



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2017-20[21]<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Univerzita sv. Cyrila a Metoda v Trnave University of SS. Cyril and Methodius in Trnava	SK TRNAVA02	<b>Institutional coordinator:</b> Dr. h. c. prof. MUDr. Štefan Galbavý, DrSc., Vice-Rector for International Relations, Public Relations and Publishing Activities  Nám. J. Herdu 2, 917 00 Trnava, Slovak Republic, phone: +421 33 565133; <a href="mailto:ruzena.kozmova@ucm.sk">ruzena.kozmova@ucm.sk</a> <a href="mailto:erasmus@ucm.sk">erasmus@ucm.sk</a>  <b>Departmental Coordinator:</b> Mgr. Alžbeta	<a href="http://www.ucm.sk">www.ucm.sk</a>  <a href="http://erasmus.ucm.sk/?page_id=2805">http://erasmus.ucm.sk/?page_id=2805</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Lobotková, PhD.	
Uniwersytet Mikołaja Kopernika w Toruniu ( <i>Nicolaus Copernicus University in Toruń</i> )	<b>PL TORUN01</b>	<p>International Programmes Office, Nicolaus Copernicus University,  ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 - 4928, -2246, -4788</p> <p><b>Marta Wiśniewska</b> <a href="mailto:mawi@umk.pl">mawi@umk.pl</a>) – Erasmus Institutional Coordinator (STA , STT)</p> <p><b>Nina Rapo</b> <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) - incoming students;</p> <p><b>Marta Błaszczuk</b> (<a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a>) - outgoing students; <b>Martyna Malec</b> (<a href="mailto:malec@umk.pl">malec@umk.pl</a>) – traineeships</p>	<p>ERASMUS incoming information:  <a href="http://www.umk.pl/en/erasmus/">http://www.umk.pl/en/erasmus/</a></p> <p>Lecture catalogue:  <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a></p> <p>Semester dates:  <a href="http://www.umk.pl/en/erasmus/downloads/">http://www.umk.pl/en/erasmus/downloads/</a></p>
		<p>Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91</p> <p><b>Paulina Gyrkow</b> e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a></p>	<a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a>
Faculty of Educational Sciences	<b>PL TORUN01</b>	Lidia Wiśniewska, PhD ( <a href="mailto:lidiaw@umk.pl">lidiaw@umk.pl</a> ) – Faculty Coordinator	<a href="http://www.pedagogika.umk.pl/">http://www.pedagogika.umk.pl/</a>



## B. Mobility numbers<sup>4</sup> 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.

### Staff Mobility (SM)

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 *
PL POLAND	SK TRNAVA02	05	Education, Teacher Training	3persons (3x5total)	
SK TRNAVA02	PL POLAND	05	Education, Teacher Training	4 persons (4x5 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

<sup>5</sup> 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>

PL TORUN01	0111	Polish	English		EN: B2
SK TRNAVA02	05 Education, Teacher Training	Slovak language	English, Russian		B2

For more details on the language of instruction recommendations, see the course catalogue of each institution: [http://erasmus.ucm.sk/?page\\_id=3073](http://erasmus.ucm.sk/?page_id=3073);

#### D. Additional requirements

UCM has a network of buddy-students who help the incoming students with some administrative procedures at the start of the semester and create a free-time programme for them.

UCM offers international students a Slovak language course for free. Participants can gain 3 credits for the named course.

There is a disability access unit at UCM; the related information is available at: [http://erasmus.ucm.sk/?page\\_id=3073](http://erasmus.ucm.sk/?page_id=3073)

##### 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](mailto:incoming@erasmus.umk.pl)  
International Programmes Department in Bydgoszcz, +48 52 5853691 [erasmus@cm.umk.pl](mailto: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](mailto: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. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SK TRNAVA02	Nomination Deadline: 30 <sup>th</sup> April Application Deadline: 1 <sup>st</sup> May	Nomination deadline: 15 <sup>th</sup> November Application Deadline: 1 <sup>st</sup> December
PL TORUN01	June, 1st	November, 1st

### Termination of the agreement

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of a premature termination, a notice of at least one academic year before will 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

UCM will send its decision concerning the invitation letters records within 5 weeks at the latest after the set application deadlines.

Incoming students' transcripts of records will be issued no later than 5 weeks after the assessment period has finished at UCM.

### 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 **1<sup>st</sup> of June** or **1<sup>st</sup> of November**.

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

SK TRNAVA02: The information about the ECTS-grading system of UCM is available at:  
[http://erasmus.ucm.sk/?page\\_id=3073](http://erasmus.ucm.sk/?page_id=3073)

UCM Grade	Definition	ECTS Grade
1	Excellent	A
1,5	Very Good	B
2	Good	C
2,5	Satisfactory	D
3	Sufficient	E
4	Insufficient (failed)	FX

### 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
SK TRNAVA02	erasmus@ucm.sk	Non EU-students have to apply for their visa; if they intend to stay longer than three months, they must apply for their temporary residence in Slovakia; conditions are available at:  <a href="http://www.foreign.gov.sk/en/consular_info/residence_of_foreigners_in_territory_of_slovakia">http://www.foreign.gov.sk/en/consular_info/residence_of_foreigners_in_territory_of_slovakia</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A1">http://www.umk.pl/en/erasmus/life/guide/issues/#A1</a>  Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</a>

## 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
SK TRNAVA02	erasmus@ucm.sk	<a href="http://erasmus.ucm.sk/?page_id=3073">http://erasmus.ucm.sk/?page_id=3073</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)  <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>

	Bydgoszcz (+48 52 585 3691)	
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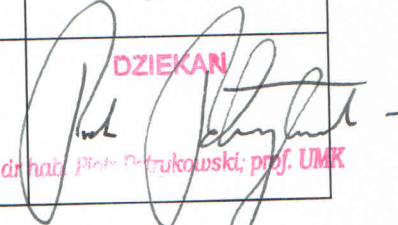
#### 4. Housing

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
SK TRNAVA02	Sona.krahulcova@ucm.sk erasmus@ucm.sk	<a href="http://erasmus.ucm.sk/?page_id=3073">http://erasmus.ucm.sk/?page_id=3073</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
SK TRNAVA02	Dr. h. c. prof. MUDr. Štefan Galbavý, DrSc., Vice-Rector for International Relations, Public Relations and Publishing Activities	19. 03. 2019	Univerzita sv. Cyrila a Metoda v Trnave rektorát Nám. J. Herdu 2, 917 01 Trnava - 21 - 
PL TORUN01	dr hab. Piotr Petrykowski, prof. UMK Dean of the Faculty of Educational Sciences		DZIEKAN  dr hab. Piotr Petrykowski, prof. UMK

<sup>6</sup> Scanned signatures are accepted