

Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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)
Universität Hamburg Institutional Coordinator	D HAMBURG01	Ms. Nadine Stäcker Department of International Affairs, Mittelweg 177, 20148 Hamburg, Germany Tel.: +49 40 42838-7932 Fax: +49 40 427977-015 hochschulkoodinatorin.erasmus@verw.uni-hamburg.de For questions concerning incoming and outgoing students please refer to the contact person below	http://www.uni-hamburg.de/ Course catalogue: https://www.stine.uni-hamburg.de/
Universität Hamburg Departmental Coordinator Faculty of Education	D HAMBURG01	<u>Administrative contact:</u> Dr. Markus Friederici Von-Melle-Park 8 20146 Hamburg 040-42838 5317 markus.friederici@uni-hamburg.de <u>Academic contact:</u> Prof. Dr. Tilman Grammes E-Mail tilman.grammes@uni-hamburg.de Department Faculty of Education Von-Melle-Park 8 Hamburg https://www.ew.uni-hamburg.de +49 40 42838-2144	https://www.ew.uni-hamburg.de/en.html
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus)	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -	ERASMUS incoming information: http://www.umk.pl/en/erasmus/

Copernicus University in Toruń)		4928, -2246, -4788 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) – traineeships	Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/downloads/
		Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 Paulina Gyrkow e-mail: erasmus@cm.umk.pl	http://www.cm.umk.pl/en/
Faculty of Educational Sciences	PL TORUN01	Lidia Wiśniewska, PhD (lidiaw@umk.pl) – Faculty Coordinator	http://www.pedagogika.umk.pl/ .

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.

Staff Mobility (STA and STT)

FROM	TO	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
D HAMBURG 01	PL TORUN01	0110	Special Needs Education Education and Teacher Training	1 week, 8 teaching hours	---
PL TORUN01	D HAMBURG 01	0110	Special Needs Education Education and Teacher Training	1 week, 8 teaching 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 instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D HAMBURG01		German	English	B1 (B2 recommended)	B2 (C1 recommended)
PL TORUN01		Polish	English	EN: B2	EN: 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

Additional requirements for Universität Hamburg

The sending university will screen and select candidates for exchange studies in accordance with its applicable rules and regulations. The receiving institution will accept the candidates selected by the sending institution if mutually acceptable academic and/or professional qualifications and standards are met. However, the receiving university has the right to make the final decision on the admission of candidates nominated for exchange. Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability.

The Universität Hamburg welcomes students and staff with disabilities and has the infrastructure to support people with disabilities. Please contact the Institutional Coordinator to obtain further information concerning the support available in your respective institute or school. You will find information on the support available at <http://www.uni-hamburg.de/studieren-mit-behinderung.html>

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.

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>

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]
D HAMBURG01	May, 15 th	November, 15 th
PL TORUN01	June, 1st	November, 1st

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

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 10 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This agreement shall become effective from the academic year 2014/15 and shall remain in effect until the academic year 2020/21. The agreement may be terminated by either contracting party giving at least six (6) months' written notice. However, any exchange in progress will continue until completed. 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**.

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

D HAMBURG01:

Universität Hamburg does not fully comply with the ECTS grading system.

The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given):

- "**Sehr Gut**" (1) = Very Good;
- "**Gut**" (2) = Good;
- "**Befriedigend**" (3) = Satisfactory;
- "**Ausreichend**" (4) = Sufficient;
- "**Nicht ausreichend**" (5) = Non-Sufficient/Fail.

The minimum passing grade is "Ausreichend" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

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.	

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
D HAMBURG01	---	https://www.uni-hamburg.de/internationales/download/studieren-an-der-uhh/einreisevisum.pdf
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
D HAMBURG01	---	www.uni-hamburg.de/ersteschritte
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
D HAMBURG01	---	www.uni-hamburg.de/ersteschritte
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
D HAMBURG01	Ms. Nadine Stäcker Erasmus Institutional Coordinator	23.02.2017	  Universität Hamburg <small>DER FORSCHUNG DER LEHRE DER BILDUNG</small> Abteilung 5: Internationales <small>Raterrat 5.1: Internationale Hochschulkooperationen</small> Mittelweg 177 • 20148 Hamburg
PL TORUN01	Dr hab. Piotr Petrykowski, prof. UMK Dean of the Faculty of Educational Sciences		 Dziekan dr hab. Piotr Petrykowski, prof. UMK

² Scanned signatures are accepted