



**Erasmus+ Programme**  
**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff**  
**Mobility**

**Inter-institutional agreement 2014/15-2020/21**  
**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)
University of Granada  Vice-Rector's Office for International Relations and Development Cooperation	<b>E GRANADA01</b>	Complejo Admvo. Triunfo, Cuesta del Hospicio, s/n E-18071 Granada Tel.: +34 958 241 990; Fax.: +34 958 243 009; vrinternacional@ugr.es	<a href="http://www.ugr.es">www.ugr.es</a> <a href="http://internacional.ugr.es/">http://internacional.ugr.es/</a>
Faculty of Political Science and Sociology		Calle Rector López Argüeta, s/n 18071 Granada (Spain) <a href="mailto:oriccps@ugr.es">oriccps@ugr.es</a> Tel: +34 958 246322 Fax: +34 958 242030	<a href="http://www.ugr.es/~ccpo/soc/">http://www.ugr.es/~ccpo/soc/</a>
Uniwersytet Mikołaja Kopernika w Toruniu  ( <i>Nicolaus Copernicus University in Toruń</i> )	<b>PL TORUN01</b>	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> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA, STT) <b>Ms. Małgorzata Grudzińska</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) – incoming students, placements	ERASMUS incoming information: <a href="http://www.umk.pl/en/cooperation/erasmus/">www.umk.pl/en/cooperation/erasmus/</a> Lecture catalogue: <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>
Faculty of Political Science and International Studies		Departmental coordinator: <b>Dariusz Góra-Szopiński,</b> <b>PhD</b> tel. +48 56 6112120 fax +48 56 6112119 <a href="mailto:chopin@umk.pl">chopin@umk.pl</a>	Courses in foreign languages: <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>



**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 September in the preceding academic year.

**Student Mobility for Studies**

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle <sup>1</sup>	Number of student mobility periods <sup>2</sup>
E GRANADA01	PL TORUN01	313	Political Science and Civics	1 <sup>st</sup>	1x9=9 (total months)
PL TORUN01	E GRANADA01	313	Political Science and Civics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2x5=10 (total months)

**Staff Mobility for Teaching**

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 <sup>3</sup>
E GRANADA01	PL TORUN01	313	Political Science and Civics	5 days
PL TORUN01	E GRANADA01	313	Political Science and Civics	5 days

**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]	Language of instruction 1	Language of instruction 2 <sup>4</sup>	Recommended language of instruction level	
			Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
E GRANADA01	Spanish		B1 <sup>5</sup>	B2
PL TORUN01	Polish	English	B2 for English	B2

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>1</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD. Faculties and Schools are only allowed to sign undergraduate mobility exchange agreements. For 2<sup>nd</sup> (master) or 3<sup>rd</sup> (PhD) mobility agreements The International School for Postgraduate Studies must be contacted. [epinternacional@ugr.es](mailto:epinternacional@ugr.es)

<sup>2</sup> Total number of months of the study period.

<sup>3</sup> Total number of days of teaching periods or average duration.

<sup>4</sup> Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

<sup>5</sup> B1 Language accreditation is recommended at undergraduate level and compulsory at master level.



## D. Additional requirements

### **Additional requirements at the University of Granada:**

*UGR Orientation Week is compulsory for incoming students*

*The University of Granada has the infrastructure to welcome students and staff with disabilities. See <http://ve.ugr.es/pages/sae>*

### **Additional requirements at the Nicolaus Copernicus University:**

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
E GRANADA01	JUNE	OCTOBER
PL TORUN01	June 1st	November 1st

2. The receiving institution will send its decision within six 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)

### 3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
E GRANADA01 <sup>6</sup>	September – February	February – July
PL TORUN01	October – January	February – June

4. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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

#### **University of Granada grading system**

*In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: Suspenso (Fail): 0-4.9 - Aprobado (Pass): 5- 6.9 - Notable (Good): 7- 8.9 - Sobresaliente (Very Good): 9- 10 - Matrícula de Honor: A special mention for outstanding performance limited to a maximum of 5% of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out of 10.*

*Statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup> will be available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>. For mobility where Statistical distribution of grades is not available the University of Granada will apply the conversion table available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>.*

#### **Nicolaus Copernicus University grading system**

PL TORUN01 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.

<sup>6</sup> See information sheet for the current year <http://internacional.ugr.es/pages/perfiles/socios/socios>

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



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
E GRANADA01	International Relations and Development Cooperation Office e-mail: <a href="mailto:intlinfo@ugr.es">intlinfo@ugr.es</a> Tel: +34 958 249 030	<a href="http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain">http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain</a>
PL TORUN01	International Programmes Office <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
E GRANADA01	International Relations and Development Cooperation Office e-mail: <a href="mailto:intlinfo@ugr.es">intlinfo@ugr.es</a> Tel: +34 958 249 030	<a href="http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros">http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros</a>
PL TORUN01	International Programmes Office <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
E GRANADA01	OFICINA DE GESTION DE ALOJAMIENTOS C/ Doctor Severo Ochoa, s/n   Tel.: 00 34 958 244072   Fax: 00 34 958 243134   E- mail: <a href="mailto:alojamiento@ugr.es">alojamiento@ugr.es</a>	<a href="http://estudiantes.ugr.es/alojamientos3/">http://estudiantes.ugr.es/alojamientos3/</a>
PL TORUN01	International Programmes Office <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/erasmus/students/application/#Accommodation">www.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)<sup>8</sup>

Institution [Erasmus code]	Name, function	Date	Signature <sup>9</sup>
E GRANADA01	Signed by delegation of the Rector: Susana Corzo Fernández Dean of the Faculty of Political Science and Sociology	15/10/2013	
PL TORUN01	Roman Bäcker Dean of the Faculty of Political Science and International Studies	16/12/2013	 Uniwersytet Mikołaja Kopernika w Toruniu: Wydział Politologii i Studiów Międzynarodowych ul. Bałtyckiego 39L, 87-100 Toruń tel. 056 611 21 10, 611 21 26 29, fax 056 611 21 14 (1168)

<sup>8</sup> At PL TORUN01 single-subject agreements are signed by the dean of relevant faculty, while multi-subject agreements by the Vice-rector for Education.

<sup>9</sup> Scanned signatures are accepted.