



Erasmus+ Programme – Key Action 1

**Mobility for learners and staff – Higher Education Student and Staff Mobility
Inter-institutional agreement for the academic years 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	Contact details (email, phone)	Website
University of Salamanca	E SALAMAN02	Institutional coordinator: Noemí Domínguez García Vice-rector for International Relations Address: Cardenal Pla y deniel nº 22, 1º; 37008 Salamanca-Spain Tf. +34923294426 e-mail: erasmus@usal.es Departmental coordinator: Vice- dean of Students and International relations Prof. Dr^a. D. Nuria Matellanes Rodríguez Facultad de Derecho; Campus Miguel de Unamuno s/n, 37007 Salamanca, Spain Tel.: +34 923 294441, Ext. 1609; Fax: +34 923 294641 e-mail: nuriam@usal.es; vic.estudiantes.der@usal.es International Office- Faculty of Law D^a Concha Muriel Sánchez Facultad de Derecho; Campus Miguel de Unamuno S/N, 37007 Salamanca, Spain Tel.: +34 923 294442; Fax: +34 923 294641; e-mail: erasdcho@usal.es	Course catalogue: http://campus.usal.es/~derecho/?q=grados Erasmus incomings: http://campus.usal.es/~rrii/ http://campus.usal.es/~derecho/?q=becas-y-movilidad/movilidad-erasmus-entre-universidades-europeas

Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	PL TORUN01	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 Błaszczuk (martaslo@umk.pl) - outgoing students; placements	ERASMUS incoming information: www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: www.umk.pl/en/cooperation/guide/calendar/
Faculty of Political Science and International Studies ul. Batorego 39L 87-100 Toruń, Poland Tel. (+48 56) 611-21-25, fax 611-21-11	PL TORUN01	Departmental coordinator: Dr. Dariusz Góra-Szopiński (chopin@umk.pl) Tel. (+48 56) 611-21-20 Fax (+48 56) 611-21-19	Courses in foreign languages: www.wpism.umk.pl/index.php/international/courses-in-foreign-languages

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 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 ¹ [1 st , 2 nd or 3 rd]	Number of student mobility periods ²
E SALAMAN02	PL TORUN01	313	Political Science	1 st	2x10=20
PL TORUN01	E SALAMAN02	313	Political Science	1 st	2x10=20

Staff Mobility for Teaching

FROM [Erasmus code of the sending]	TO [Erasmus code of the receiving]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods ³
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institution]	institution]			
E SALAMAN02	PL TORUN01		-----	-----
PL TORUN01	E SALAMAN02		-----	-----

***ISCED Area Code:** <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

¹ 1st: Undergraduate, 2nd: master or 3rd: PhD. - Faculties or Schools at the University of Salamanca are allowed to sign undergraduate mobility exchange agreements. For 2nd (master) or 3rd (PhD) mobility exchanges, the names of the specific programs must be specified and will require the approval of the Directors or relevant Academic Commissions.

² Total number of months of the study period.

³ Total number of days of teaching periods or average duration.

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	Recommended language of instruction level ⁴	
		Student Mobility for Studies	Staff Mobility for Teaching
E SALAMAN02	Spanish	Minimum recommended level: B1 No certificate required	Minimum recommended level: B2 No certificate required
PL TORUN01	Polish/ English	English B2	B2

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

⁴ 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>

D. Additional requirements

E SALAMAN 02: Support is offered to students and staff with special need or disability. See <http://sas.usal.es>

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

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.

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 SALAMAN02	15 th July	15 th July
PL TORUN01	1 st June	1 st November

E SALAMAN 02:

The receiving institution will send its decision within max. six weeks after the receipt of the complete application.

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.

Termination of the agreement:

In the event of unilateral termination of the inter-institutional 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. 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 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

University of Salamanca grading system

In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade correspond 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 – Matricula de Honor: A special mention for outstanding performance limited to a maximum of 2 % 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 to 10.

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.	

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
ESALAMAN02	International Relations Office e-mail: erasmus@usal.es Tf: +34 923294426	http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php
PL TORUN01	incoming@erasmus.umk.pl Tel. (+48 56) 611 49 28	http://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
E SALAMAN02	International Relations Office e-mail: erasmus@usal.es Tf: +34 923294426	http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php
PL TORUN01	incoming@erasmus.umk.pl Tel. (+48 56) 611 49 28	http://www.umk.pl/en/cooperation/guide/issues/#A2

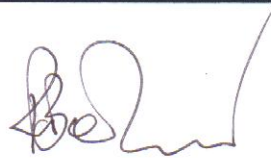
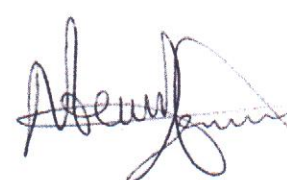
4. Housing

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 SALAMAN02	University of Salamanca Residence Halls	http://www.usal.es/residen/
	University Guidance Office (Flats, rooms, houses...) e-mail: sou@usal.es	http://sou.usal.es/Alojamiento
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)

Institution [Erasmus code]	Name, function	Date	Signature⁵
PL TORUN01	Dean of the Faculty Roman Bäcker	15/01/2014	
E SALAMAN02	Departmental Coordinator Nuria Matellanes	19/11/2013	
	Vº Bº Vice-Rector for International Relations Noemí Domínguez García	19/11/2013	 

⁵ Scanned signatures are accepted