



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	Erasmus code	Contact details (email, phone)	Website
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	PL TORUN01	<p>Administrative contact:</p> <p>International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, 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; placements</p> <p>Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martasio@umk.pl) - outgoing students; placements</p> <p>Departmental contact: dr hab. Ariadna Strugielska</p> <p>Department of English Ul. Bojarskiego 1 87-100 Toruń ariadnas@umk.pl</p>	<p>ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/</p> <p>Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/</p> <p>Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/</p> <p>ERASMUS incoming information: http://www.maius.umk.pl/ang/en/</p>
Itä-Suomen yliopisto (University)	SF KUOPIO12	<p>Administrative contact: Ms. Mia Laurila Tel. +358 2944 58194</p>	

of Eastern Finland)		mia.laurila@uef.fi	www.uef.fi
		Departmental contact: Dr Roy Goldblatt Tel. +358 2944 52123 roy.goldblatt@uef.fi	

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	TO	Area code [ISCED]	Subject area name	Study cycle 1 st , 2 nd , 3 rd	Number of student mobility periods	
					Student Mobility for Studies Students x months	Student Mobility for Traineeships Students x months
FI	PL	222	Foreign Languages	1 st , 2 nd	2x18	
PL	FI	222	Foreign Languages	1 st , 2 nd	2x18	
FROM	TO	Area code [ISCED]	Subject area name	Number of staff mobility periods		
				Staff Mobility for Teaching Weeks x hours	Staff Mobility for Training Weeks	
FI	PL	222	Foreign Languages	2x5		
PL	FI	222	Foreign Languages	2x5		

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	Area code [ISCED]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01	Modern Languages/Philology	English	Polish	B2	B2
SF KUOPIO12		English		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/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 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.

SF KUOPIO12:

- www.uef.fi/international

E. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
PL TORUN01	June, 1st	November, 1st
SF KUOPIO12	15 April (nomination by e-mail) 30 April (online)	15 September (nomination by e-mail) 30 September (online)

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

2. The receiving institution will send its decision within 8 (eight) weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 5 (five) weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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>

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.

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

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	Excellent
4,5 - 5	B	Very Good
4	C	Good
3,5	D	Satisfactory
3	E	Sufficient
2	F	Fail
Zal / pass	Participation; i.e. the student has successfully and regularly attended the course.	

SF KUOPIO12: <http://www.uef.fi/en/studies/credits-and-grades>

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 (email, 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/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel-to-poland/
SF KUOPIO12	international@uef.fi Tel. +358 2944 58065/58170	http://www.uef.fi/en/studies/new-students

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 (email, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/cooperation/guide/issues/#A2

	erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	
SF KUOPIO12	international@uef.fi Tel. +358 2944 58065/58170	http://www.uef.fi/en/studies/new-students

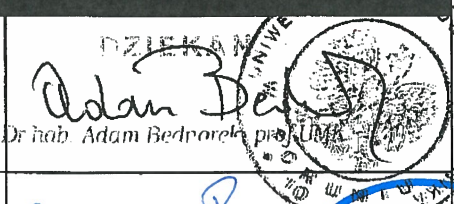

4. Housing

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 (email, 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/
SF KUOPIO12	opiskeliija-asunnot@joensuunelli.fi asiakaspalvelu@kuopas.fi	http://www.joensuunelli.fi/en/ http://www.kuopas.fi

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ¹
PL TORUN01	Dean: Prof. Adam Bednarek Faculty of Languages	25. 11. 2013	
SF KUOPIO12	Dean: Prof. Markku Filppula, Philosophical Faculty	30.8.2013	

¹ Scanned signatures are accepted