



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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 (and department, where relevant) Erasmus code	UNIVERSITAT ROVIRA I VIRGILI (E TARRAGO01) Faculty of Business and Economics
Contact details (Erasmus Institutional Coordinator and Departmental Coordinator)	Erasmus Institutional Coordinator: International Center <i>Marina Casals</i> – Head of International Center Av. Països Catalans 17-19, 43007 Tarragona (Spain) Phone: +34 977 558 461 Fax: +34 977 201 864 E-mail: marina.casals@urv.cat ; mou@urv.cat Departmental Coordinator: <i>Albert Fonts Ribas</i> Av. Universitat, 1 43204 - Reus Phone: +34 977 759 892 Fax: +34 977 759 810 E-mail: interfee@urv.cat
Website (eg. Of the course catalogue)	Exchange Students: http://www.urv.cat/international/en_index.html Course Catalogue: http://www.urv.cat/international/movilidad/en_tramites.html#subjects Faculty page: http://www.fee.urv.cat/

Name of the institution (and department, where relevant)	UNIWERSYTET MIKOŁAJA KOPERNIKA W TORUNIU (NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ)
Erasmus code	(PL TORUN01)
Contact details (Erasmus Institutional Coordinator and Departmental Coordinator)	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; placements Marta Wiśniewska (mawi@umk.pl), Marta Błaszczyk (martasio@umk.pl) - outgoing students; placements Faculty of Economic Sciences and Management ul. Gagarina 13a, 87-100 Torun Tel. (+ 48 56) 611-46-08, fax 654-24-50 Dr. Magdalena Kalińska Ms. Kamila Mazur e-mail: erasmus@econ.umk.pl Tel. (+48 56) 611-47-83
Website (eg. Of the course catalogue)	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/

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 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	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	

E TARRAGO01	PL TORUN01	345	Management and administration	1st 2nd	2 X 9 months [= 18 total]	Only by individual agreement
PL TORUN01	E TARRAGO01	345	Management and administration	1st 2nd	2 X 9 months [= 18 total]	Only by individual agreement

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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training
E TARRAGO01	PL TORUN01	345	Management and administration	1[5]	
PL TORUN01	E TARRAGO01	345	Management and administration	1[5]	

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	Language of	Language of	Recommended language of
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[Erasmus code]	area	instruc- tion 1	instruc- tion 2	instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E TARRAGO01		Catalan/ Spanish	English	Recommended: B1: Catalan or Spanish or English	Recommended B2 : Catalan or Spanish or English or French
PL TORUN01		Polish	English	B2	B2

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

E TARRAGO01:

Course Catalogue: http://www.urv.cat/international/movilidad/en_tramites.html#subjects

PL TORUN01:

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

D. Additional requirements

E TARRAGO01:

International web page: http://www.urv.cat/international/en_index.html

Exchange students guide:

<http://www.urv.cat/international/media/upload/arxiu/Mobility/Students%20mobility%20guide%20%28compilada%29.pdf>

Guide for disabled students:

http://www.urv.cat/atencio_discapacitat/en_index.html

PL TORUN01:

The list of Erasmus coordinators at NCU is available at
<http://www.umk.pl/en/cooperation/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/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.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E TARRAGO01	Nomination: from 15 th March to 15 th May Application: 15 th June	Nomination: from 1st March to 14 th October Application: 15 th November
PL TORUN01	June, 1st	November, 1st

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

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/cooperation/erasmus/students/application>

2. The receiving institution will send its decision within 6 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

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. The termination clauses must include the following disclaimer: "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

URV Grading System		
MH (Matrícula d'Honor)	(9-10)/10	Distinction
EX (Excellent)	(9-10)/10	Excellent
NT (Notable)	(7-8.9)/10	Good
AP (Aprobat)	(5-6.9)/10	Pass
SU (Suspens)	(0-4.9)/10	Fail
NP (No Presentat)		Absent

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 [Erasmus code]	Contact details (email, phone)	Website for information
E TARRAGO01	E-mail: hosting@urv.cat Tel. +34 977 25 6569	Visas and immigration procedures: http://www.urv.cat/international/vivir-urv/en_visados-tramites-extranjeria.html
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz	http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/

	(+48 52 585 3691)	
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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
E TARRAGO01	E-mail: hosting@urv.cat Tel. +34 977 25 6569	Health information: http://www.urv.cat/international/vivir-urv/en_informacion-sanitaria.html
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

4. Housing

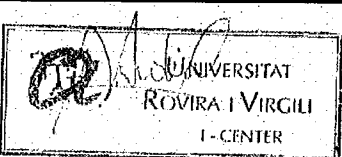
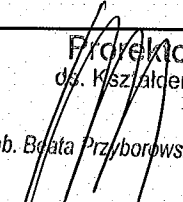
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E TARRAG001	E-mail: hosting@urv.cat Tel. +34 977 25 6569	Accommodation at the URV: http://www.urv.cat/international/vivir-urv/en_alojamiento.html

PL TORUN01	<u>incoming@erasmus.umk.pl</u> Tel. Toruń campus (+48 56 611 4928) <u>erasmus@cm.umk.pl</u> 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/
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
E TARRAGO01	Dra. Anna Ardévol Grau Vice-Rector for International Relations	04/12/2013	 UNIVERSITAT ROVIRA I VIRGILI I-CENTER
PL TORUN01	Prof. dr hab. Beata Przyborowska Vice-Rector for Education*	06.12. 2013	 Dyrektor ds. Kształcenia dr hab. Beata Przyborowska, prof. UMK

² Scanned signatures are accepted