



Erasmus+ Programme

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

Inter-institutional agreement 2018/19-2020/21 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	Erasmus code	Contact details	Website
Kobe University	KOBE (PIC: 997614058)	International Affairs Planning Division 1-1 Rokkodai-cho, Nada-ku Kobe 657-8501, JAPAN e-mail: intl-relations@office.kobe-u.ac.jp TEL: +81-78-803-5282 FAX: +81-78-803-5049	University homepage: http://www.kobe-u.ac.jp/en/index.html
Graduate School of Intercultural Studies & Faculty of Global Human Sciences		Assoc. Prof. KARASHIMA Masato e-mail: karashima@people.kobe-u.ac.jp Student Affairs Section e-mail: gicls-kyomugakusei@office.kobe-u.ac.jp Tel: +81-78-803-7530	School website: http://web.cla.kobe-u.ac.jp/graduate-en/ Faculty website: http://www.fgh.kobe-u.ac.jp/en/node/130
Graduate School of Humanities & Faculty of Letters		Prof. SHIRATORI Yoshihiko e-mail: yshira@lit.kobe-u.ac.jp General Affairs Section e-mail: lsoumu@lit.kobe-u.ac.jp Tel: +81-078-803-5595	School website: http://www.lit.kobe-u.ac.jp/english/

		code * [ISCED]	name	[short cycle, 1st, 2nd or 3rd]	Student Mobility for Studies	Student Mobility for Traineeships
KOBE	PL TORUN01	0.90 (222)	Languages and Philological Sciences	1 st , 2 nd , 3 rd	15 (3 students x 5 months)	None
PL TORUN01	KOBE	0.90 (222)	Languages and Philological Sciences	1 st , 2 nd , 3 rd	15 (3 students x 5 months)	None

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
KOBE	PL TORUN01	0.90 (222)	Languages and Philological Sciences	10 (2 teachers x 5 days)	Upon individual request
PL TORUN01	KOBE	0.90 (222)	Languages and Philological Sciences	10 (2 teachers x 5 days)	Upon individual request

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
KOBE		Japanese	English	N2 in Japanese Language Proficiency Test(JLPT) B2(English)	B2
PL TORUN01		English	Japanese	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

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/>

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.

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>

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.

KOBE:

- Admission procedures:
http://www.kobe-u.ac.jp/en/study_in_kobe/admission/index.html
- Japanese Language Courses:
<http://www.kobe-u.ac.jp/en/campuslife/supports/index.html#japanese>
- Information for International Students:
http://www.kobe-u.ac.jp/en/study_in_kobe/for_international_students.html

Related to outgoing students (PL TORUN1 as a sending institution):

The PL TORUN1's Erasmus+ Incoming and Outgoing Students Coordinator should submit application of the selected candidates to the receiving institution's coordinator (Student Affairs Section of Graduate School of Humanities, Graduate School of Intercultural Studies or Faculty of Global Human Sciences) within the deadline specified in E1 (Calendar).

The student application should consist of the following documents:

- Exchange Student Application Form
- a copy of passport,
- Purpose of Study Abroad & Study Plan,
- Curriculum Vitae (Free format)
- Application for Certificate of Eligibility (COE),
- Financial Statement (Translated into English),
- a copy of JLPT certificate or Proof of Japanese Language Level (Optional),
- candidate's Transcript of Records
- Certificate of Enrolment
- four photos (30mm×40mm).

Please submit the photos that fit the specified size and the requirements as these will be printed on the COE and an official resident card.

At Kobe University the exchange of students under the Erasmus+ Programme will in principle be conducted in accordance with the terms of the Agreement for Student Exchange. Accordingly, incoming students from Nicolaus Copernicus University to Kobe University will have the same status as a normal exchange student. However, Kobe University will not count the number of exchange students from Nicolaus Copernicus University under the Erasmus+ Programme towards the student quotas for the normal exchange programme. Exchange under the Erasmus+ programme is conducted among relevant faculties separately from the normal exchange agreement programme.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term	Spring term
KOBE	May 1 st	November 1 st
PL TORUN01	June, 1 st	November, 1st

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**.

Application/information on nominated staff must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term	Spring term
KOBE	May 31 st (fourth quarter: 30th of August)	October 31 st (second quarter: 30th of March)
PL TORUN01	June, 1 st	November, 1st

- The receiving institution will send its decision within 2 months
- All mobility can be started from the day of signature and should be accomplished by July 31st, 2021.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 2 months 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.	

• KOBE:

Kobe University uses the following grading system:

S to F, S being the maximum grade; credit is given if C is obtained.

S – Excellent	S: 100-90 – attaining the learning object with outstanding performance
A – Very Good	A: 89-80 – attaining the learning object with very good performance
B – Good	B: 79-70 – attaining the learning object with good performance
C – Sufficient	C: 69-60 – attaining the learning object
F – Fail	F: 59 (and less) – not attaining the learning object

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	Contact details	Website for information
KOBE	Student Affairs Section, Graduate School of Intercultural Studies e-mail: gicls- kyomugakusei@office.kobe- u.ac.jp Tel: +81-78-803-7530 Student Affairs Section, Graduate School of Humanities e-mail: lkyomu@lit.kobe- u.ac.jp Tel: +81-078-803-5595	http://www.kobe- u.ac.jp/en/study_in_kobe/procedures/index.html Japanese Ministry of Foreign Affairs: http://www.mofa.go.jp/j_info/visit/visa/index.html
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	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:

http://www.kobe-u.ac.jp/documents/en/study_in_kobe/admission/KobeUniv.InfoSheet.17-18.pdf

Institution	Contact details	Website for information
KOBE	Student Affairs Section, Graduate School of Intercultural Studies	University Information Sheet (pp. 3-4): http://www.kobe- u.ac.jp/documents/en/study_in_kobe/admission/KobeUniv.InfoSheet.17- 18.pdf

	e-mail: gicls-kyomugakusei@office.kobe-u.ac.jp Tel: +81-78-803-7530 Student Affairs Section, Graduate School of Humanities e-mail: lkyomu@lit.kobe-u.ac.jp Tel: +81-078-803-5595	
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/issues/#A2

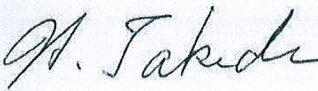
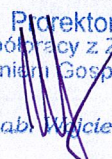
4. Housing

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	Contact details	Website for information
KOBE	Student Affairs Section, Graduate School of Intercultural Studies e-mail: gicls-kyomugakusei@office.kobe-u.ac.jp Tel: +81-78-803-7530	http://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html
	Student Affairs Section, Graduate School of Humanities e-mail: lkyomu@lit.kobe-u.ac.jp Tel: +81-078-803-5595	
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ²
KOBE	Professor TAKEDA Hiroshi President	18/03/2020	
PL TORUN01	Prof. dr hab. Wojciech Wysota Vice-Rector for International and Business Cooperation	30.07. 2020	<p>dyrektor ds. Współpracy z Zagranicą i Otoczeniem Gospodarczym</p>  <p>prof. dr hab. Wojciech Wysota</p>

² Scanned signatures are accepted