erasmus FF: www.uhk.cz/en-GB/FF-international-students/Erasmus PřF: www.uhk.cz/en-GB/PRF-international-students/Erasmus

B. Mobility numbers per academic year

For agreements signed for more than one academic year: The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Student Mobility for Studies						
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ² [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of students	Number of months [total number]
PL TORUN01	CZ HRADEC01	111	Education science	1 st , 2 nd , 3 rd	2	10
CZ HRADEC01	PL TORUN01	111	Education science	1 st , 2 nd , 3 rd	2	10
PL TORUN01	CZ HRADEC01	312	Political science and civics	1 st , 2 nd , 3 rd	2	10
CZ HRADEC01	PL TORUN01	312	Political science and civics	1 st , 2 nd , 3 rd	2	10
PL TORUN01	CZ HRADEC01	41	Business and administration	1 st , 2 nd , 3 rd	2	10
CZ HRADEC01	PL TORUN01	41	Business and administration	1 st , 2 nd , 3 rd	2	10
PL TORUN01	CZ HRADEC01	511	Biology	1 st , 2 nd , 3 rd	2	10
CZ HRADEC01	PL TORUN01	511	Biology	1 st , 2 nd , 3 rd	2	10
PL TORUN01	CZ HRADEC01	532	Earth sciences	1 st , 2 nd , 3 rd	2	10
CZ HRADEC01	PL TORUN01	532	Earth sciences	1 st , 2 nd , 3 rd	2	10

² education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

Staff Mobility for Teaching					
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ³ [ISCED]	Subject area name	Num ber of teach ers	Number of days [total number]
PL TORUN01	CZ HRADEC01	111	Education science	1	5
CZ HRADEC01	PL TORUN01	111	Education science	1	5
PL TORUN01	CZ HRADEC01	312	Political science and civics	1	5
CZ HRADEC01	PL TORUN01	312	Political science and civics	1	5
PL TORUN01	CZ HRADEC01	41	Business and administration	1	5
CZ HRADEC01	PL TORUN01	41	Business and administration	1	5
PL TORUN01	CZ HRADEC01	511	Biology	1	5
CZ HRADEC01	PL TORUN01	511	Biology	1	5
PL TORUN01	CZ HRADEC01	532	Earth sciences	1	5
CZ HRADEC01	PL TORUN01	532	Earth sciences	1	5
PL TORUN01	CZ HRADEC01	111	Education science	1	5
CZ HRADEC01	PL TORUN01	111	Education science	1	5

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

³ education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01		Polish	English	B2	B2
CZ HRADEC01 (FIM, FF, PĚF)	312, 41, 511, 532	English	Czech	B1	B2
CZ HRADEC01 (PdF)	111	English	German/ Russian/ French	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

D. Additional requirements

Information on infrastructure to welcome students and staff with disabilities:

PL TORUN01: The list of Erasmus coordinators at NCU is available at <http://www.umk.pl/en/erasmus/coordinators/>

Erasmus students who wish to follow courses at more than one faculty at NCU need to obtain the approval of a coordinator/dean of a respective/particular faculty.

- Erasmus students interested in writing a final BA-/MA-/PhD-thesis at NCU should ask a respective coordinator to get an approval to do so. Final theses need to be graded by the home institution/not by NCU.
- Nicolaus Copernicus University attempts at facilitating the Erasmus exchange students with disabilities or permanent illnesses. Our International Programmes Office, in cooperation with the Section for Students with Disabilities, tries to meet your special needs.

More details and steps to follow available at: <http://www.umk.pl/en/erasmus/students/applying/disabled/>

Contact:

International Programmes Office in Toruń, +48 56 6114928 incoming@erasmus.umk.pl

International Programmes Department in Bydgoszcz, +48 52 5853691 erasmus@cm.umk.pl

Additional information on medical care at NCU in Toruń is available at <http://www.umk.pl/en/erasmus/life/guide/issues/#A2/>

⁴ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Health and safety issues are a very important matter at our university, therefore, during the Orientation Weeks we offer Erasmus+ students a special pack concerning Emergency Issues. We also provide students with a psychological help during their Erasmus stay in Torun. Contact: an English speaking psychologist counselling@erasmus.umk.pl

- For the implementation of **STA/STT**-mobilities, – incoming staff is required to get confirmation of invitation by an NCU contact person from the respective faculty in reasonable advance in order to prepare a satisfactory programme of teaching/training.

CZ HRADEC01: We make an effort to improve wheelchair accessibility in our facilities. There is a special access to our websites designed for the visually impaired. Some publications of the university library are specially converted to the format legible for people with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
PL TORUN01	June, 1st	November, 1st
CZ HRADEC01 (Faculty of Education, Faculty of Informatics and Management)	31 May	30 November
CZ HRADEC01 (Philosophical Faculty)	30 June	1 December
CZ HRADEC01 (Faculty of Science)	1 June	1 December

PL TORUN01: Partner institutions should send their nominations by email (pls. give student's first and family name, e-mail, area of studies and semester of Erasmus scholarship).

