



## Erasmus+ Programme

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

### **Inter-institutional<sup>1</sup> agreement 2018-20[21]<sup>2</sup>** **between programme countries**

#### **[Minimum requirements]<sup>3</sup>**

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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>4</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
Hochschule Heilbronn	D HEILBRO01	Prof. Dr. Mathias Moersch Faculty of International Business Mathias.moersch@hs-heilbronn.de  Jutta Krieger, Erasmus+ Institutional Coordinator erasmus@hs-heilbronn.de Phone: +49(0)7131 504-543	<a href="https://fiona.hs-heilbronn.de/332464/fakultaeten-und-studiengaenge">https://fiona.hs-heilbronn.de/332464/fakultaeten-und-studiengaenge</a>  Lectures in English: <a href="https://fiona.hs-heilbronn.de/6170831/international-programmes">https://fiona.hs-heilbronn.de/6170831/international-programmes</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> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<b>Nicolaus Copernicus University in Toruń</b>  <b>Faculty of Economic Sciences and Management</b>	PL TORUN01	<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>Marta Wiśniewska (<a href="mailto:mawi@umk.pl">mawi@umk.pl</a>) -          Erasmus Institutional Coordinator          (STA , STT)</p> <p>Katarzyna Fus          (<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) -          incoming students;</p> <p>Martyna Malec (<a href="mailto:malec@umk.pl">malec@umk.pl</a>) -          outgoing students and traineeships</p> <p><b>Faculty of Economic Sciences and Management</b>          Joanna Flicińska-Turkiewicz          Faculty Coordinator for International Programmes          Ul. Gagarina 13a          87-100 Toruń, Poland          Phone: +48 56 611 4783          e-mail: <a href="mailto:international.econ@umk.pl">international.econ@umk.pl</a>  <a href="http://www.econ.umk.pl">www.econ.umk.pl</a></p>	<a href="http://www.umk.pl/en/erasmus/students/">http://www.umk.pl/en/erasmus/students/</a>
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## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is 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.]

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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility/months (total)	
					Student Mobility for Studies	Student Mobility for Traineeships S *
D HEILBRO01	PL TORUN01	041	Business	1 <sup>st</sup> ,  2 <sup>nd</sup> – max 2 students	4 (20)	

<sup>5</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>)

PL TORUN01	D HEILBRO01	041	Business	1 <sup>st</sup> , 2 <sup>nd</sup> – max 2 students	4 (20)	
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[\*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.]

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/ number of days	
				Staff Mobility for Teaching	Staff Mobility for Training
D HEILBRO01	PL TORUN01	041	Business	2 (10)	1 (5)
PL TORUN01	D HEILBRO01	041	Business	2 (10)	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:

Receiving institution [Erasmus code]	Optiona l: Subject area	Languag e of instruc- tion 1	Languag e of instruc- tion 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D HEILBRO01	Business	German	English	B1	B2
PL TORUN01	Business	English		B2	B2

<sup>6</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>

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

*Introduction week is compulsory for incoming students at Hochschule Heilbronn.*

*Information for mobile students/staff with disabilities is available at: <https://fiona.hs-heilbronn.de/studieren-mit-beeintraechtigungen>*

### PL TORUN01:

The list of Erasmus coordinators at NCU is available at <http://www.umk.pl/en/cooperation/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]
D HEILBRO01	Nomination deadline: 1 <sup>st</sup> May application deadline: 15 <sup>th</sup> May	nomination deadline: 15 <sup>th</sup> Nov. application deadline: 1 <sup>st</sup> Dec.
PL TORUN01	1 June	1 November

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

2. The receiving institution will send its decision within 8 weeks.
3. **Hochschule Heilbronn:** A transcript of records will be issued in late September for exchange in spring semester and in late March for exchange in winter semester. Exchange students may find information on their results four weeks after the assessment period has finished via: <https://stud.zv.hs-heilbronn.de>

#### 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, **PL TORUN01** 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the student passed all exams and submitted the Study Records Sheet to the International Office at the receiving HEI.
4. Termination of the agreement

In case of earlier 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 June of year N will only take effect as of 1 September of year N+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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. 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."]*

## F. Information

### 1. Grading systems of the institutions

**Hochschule Heilbronn:** Information on grades is available at:

[http://www.hs-heilbronn.de/3097768/01\\_allgemeines](http://www.hs-heilbronn.de/3097768/01_allgemeines)

[http://www.hs-heilbronn.de/3097878/05\\_studien\\_und\\_pruefungsordnung](http://www.hs-heilbronn.de/3097878/05_studien_und_pruefungsordnung)

ECTS GRADE:		National Grade (Hochschule Heilbronn)	
A	Excellent	=	1,0 1,3
B	Very Good	=	1,7 2,0
C	Good	=	2,3 2,7
D	Satisfactory	=	3,0 3,3
E	Sufficient	=	3,7 4,0

FX	Fail	=	4,7
F	Fail	=	5,0

#### 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 HEILBRO 01	<a href="mailto:lo-incomings@hs-heilbronn.de">lo-incomings@hs-heilbronn.de</a> phone: +49(0)7131 504-263 or - 6836	<a href="https://www.hs-heilbronn.de/incomings">https://www.hs-heilbronn.de/incomings</a>
PL TORUNO 1	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<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
D HEILBRO 01	<a href="mailto:lo-incomings@hs-heilbronn.de">lo-incomings@hs-heilbronn.de</a> phone: +49(0)7131 504-263 or - 6836	<a href="https://www.hs-heilbronn.de/incomings">https://www.hs-heilbronn.de/incomings</a>
PL TORUNO 1	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>


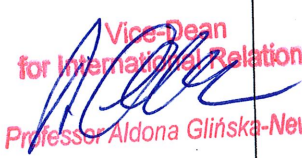
### **4. Housing**

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 HEILBRO 01	<a href="mailto:lo-incomings@hs-heilbronn.de">lo-incomings@hs-heilbronn.de</a> phone: +49(0)7131 504-263 or - 6836	<a href="https://www.hs-heilbronn.de/incomings">https://www.hs-heilbronn.de/incomings</a>
PL TORUNO 1	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<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>7</sup>
D HEILBRO01	<b>Prof. Dr. Ruth Fleuchaus,</b> Vice President Internationalisation	17/7/18	
PL TORUN01	<b>dr hab. Aldona Glińska-Noweś, prof. UMK</b> Vice-Dean for International Relations	18/7/18	 Vice-Dean for International Relations Professor Aldona Glińska-Noweś

<sup>7</sup> Scanned signatures are accepted