UMK LOGO

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ
Faculty of Biology and Environmental Protection

HSB
Hochschule Bremen
City University of Applied Sciences

Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2019 – 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)	Erasmus code	Contact details[1] (email, phone)	Website (eg. of the course catalogue)
Nicolaus Copernicus University in Torun	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788 **Marta Wiśniewska** (mawi@umk.pl), - Erasmus Institutional Coordinator (STA , STT) **Małgorzata Grudzińska** (incoming@erasmus.umk.pl) - incoming students; **Marta Błaszczyk** (martaslo@umk.pl) - outgoing students; **Martyna Malec** (malec@umk.pl) - traineeships	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/

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

		Paulina Gyrkow e-mail: erasmus@cm.umk.pl Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 **Erasmus coordinator for incoming students** Katarzyna Fus (Campus Torun) incoming@erasmus.umk.pl phone +48 56 611-49-28	
Faculty of Biology & Environmental Protection		**Faculty coordinator** Department of Ecology and Biogeography **Marcin Koprowski PhD.** koper@umk.pl Nicolaus Copernicus University 87-100 Toruń, Lwowska 1, Poland	http://www.dendro.uni.torun.pl/mkoprowski https://www.biol.umk.pl/en/keib/
HOCHSCHULE BREMEN – CITY UNIVERSITY OF APPLIED SCIENCES	D BREMEN04	**Erasmus Coordinator** Mrs Ilka Knippel Neustadtswall 30, 28199 Bremen, Germany Phone : +49 (0) 421 5905-4135 Ilka.Knippel@hs-bremen.de **Erasmus Coordinators (decentral in Schools)** **Biology** Mrs Sandra Conrad-Juhls Phone: +49 (0) 421 5905 – 3511 Sandra.Conrad-Juhls@hs-bremen.de **Humanities and Social Sciences** Jana Grünewald Phone: +49 (0) 421 5905 – 3524 jana.gruenewald@hs-bremen.de **Departmental coordinators** Biology **Heiko Brunken (head of studies ISTAB)** heiko.brunken@hs-bremen.de + 49 421 5905 4280 Neustadtswall 30 28199 Bremen, Germany	http://www.hs-bremen.de/internet/en/international/office/incomings/austausch/ http://www.hs-bremen.de/internet/en/einrichtungen/fakultaeten/f5/international/ http://www.hs-bremen.de/internet/en/einrichtungen/fakultaeten/f3/einrichtungen/IRO/ http://www.hs-bremen.de/internet/en/studium/stg/istab/gaststudenten/

		Humanities and Social Sciences **Bernd Stecker (head of studies ISAF)** bernd.stecker@hs-bremen.de Neustadtswall 30 28199 Bremen, Germany	http://www.hs-bremen.de/internet/en/studium/stg/mlt/inhalte/

B. Mobility numbers per 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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	*Subject area code* [ISCED]	*Subject area name*	*Study cycle* *[short cycle, 1st, 2nd or 3rd]*	Number of student mobility periods Student Mobility for Studies *[total number of months of the study periods]*	*Student Mobility for Traineeships* *
D BREMEN04	PL TORUN01	051	Biology	1st, 2nd,3rd	2 students x 5 months 10 months total	on request
D BREMEN04	PL TORUN01	1015	Sports, Health and Welfare	1st, 2nd,3rd	2 students x 5 months 10 months total	on request
PL TORUN01	D BREMEN04	051	Biology	1st, 2nd,3rd	2 students x 5 months 10 months total	on request
PL TORUN01	D BREMEN04	1015	Sports, Health and Welfare	1st, 2nd,3rd	2 students x 5 months 10 months total	on request

** Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	*Subject area code* [ISCED]	*Subject area name*	Number of staff mobility periods Staff Mobility for Teaching *[total number of days of teaching periods]*	*Staff Mobility for Training* *
D BREMEN04	PL TORUN01	051/1015	Biology and Sports, Health and Welfare	2 teachers x 5 days	2 persons x 5 days

				10 days total	10 days total
PL TORUN01	D BREMEN04	051/1015	Sports, Health and Welfare	2 teachers x 5 days 10 days total	2 persons x 5 days 10 days total

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:

Receiving institution [Erasmus code]	*Optional: Subject area*	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[2]	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01	D BREMEN04	English	Polen	English B2 no certificate required	English B2 no certificate required
D BREMEN04	PL TORUN01	English	German	English B2	English C1

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

D. Additional requirements

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/

[2] 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

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/

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

D BREMEN04: http://www.hsbremen.de/internet/de/international/office/incomings/austausch/

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
D BREMEN04	June 1st	January 15

2. The receiving institution will send its decision within 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

   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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

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

The online application should be submitted by the students by the **1st of June** or **1st of November.**

2. The receiving institution will send its decision within 6 weeks.

Transcript of Records

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.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. 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

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.

Uniwersytet Mikołaja Kopernika w Toruniu	**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.	

1.0 - 1.5	1.6 - 2.5	2.6 - 3.5	3.6 - 4.0	more than 4.0
excellent (sehr gut)	good (gut)	satisfactory (befriedigend)	sufficient (ausreichend)	insufficient (nicht ausreichend)

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) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/
D BREMEN 04	**International Office** Christiane Sgonina Phone:+49 421 5905 2148/ - 2160 Christiane.Sgonina@hs-bremen.de	https://distributed-campus.org/study-app/portal/language/en http://www.hs-bremen.de/internet/en/international/office/incomings/bachelor/to-do-bachelor/Visum/

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) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/issues/#A2

D BREMEN 04	**International Office** Christiane Sgonina Phone:+49 421 5905 2160 Christiane.Sgonina@hs-bremen.de	https://distributed-campus.org/study-app/portal/language/en http://www.hs-bremen.de/internet/en/international/office/incomings/bachelor/to-do-bachelor/kv/

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) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/accommodation/
D BREMEN 04	**International Office** Christiane Sgonina Phone:+49 421 5905 2160 Christiane.Sgonina@hs-bremen.de	http://www.hs-bremen.de/internet/en/international/office/incomings/bachelor/to-do-bachelor/sonstiges/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
PL TORUN01	Prof. dr hab. Werner Ulrich Dean of the Faculty of Biology and Environmental Protection	8.11.2018	Dziekan Prof. dr hab. Werner Ulrich
D BREMEN04	Institutional Erasmus coordinator **Ilka Knippel**	08.11.2018	Hochschule Bremen 47

[3]Scanned signatures are accepted