Students should apply according to the procedure given on <http://www.umk.pl/en/erasmus/students/applying/application>

2. The receiving institution will send its decision within [6] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI, given that the transcript form and all relevant course work documents have been submitted by the student..
4. Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

PL TORUN01: The Nicolaus Copernicus University follows the ECTS scheme, which means that ECTS credits are allocated to course units, lectures, practical works, etc. at each faculty. In ECTS, 60 credits represent one year of study (in terms of workload); normally 30 credits are given for six months (a term/semester).

The Polish grading system in higher education is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst.

Moreover, students can also be marked with additional signs of + and -. Each of them equals half a point: + means 0.5 more. Some courses, however, are not evaluated on such a marking scheme and for these a student may simply obtain *zal.* or *zaliczenie* (EN. 'pass') which means that their workload was satisfactory and they have passed the course.

ECTS		
Grade	Grade	Predicate
5	A	Very Good
4,5	B	Better than good
4	C	Good
3,5	D	Better than satisfactory
3	E	Satisfactory
2	F	Unsatisfactory / Fail
Zal/Pass	Participation; i.e. the student has successfully and regularly attended the course.	

CZ HRADEC01: www.uhk.cz/en-GB/UHK/Uredni-deska/Uredni-deska-univerzity.aspx
(Full Text of the Study and Examination Regulations of the University of Hradec Králové 2015 (Article 14))

The ECTS grading scale is used to assess studies with letters A, B, C, D, E, F representing the achieved score, where the letter "A" represents the best exam outcome, "F" means, that the student have failed the exam.

Mutual comparison of the ECTS classification with verbal and numerical classifications in the environment UHK as follows:

ECTS classification	verbal and numerical classification
A	excellent (1)
B	(1,5)
C	very good (2)
D	(2,5)
E	satisfactory (3)
F	failed (4)

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

In recognition of parts of studies or study subjects a verbal expression "recognized" may be used instead of the grading scale.

2. Visa

The sending and receiving Institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel to poland/
CZ HRADEC01	Faculty of Education Ing. Petra Nosková petra.noskova@uhk.cz ; +420 493 331 141 Faculty of Informatics and Management Bc. Kristýna Jandová kristyna.jandova@uhk.cz ; +420 493 332 210 Philosophical Faculty Mgr. Markéta Macháčová marketa.machacova@uhk.cz ; +420 493 331 218 Faculty of Science Mgr. Pavlína Polívková pavlina.polivkova@uhk.cz ; +420 493 332 817	http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2huZW09NQ%3d%3d

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/issues/#A2
CZ HRADEC01	Faculty of Education Ing. Petra Nosková petra.noskova@uhk.cz ; +420 493 331 141	Students from non-EU member states: http://www.mvcr.cz/mvcren/article/travel-

	Faculty of Informatics and Management Bc. Kristýna Jandová kristyna.jandova@uhk.cz ; +420 493 332 210 Philosophical Faculty Mgr. Markéta Macháčová marketa.machacova@uhk.cz ; +420 493 331 218 Faculty of Science Mgr. Pavlína Polívková pavlina.polivkova@uhk.cz ; +420 493 332 817	medical-insurance-during-a-stay-longer-than-90-days.aspx
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4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/accommodation/
CZ HRADEC01	Faculty of Education Ing. Petra Nosková petra.noskova@uhk.cz ; +420 493 331 141 Faculty of Informatics and Management Bc. Kristýna Jandová kristyna.jandova@uhk.cz ; +420 493 332 210 Philosophical Faculty Mgr. Markéta Macháčová marketa.machacova@uhk.cz ; +420 493 331 218 Faculty of Science Mgr. Pavlína Polívková pavlina.polivkova@uhk.cz ; +420 493 332 817	www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation

G. Signatures of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
PL TORUN01	Professor Wojciech Wysota Vice-Rector for International Cooperation and Economic Environment Liaison	01.12. 2017	Prorektor ds. Współpracy z Zagranicą i Otoczeniem Gospodarczym prof. dr hab. Wojciech Wysota
CZ HRADEC01	Mgr. Karel Kouba, Ph.D., M.A. Erasmus Institutional Coordinator	5.12.2017	Univerzita Hradec Králové International Office Rokitanského 62, 500 03 Hradec Králové Czech Republic

* At PL TORUN01 single-subject agreements are signed by the dean of the respected faculty, while multi-subject agreements by the Vice-rector for International Cooperation and Economic Environment Liaison.

⁶ Scanned signatures are accepted