



Erasmus+ Programme

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

Inter-institutional agreement 2017/18-2020/21 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
Tokyo University of Foreign Studies (TUFS)	TOKYO (PIC number: <u>919101870</u>)	Office for International Affairs intl-service@tufs.ac.jp Tel. +81-42-330-5595 Address: 3-11-1 Asahi-cho, Fuchushi, Tokyo 183-8534	General University page: http://www.tufs.ac.jp/
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, -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 (martasio@umk.pl) – outgoing students; Martyna Malec (malec@umk.pl) –	ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/downloads/

		traineeships 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 Languages	PL TORUN01	Faculty coordinator: Dariusz Pniewski, PhD hab.	http://www.fil.umk.pl/pl/kat_41,158_Wladze_Wydzialu.html http://www.ilp.umk.pl/spis-pracownikow/pniewski/dariusz.pniewski@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 October in the preceding academic year.

FROM	TO	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	Student Mobility for Traineeships
TUFS	PL TORUN01	0.90 (222)	Languages (Polish philology)	1 st , 2 nd , 3 rd	15 (3 students x 5 months)	None
PL TORUN01	TUFS	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	Subject	Number of staff mobility periods
------	----	---------	---------	----------------------------------

		<i>area code</i> [ISCED]	<i>area name</i>	Staff Mobility for Teaching	<i>Staff Mobility for Training</i>
TUFS	PL TORUN01	0.90 (222)	Language s (Polish philology)	10 (2 teachers x 5 days)	Upon individual request
PL TORUN01	TUFS			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	<i>Optional: Subject area</i>	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
TUFS		Japanese	English	B2	B2
PL TORUN01		English	Polish	English: B1 and/or Polish: 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/>

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>

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

Receiving institution	Autumn term	Spring term
TUFS	March, 31st	November, 30th
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**.

2. 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.

Credit Transfer

The credits which exchange students earned at the receiving institution may be transferred to the home institution based on its own rules.

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

TUFS: http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/program01.html

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	Contact details	Website for information
TUFS	Student Exchange Division : short_exchange@tufs.ac.jp	http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/immigration.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:

Institution	Contact details	Website for information
TUFS	Student Exchange Division : short_exchange@tufs.ac.jp	http://www.tufs.ac.jp/english/intlaffairs/exchange_in/program/immigration.html
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
TUFS	Student Exchange Division : short_exchange@tufs.ac.jp	http://www.tufs.ac.jp/english/intlaffairs/international_student/hall.html
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
TOKYO UNIVERSITY OF FOREIGN STUDIES (TUFS)	Kayoko Hayashi Executive-Director and Vice-President (for General Affairs and Education)	19. Jan. 2018	

² Scanned signatures are accepted

PL TORUN01	Prof. dr hab. Wojciech Wysota Vice-Rector for International Cooperation and Economic Environment Liaison	11.01. 2018	Prorektor ds. Współpracy i Kogencji i Działalności Społecznej prof. dr hab. Wojciech Wysota
------------	--------------------------------------------------------------------------------------------------------------------------------	----------------	------------------------------------------------------------------------------------------------------

Uniwersytet Mikołaja Kopernika w Toruniu
 87-100 Toruń, ul. Gagarina 11
 NIP 879-017-72-91
 REGON 000001324
 (1813)