



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 between programme countries

Minimum requirements

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
UNIVERSITÉ DE PICARDIE JULES VERNE	F AMIENS01	Institutional Coordinator (name, address, phone, fax, e-mail)	Wolfgang Sabler, Tel.: 33-3-22827990, Fax: 33-3-22827247 email: melanie.alves@u-picardie.fr	http://www.u-picardie.fr/ Courses catalogue: <a href="http://www.u-picardie.fr/catalogue-
formations/co/Catalogue_UPJV
/co/Catalogue_UPJV.html">http://www.u- picardie.fr/catalogue- formations/co/Catalogue UPJV /co/Catalogue UPJV.html
		Administrative Contact (name, address, phone, fax, e-mail)	Mélanie ALVES Direction des Affaires Internationales Chemin du Thil – Campus 80025 Amiens cedex 1- France Tel.: +33 322 825853, Fax: +33322825879 email: melanie.alves@u-picardie.fr	
		Academic Contact (name, address, phone, fax, E-mail)	UFR Droit Florence Jamay florence.jamay@u-picardie.fr	
UNIwersytet MIKOŁAJA KOPERNIKA W TORUNIU (Nicolaus Copernicus University in Toruń) Faculty of Political Science and International Studies	PL TORUN01	Institutional Coordinator (name, address, phone, fax, e-mail)	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Toruń, Poland tel/fax. +48 56 6114929 tel. +48 56 6114928, 6112246 Ewa DERKOWSKA-RYBICKA (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Małgorzata GRUDZIŃSKA (incoming@erasmus.umk.pl) – incoming students, placements	ERASMUS incoming information: www.umk.pl/en/cooperation/erasmus/ Course catalogue – department: www.wpism.umk.pl/index .php/international/course s-in-foreign-languages Course catalogue – university: www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: www.umk.pl/en/cooperation/guide/calendar/
		Academic Contact (name, address, phone, fax, E-mail)	Dr. Dariusz GÓRA-SZOPIŃSKI ul. Batorego 39 L 87-100 Toruń, Poland tel. +48 56 6112120 fax +48 56 6112119 chopin@umk.pl	

B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
F AMIENS01	PL TORUN01	313	Political sciences	1 st , 2 nd	12=2 x 6 months	
PL TORUN01	F AMIENS01	313	Political sciences	1 st , 2 nd , 3 rd	12=2 x 6 months	

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 [total number of days of teaching periods or average duration]	Staff Mobility for Training *
F AMIENS01	PL TORUN01			to be mutually agreed	
PL TORUN01	F AMIENS01			to be mutually agreed	

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]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2

F AMIENS01		French		B1 – no certificate required	B2
PL TORUN01		Polish	English	B2 for English	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

D. Additional requirements

The institutions intend to provide with the appropriate infrastructure to welcome students and staff with disabilities.

PL TORUN01:

- 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. The list of Erasmus coordinators at NCU is available at www.umk.pl/en/cooperation/erasmus/coordinators/
- 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: www.umk.pl/en/cooperation/erasmus/students/disabled/
Contact: International Programmes Office, +48 56 6114928, incoming@erasmus.umk.pl
- Additional information on medical care at NCU in Toruń is available at 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.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
F AMIENS01	June 1 st for nomination June 15 th for application	November 1 st for application November 15 th for application
PL TORUN01	June 1 st	November 1 st

2. The receiving institution will send its decision within 4 weeks.

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 www.umk.pl/en/cooperation/erasmus/students/application

3. 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.

4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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

F AMIENS01

ECTS grade		Definition
A	from 14/20 to 20/20	Excellent : Outstanding performance with only minor errors
B	from 12/20 to 14/20	Very good : above the average standard but with some errors
C	from 10/20 to 12/20	Good : generally sound work with a number of notable errors
D	from 8/20 to 10/20	Satisfactory : fair but with significant shortcomings
E	from 6/20 to 8/20	Sufficient : performance meets the minimum criteria
FX	from 4/20 to 6/20	Fail : some more work required before the credit can be awarded
F	Below 4/20	Fail : considerable further work is required

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	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.	

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
F AMIENS01	dai@u-picardie.fr 0033 3 22 82 79 90	http://www.u-picardie.fr/jsp/fiche_pagelibre.jsp?STNAV=&RUBNAV=&CODE=73831249&LANGUE=0
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 6114928	www.umk.pl/en/cooperation/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 [Erasmus code]	Contact details (email, phone)	Website for information
F AMIENS01	dai@u-picardie.fr 0033 3 22 82 79 90	www.u-picardie.fr

PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/guide/issues/#A2
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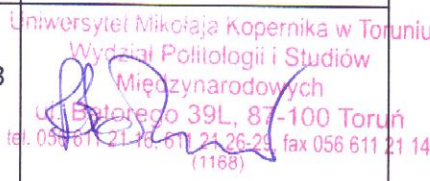
4. Housing

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
F AMIENS01	agnes.messiaen@u-picardie.fr 0033 3 22 82 79 90	A file will be directly sent to the student upon reception of the nomination email
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives) ¹

Institution [Erasmus code]	Name, function	Date	Signature ²
F AMIENS01	Mr. Wolfgang SABLER <i>Vice President for International Affairs</i>	02.12.2013	
PL TORUN01	Prof. Roman BÄCKER <i>Dean of the Faculty of Political Science and International Studies</i>	16.12.2013	

¹ At PL TORUN01 single-subject agreements are signed by the dean of relevant faculty, while multi-subject agreements by the Vice-rector for Education.

² Scanned signatures are accepted.