Nicolaus Copernicus University PL TORUN01

Annex 2 to Erasmus+ Inter-institutional agreement
Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Nicolaus Copernicus University
Erasmus Code	PL TORUN01
EUC	**46657**
Institution website	www.uni.torun.pl
Online course catalogue	*http://www.umk.pl/en/cooperation/erasmus/students/study/*

1.2. Main contacts

Contact person	Ewa Derkowska-Rybicka
Responsibility	Erasmus+ Institutional Coordinator
Contact details	Phone:+48 56 611 4929; Fax:+48 56 611 4929; Email: ewader@umk.pl

Contact person	**Małgorzata Grudzińska**
Responsibility	In charge of incoming students
Contact details	Phone:+48 56611 4928; Fax::+48 56 6114929; Email: incoming@erasmus.umk.pl

2. Detailed requirements and calendar

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	click to type	English	B2
Staff Mobility for Teaching	click to type	English	B2
Staff Mobility for Training	click to type	click to type	click to choose

* Level according to Common European Framework of Reference for Languages (CEFR), see
http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. 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]

incoming	outgoing
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. 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.	• <mark>click to type</mark>

<mark>*[Please specify whether your institution has the infrastructure to welcome students and staff with disabilities.]*</mark>

- Yes. 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

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	June, 1st
Spring term	November, 1st

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/cooperation/erasmus/students/application

2.3.2. Decision Response

We will send our decision within 6 weeks.

2.3.3.   Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

3. Additional information

3.1. Grading system

[It is recommended that each institution provides the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.]

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 Mikołąja 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.	

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	click to type

Responsibility	click to type
Contact details	Phone:click to type; Fax:click to type; Email:click to type
Website	click to type
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/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/

3.3. Insurance

Our institution will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	click to type
Responsibility	click to type
Contact details	Phone:click to type; Fax:click to type; Email:click to type
Website	click to type
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

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	click to type
Responsibility	click to type
Contact details	Phone:click to type; Fax:click to type; Email:click to type
Website	click to type

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/

4. Details about the department/program/courses

Contact person	click to type
Responsibility	click to type
Contact details	Phone: click to type; Fax: click to type; Email: click to type
Website	click to type