

Erasmus+ Programme

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

Inter-institutional agreement 2019/-2020/21 between programme countries

Minimum requirements

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 (email, phone)	Website (eg. of the course catalogue)
Pázmány Péter Catholic University Faculty of law and Political Sciences EUC: 66278-LA-2014-1-HU-E4AKA1-ECHE	HU BUDAPEST12	Ms Réka Reinisch Institutional Erasmus Coordinator international.office@ppke.hu Tel: +36-70-198-0518 Dr Tihamér Tóth Faculty Coordinator Ms Zsuzsanna Pollák Departmental Coordinator H-1088 Budapest, Szentkirályi u. 28. Tel: +36-1-4297-263 Email: erasmus@jak.ppke.hu	ERASMUS incoming information: Web page: http://jak.ppke.hu/en Course catalogue: http://jak.ppke.hu/kszki/en/erasmus/erasmus-courses
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	PL TORUN01	Department of International Cooperation, Nicolaus Copernicus University in Toruń, 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 Katarzyna Fus (incoming@erasmus.umk.pl) - incoming students Agnieszka Polewczyńska	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/

		<p>(incoming@erasmus.umk.pl) - incoming students</p> <p>Marta Błaszczyk (outgoing@erasmus.umk.pl) - outgoing students, placements</p> <p>Martyna Malec (outgoing@erasmus.umk.pl) (placement@erasmus.umk.pl) - outgoing students, outgoing/incoming placements</p>	
		<p>Collegium Medicum in Bydgoszcz (medical sciences): Department of Projects and International Cooperation ul. Jagiellońska 13 85-067 Bydgoszcz tel. (52) 585-36-91</p> <p>Paulina Gyrkow e-mail: erasmus@cm.umk.pl</p> <p>Aleksandra Laskowska e-mail: erasmus@cm.umk.pl</p>	<p>http://www.cm.umk.pl/en/</p>
Faculty of Law and Administration	PL TORUN01	<p>Faculty coordinator:</p> <p>Dr. Piotr Sadowski psadowski@umk.pl</p> <p>Prof. dr hab. Bożena Gronowska Vice-Dean for Science and International Relations bogro@law.umk.pl tel./fax: +48 56 611 40 02</p>	<p>General information: http://www.law.umk.pl/index.php?lang=#39</p> <p>Courses in English: http://www.law.umk.pl/index.php?lang=#551</p>

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.

Student Mobility (SMS)

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, 1 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration]
HU BUDAPEST12	PL TORUN01	0421	Law	1st; 2nd; 3rd	1x10 months or 2x5 months (altogether 10 months)
PL TORUN01	HU BUDAPEST12	0421	Law	1st; 2nd; 3rd	1x10 months or 2x5 months (altogether 10 months)

[*Optional: subject area code & name and study cycle are optional. 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.]

Staff Mobility (STA and STT)

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 or average duration *]	Staff Mobility for Training *
HU BUDAPEST1 2	PL TORUN01	0421	Law	5 days (8 hours)	
PL TORUN01	HU BUDAPEST12	0421	Law	5 days (8 hours)	

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPEST12	0421	English		B2	B2
PL TORUN01	0421	Polish	English	B2	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.

¹ 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>

D. Additional requirements

HU BUDAPEST12:

- A Welcome Programme is offered for all international students in the frame of the Orientation day. Students will be introduced to different aspects of being a student in Hungary through practical information. We organize an Orientation week-end throughout which the students are taken around in the capital with interesting entertainments.
- Language courses: Pázmány Péter Catholic University offers Hungarian Language Course to non-native speakers of Hungarian during the semester.
- We operate a personal tutor system; each incoming student receives a personal tutor who helps in any matters before the arrival and during the whole semester.
- Accessibility

Making teaching and services accessible to all is a priority for Pázmány University, Budapest. The University's desire to integrate disabled students is demonstrated by the measures it has undertaken to improve accessibility to its premises, and to provide individual help and special arrangements.

The whole of the main building "A" and "B" are accessible, including its lecture rooms, classrooms, IT labs, cafeteria, offices and toilets.

Our third building "C" is still to undergo renovation to make it accessible to all.

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/>

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 Toruń.

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.

E. Calendar

1. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU BUDAPEST12	Nomination: 1 June Application: 30 June	Nomination: 30 October Application: 30 November
PL TORUN01	June, 1st	November, 1 st

[* to be adapted in case of a trimester system]

HU BUDAPEST12:

Partner institutions should send their nominations by email to ERASMUS@JAK.PPKE.HU (pls. give student's first and family name, e-mail, area of studies and semester of Erasmus study period). Students should apply according to the procedure at our online portal – the link of which will be sent directly to them in the confirmation e-mail of nomination.

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

HU BUDAPEST12

ECTS Credits: 1 course yields 6 ECTS (except for the Hungarian Language course, which is only 3 ECTS)

HU-BUDAPES12:

<https://jak.ppke.hu/kszki/en/information-on-studies/exams-and-grading-system>

5	Excellent (jeles)	A (EXCELLENT - outstanding performance with only minor errors) B (VERY GOOD - above the average standard but with some errors)
4	Good (jó)	C (GOOD - generally sound work with a number of notable errors)
3	Satisfactory (közepes)	D (SATISFACTORY - fair but with significant shortcomings)
2	Pass (elégséges)	E (SUFFICIENT - performance meets the minimum criteria)
1	Failed (elégtelen)	FX (FAIL - some more work required before the credit can be awarded) F (FAIL - considerable further work is required)

For practical /seminar-like/ courses the following 3 scale evaluation system is applied:

Excellent (jeles)	A (EXCELLENT - outstanding performance with only minor errors) B (VERY GOOD - above the average standard but with some errors)
Satisfactory (közepes)	D (SATISFACTORY - fair but with significant shortcomings)
Failed (elégtelen)	FX (FAIL - some more work required before the credit can be awarded) F (FAIL - considerable further work is required)

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.
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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
HU BUDAPEST12	http://jak.ppke.hu/kszki/en/	https://jak.ppke.hu/en/pre-arrival/visa-residence-permit-and-insurance
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/

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
HU BUDAPEST12	http://jak.ppke.hu/kszki/en/	https://jak.ppke.hu/en/pre-arrival/visa-residence-permit-and-insurance
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

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
HU BUDAPEST12	http://jak.ppke.hu/kszi/en/	https://jak.ppke.hu/en/pre-arrival/visa-residence-permit-and-insurance
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/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
HU BUDAPEST12	Dr. Nóra DÉGI Head of Central Directorate for Foreign Affairs	14/02/2019	
PL TORUN01	Prof. Dr. hab. Bożena Gronowska Vice-Dean for Science and International Relations	18/02/2019	

* At PL TORUN01 single-subject agreements are signed by the dean of the respected faculty, while multi-subject agreements by the Vice-rector for Education.

² Scanned signatures are accepted