



## 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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITÉ DE NANTES</b>  Faculty of Law and Political Sciences	F NANTES01	ERASMUS Institutional Coordinator  International Office : Ms. Catherine Dhaussy 1 quai de Tourville, F- 44035 Nantes tel +33 253 4621 62 <a href="mailto:international.cooperation@univ-nantes.fr">international.cooperation@univ-nantes.fr</a>  Departmental coordinator: Dr. Renan Le Mestre <a href="mailto:renan.lemestre@univ-nantes.fr">renan.lemestre@univ-nantes.fr</a>  Administrative departmental contact Ms. Hayat Stasaid <a href="mailto:international.droit@univ-nantes.fr">international.droit@univ-nantes.fr</a> tel : +33 (0) 240 141 624 fax : +33 (0) 240 141 669	Lecture catalogue:  <a href="http://www.droit1.univ-nantes.fr/63833267/0/fiche_pagelibre/&amp;RH=1219663270389">http://www.droit1.univ-nantes.fr/63833267/0/fiche_pagelibre/&amp;RH=1219663270389</a>  Semester dates:  <a href="http://www.univ-nantes.fr/45032473/1/fiche_pagelibre/&amp;RH=ETUETR">http://www.univ-nantes.fr/45032473/1/fiche_pagelibre/&amp;RH=ETUETR</a>
<b>Uniwersytet Mikołaja Kopernika w Toruniu</b>  <i>(Nicolaus Copernicus University in Toruń)</i>  Faculty of	PL TORUN01	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Toruń, Poland tel/fax. +48 56 6114929 tel. +48 56 6114928, 6112246  <b>Ms. Ewa Derkowska-Rybicka</b> (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT)  <b>Ms. Małgorzata Grudzińska</b>	ERASMUS incoming information: <a href="http://www.umk.pl/en/cooperation/erasmus/">www.umk.pl/en/cooperation/erasmus/</a>  Course catalogue – department: <a href="http://www.wpism.umk.pl/index.php/international/courses-in-foreign-languages">www.wpism.umk.pl/index.php/international/courses-in-foreign-languages</a>  Course catalogue –

Political Science and International Studies		(incoming@erasmus.umk.pl) – incoming students, placements  Departmental coordinator: <b>Dr. Dariusz Góra-Szopiński</b> tel. +48 56 6112120 fax +48 56 6112119 chopin@umk.pl	university: <a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">www.umk.pl/en/cooperation/erasmus/students/study/</a>  Semester dates: <a href="http://www.umk.pl/en/cooperation/guide/calendar/">www.umk.pl/en/cooperation/guide/calendar/</a>
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### 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.

#### Student Mobility (SMS)

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods  Student Mobility for Studies  [total number of months of the study periods or average duration]
PL TORUN01	F NANTES 01	313	Political Sciences	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	2x10=20
F NANTES 01	PL TORUN01	313	Political Sciences	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	2x10=20

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 NANTES01	PL TORUN01	313	Political Sciences	5 days	1
PL TORUN01	F NANTES01	313	Political Sciences	5 days	1

### 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 instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>F NANTES01</b>		French	English	B1 (Incoming ERASMUS students are strongly recommended to attend intensive French language courses offered by the University of Nantes at the IRFLE)	B2 (recommended)
<b>PL TORUN01</b>		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

##### F NANTES01:

Catalogue:

[http://www.droit1.univ-nantes.fr/63833267/0/fiche\\_pagelibre/&RH=1219663270389](http://www.droit1.univ-nantes.fr/63833267/0/fiche_pagelibre/&RH=1219663270389)

Incoming Exchange Students: Application Procedure

[http://www.univ-nantes.fr/15052161/0/fiche\\_pagelibre/&RH=ETUETR](http://www.univ-nantes.fr/15052161/0/fiche_pagelibre/&RH=ETUETR)

Université de Nantes organizes each year a Welcome and Information Center for international students referred as *Guichet Unique*. More information about the *Guichet Unique* : <http://www.univ-nantes.fr/guichet-unique>

Infrastructure to welcome students and staff with disabilities at Université de Nantes:

Relais Handicap: <http://www.univ-nantes.fr/handicap>

##### 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/](http://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/](http://www.umk.pl/en/cooperation/erasmus/students/disabled/)  
Contact: International Programmes Office, +48 56 6114928, [incoming@erasmus.umk.pl](mailto:incoming@erasmus.umk.pl)
- Additional information on medical care at NCU in Toruń is available at [www.umk.pl/en/cooperation/guide/issues/#A2/](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](mailto: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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>F NANTES01</b>	1st semester and full academic year: apply online by April 30	2nd semester: apply online by November 15
<b>PL TORUN01</b>	June 1st	November 1st

### **F NANTES01**

Université de Nantes will send its decision within 8 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](http://www.umk.pl/en/cooperation/erasmus/students/application)

PL TORUN01 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 present agreement is valid for a period mentioned above. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on such terms as may be agreed by the two institutions. This agreement may, at any time during its period of validity, be terminated by one of the Universities upon prior notice to the other in writing without prejudice to the activities under way.

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. 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 NANTES01:**

Université de Nantes will enclose the requested table with the transcript of records.

#### **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.

<b>Uniwersytet Mikołaja Kopernika w Toruniu</b>	<b>ECTS</b>	
<b>Grade</b>	<b>Grade</b>	<b>Predicate</b>
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 NANTES01	<a href="mailto:international.accueil@univ-nantes.fr">international.accueil@univ-nantes.fr</a> +33 (0)253 462 160	<a href="http://www.univ-nantes.fr/visa-residencypermit">www.univ-nantes.fr/visa-residencypermit</a>  Ministry of Foreign Affairs : <a href="http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/#sommaire_1">www.diplomatie.gouv.fr/fr/venir-en-france-22365/#sommaire_1</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 6114928	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">www.umk.pl/en/cooperation/guide/issues/#A1</a>  Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</a>

### **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 NANTES01	<a href="mailto:international.accueil@univ-nantes.fr">international.accueil@univ-nantes.fr</a> +33 (0)253 462 160	<a href="http://www.univ-nantes.fr/healthcare-coverage">www.univ-nantes.fr/healthcare-coverage</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">www.umk.pl/en/cooperation/guide/issues/#A2</a>


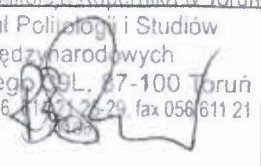
### **4. Housing**

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 NANTES01	<a href="mailto:international.accueil@univ-nantes.fr">international.accueil@univ-nantes.fr</a> +33 (0)253 462 160	<a href="http://www.univ-nantes.fr/housing">www.univ-nantes.fr/housing</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<a href="http://ww.umk.pl/en/cooperation/erasmus/students/application/#Accommodation">ww.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</a>  <a href="http://www.umk.pl/en/cooperation/guide/accommodation/">www.umk.pl/en/cooperation/guide/accommodation/</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
F NANTES01	<p><b>VERONIQUE NICOLAS</b> Dean of the Faculty of Law</p>	19/12/13	
PL TORUN01	<p><b>Roman BÄCKER</b> Dean of the Faculty of Political Science and International Studies</p>	16/12/2013	<p> <small>Uniwersytet Mikołaja Kopernika w Toruniu Wydział Politologii i Studiów Międzynarodowych ul. Gagarina 77-100 Toruń tel. 056 611 21 16-20 fax 056 611 21 14</small> </p> 

<sup>1</sup> Scanned signatures are accepted.