



Uchwała nr 10/17

Erasmus+ Programme

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

Inter-institutional agreement 2017-2021 between institutions from programme and partner 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	PL TORUN01		International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, - 2246 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 Błaszczyk (martaslo@umk.pl)	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar

			<p>- 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>	
Faculty of Languages	PL TORUN01	<p><i>Faculty coordinator</i></p> <p><i>Institutional Coordinator</i></p>	<p>Marcin Skibicki e-mail: skibicki@umk.pl</p> <p>Dorota Paśko-Koneczeniak e-mail : dorpas@umk.pl</p>	www.umk.pl
Immanuel Kant Baltic Federal University	Kaliningrad	<i>Departmental Coordinator</i>	<p><i>Dr. Tatyana Tsvigun</i></p> <p><i>Deputy Head of the Institute of Humanities,</i></p> <p><i>e-mail: TTSvigun@kantiana.ru</i></p>	https://www.kantiana.ru/humanities/lead/
Immanuel Kant Baltic Federal University	Kaliningrad	<i>Institutional Coordinator</i>	<p><i>Dr. Natalya Milyavskaya</i></p> <p><i>Head of the Department for International Programmes</i></p> <p><i>e-mail: nmilyavskaya@kantiana.ru</i></p>	http://www.kantiana.ru/international/

B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
PL TORUN01	Kaliningrad	23	Languages	Summer semester	3 x 5 months	[Not relevant]
Kaliningrad	PL TORUN01	23	Languages	Summer semester	3 x 5 months	[Not relevant]

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
PL TORUN01	Kaliningrad	23	Languages	2 x 5 days	
Kaliningrad	PL TORUN01	23	Languages	2 x 5 days	

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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	23	<i>Polish</i>	<i>Russian</i>	B2	B2
Kaliningrad	23	<i>Russian</i>	<i>English</i>	B1	B2

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country** 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.

¹ See Common European Framework of Reference for Languages

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 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 are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

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/cooperation/erasmus/students/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/cooperation/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.

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.

Immanuel Kant Baltic Federal University:

- Students should contact the Division for International Programmes in order to get a list of courses taught at the chosen specialty.
- Students are to choose minimum 30 ECTS per semester
- IKBFU organizes the Orientation Week in order to help international students to integrate into the University life.
- Each international student has his/her personal tutor (a regular student) who helps them in all arising issues.

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
PL TORUN01	June, 1 st	November, 1st
Kaliningrad	April 15	October 31

2. The receiving institution will send its decision within **3** 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.

4. Termination of the agreement

Either party terminates the Agreement by written notice submitted at least one academic year in advance of the next academic year. Termination would not affect students already engaged in the Agreement.

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

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 *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	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.	

At IKBFU Kaliningrad

«отлично» (otlichno – excellent)

«хорошо» (khorosho – good)

«удовлетворительно» (udovletvoritelno – satisfactory)

«неудовлетворительно» (neudovletvoritelno – fail)

or «зачтено» (zachteno – passed)

«не зачтено» (nezachteno – not passed)

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 or city]	Contact details (e-mail, phone)	Website for information
PL TORUN01	<p>incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)</p> <p>erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)</p>	<p>http://www.umk.pl/en/cooperation/guide/issues/#A1</p> <p>Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel to poland/</p>
Kaliningrad	<p>Department for Legal Issues and HR</p> <p>visa@kantiana.ru tel.: +74012595595 (Ext. 7452)</p>	<p>http://eng.kantiana.ru/home/international/registration</p>

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 or city]	Contact details (e-mail, phone)	Website for information
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/cooperation/guide/issues/#A2
Kaliningrad	We recommend your students to make sure they receive their insurance before coming to IKBFU. If it is not possible, please contact international-study@kantiana.ru for consultation.	no



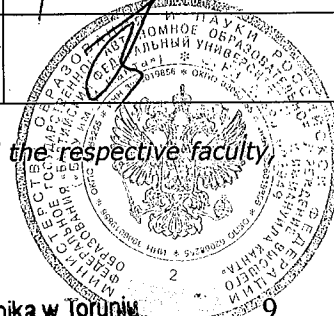
4. Housing

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 or city]	Contact details (e-mail, phone)	Website for information
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/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/
Kaliningrad	Division for International Programmes international-study@kantiana.ru	http://eng.kantiana.ru/international/dormitories/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL TORUN01	Dr hab. Przemysław Nehring, prof. UMK, Dean of the Faculty of Languages	05.04. 2017	 Dziekan dr hab. Przemysław Nehring, prof. UMK
IKBFU Kaliningrad	Dr. Irina Kuksa First Vice-Rector – Vice-Rector for Studies	23/03/2017	 

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

Proroktor
ds. Współpracy Zagranicą
i Otoczeniem Gospodarczym
prof. dr hab. Wojciech Wysota

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