

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016-2021² between institutions from programme and partner countries

[Minimum requirements]³

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 ⁴	Contact details (email, phone)	Website (eg. of the course catalogue)
Heimerer College	Pristina	Mr. Adnan Hoxha Head of the International Cooperation and Projects Office Veranda D4, Entrance C and D Str. Kalabri, (Road to Veternik) 10000 Pristina, Republic of Kosovo Tel: +385 555 099 +37745 668 207	www.kolegij-helmerer.eu

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

		E-mail : adnan.hoxha@kollegii-heimerer.eu	
<p>Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Torun)</p>	<p>PIG 999836619</p>	<p>International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Torun, Poland; tel/fax: +48 56 6114929, tel: 611-4928, -2246</p> <p>Ewa Derkowska-Rybicka (ewader@umk.pl) - Erasmus Institutional Coordinator (STA- STT)</p> <p>Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students</p> <p>Marta Wiśniewska Marta Błaszczak (outgoing@erasmus.umk.pl), outgoing students</p> <p>Martyna Malec (malec@umk.pl) - placements</p> <p>Paulina Gyrkow e-mail: erasmus@cm.umk.pl Collegium Medicum in Bydgoszcz (medical sciences) International Programmes Department ul. M. Curie-Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91</p> <p>Faculty coordinator: Dr Lidia Wiśniewska, lidiaw@umk.pl tel. +48 56 611-4680 Dr Marusz Kozakiewicz, markoz@cm.umk.pl, tel. +48 52 585 3759</p>	<p>ERASMUS incoming information: http://www.umk.pl/en/erasmus/</p> <p>Lecture catalogue: http://www.umk.pl/en/erasmus/courses/</p> <p>Semester dates: http://www.umk.pl/en/erasmus/downloads/</p>

B. Mobility numbers⁵ 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.

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(SMS) [15 months]	Student Mobility for Traineeships (SMP) [5 months]
PL TORUN01 [999836619]	Heimerer College - Pristina	091	Nursing	1st cycle	2 x 5 months	...
		091	Physiotherapy	1st cycle	2 x 5 months	...
Heimerer College Pristina	PL TORUN01 [999836619]	091	Nursing	1st cycle	3 x 5 months	...
		091	Physiotherapy	1st cycle	3 x 5 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.]

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(TS) [Total number of days of teaching periods or average duration *]	Staff Mobility for Training(TT)
PL TORUN01 [999836619]	Heimerer College - Pristina	0111	Teacher training	...1 x 5 d (+2d)...	To be decided individually
		091	Health Sciences	...1 x 5 d (+2d)...	To be decided individually
Heimerer College - Pristina	PL TORUN01 [999836619]	0111	Teacher training	...2 x 5 d (+2d)...	To be decided individually
		091	Health Sciences	...2 x 5 d (+2d)...	To be decided individually

⁵ 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>)

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]	Option al: Subject area	Language of instruc- tion 1	Langua ge of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01 [999836619]	0111, 091	Polish	English	B2	B2
Heimerer College - Pristina	0111, 091	Albanian (A1)	English/ German	Albanian: A2 (Elementary) English/German: B1 (Upper Intermediate)	Albanian, German or English: B2 (Upper Intermediate)

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

⁶For 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. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

grants. See the information / insurance section for contact details.

- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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/>

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.

Heimerer College

Erasmus students who wish to follow courses at more than one faculty at HC need to obtain the approval of a coordinator/dean of a respective/particular faculty,

- Erasmus students interested in writing a final BA-/MA at HC should ask a respective coordinator to get an approval to do so. Final theses need to be graded by the home institution/not by HC.
- HC attempts at facilitating the Erasmus exchange students with disabilities or permanent illnesses. Our International Cooperation Office, in cooperation with the relevant staff for Students with Disabilities, tries to meet your special needs.

Contact:

International Cooperation Office at HC: (+381) 38 555 099; +37745 668 207; adnan.hoxha@kolegij-heimerer.eu

During the orientation week, we provide an informative session about the health, safety and emergency issues.

Contact: an English speaking psychologist fitim.uka@kolegij-heimerer.eu

- For the implementation of **STA/STT**-mobilities, – incoming staff is required to get confirmation of invitation by an HC contact person from the respective faculty in reasonable advance in order to prepare a satisfactory programme of teaching/training.

F. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term [month]
PL TORUN01 [999836619]	June, 1st	November, 1st
Heimerer Collegé - Pristina	May, 1 st	November, 1 st

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

2. The receiving institution will send its decision within [2] weeks.
3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

In the event of unilateral termination of the agreement, 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. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

At 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 *zaliczenie* (EN. 'pass') which means that their workload was satisfactory and they have passed the course.

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

PL TORUN01	ECTS grade	Heimerer College
5	A	10
4,5	B	9
4	C	8
3,5	D	7
3	FX	6
2	F	No attendance
Zal / Pass	F	No exam

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
PL TORUN01 [999836619]	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/
Heimerer College - Pristina	info@kolegji-heimerer.eu +37744 952-462; +37745 698-210	https://www.rks-gov.net/en-US/Qtetaret/InfoPerTeTuajt/Pages/default.aspx

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
PL TORUN01 [999836619]	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
Heimerer College - Pristina	info@kolegji-heimerer.eu +37744 952-462; +37745 698-210	Insurance cover is not automatically provided.

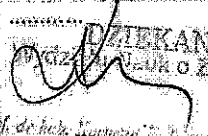
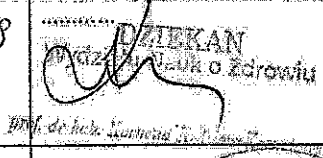


4. Housing

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:

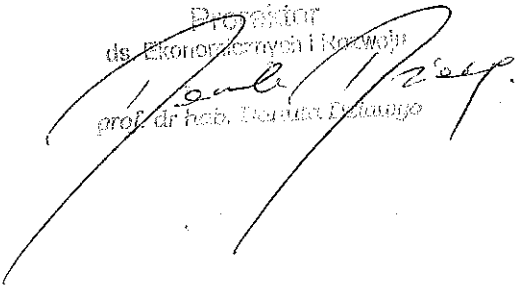
Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL TORUN01 [999836619]	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus http://www.umk.pl/en/erasmus/life/guide/accommodation/
Heimerer College - Pristina	info@kolegji- heimerer.eu +37744 952-462; +37745 698-210	http://kolegji-heimerer.eu/ Students state their wish to be accommodated in the student dormitory in the Erasmus application form.

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and stamp
PL TORUN01 [999836619]	Prof. dr hab. Dorothea Kedziarska-Komaleska Dean of the Health Sciences Faculty	28.08 2017	 DZIEKAN Wydział Nauk o Zdrowiu 
Heimerer College - Pristina	Ms. Naima Brajshori, PhD cand. Vic-Director of	13. 08. 2017	 

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

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