



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 (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
University of Latvia Raina Blvd. 19 Riga LV – 1586 Latvia	LV RIGA01	Alina Grzibovska Institutional Coordinator ad@lu.lv Phone: +371 67034334 Departmental coordinator: Sanita Burkite Faculty of Social Sciences Sanita.burkite@lu.lv	http://www.lu.lv/eng/istudents/exchange/
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Torun)</i> Faculty of Political Science and International Studies	PL TORUN01	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Torun, Poland tel/fax. +48 56 611 4929 tel. +48 56 6114928, 611 2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Małgorzata Grudzinska (incoming@erasmus.umk.pl) – incoming students, placements Departmental coordinator: Dariusz Gora-Szopinski, PhD tel. +48 56 611 2120 fax +48 56 611 2119 chopin@umk.pl	ERASMUS incoming information: www.umk.pl/en/cooperation/erasmus/ Lecture catalogue – faculty: www.wpism.umk.pl/index.php/international/courses-in-foreign-languages Lecture catalogue – university: www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: www.umk.pl/en/cooperation/guide/calendar/

B. Mobility numbers² 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 [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 *

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*):
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

LV RIGA01	PL TORUN01	0312	Political sciences	1st, 2nd 3rd	10(2 students)	-
		0321	Journalism	2nd	10(2 students)	-
PL TORUN01	LV RIGA01	0312	Political sciences	1st, 2nd 3rd	10(2 students)	-
		0321	Journalism	1st, 2nd	10(2 students)	-

[*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 *
LV RIGA01	PL TORUN01	0312	Political sciences	5 (1 person)	7 (1 person)
		0321	Journalism	5 (1 person)	7 (1 person)
PL TORUN01	LV RIGA01	0312	Political sciences	5 (1 person)	7 (1 person)
		0321	Journalism	5 (1 person)	7 (1 person)

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 instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
LV RIGA01	0312 0321	Latvian for all programs	English for several programs and courses for exchange students	English B1	English B2
PL TORUN01	0312 0321	Polish	English	English B2	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

LV RIGA01

- Application documents received after application deadlines will not be accepted.
- In case, if the application documents aren't in Latvian, English, German or Russian language, the applicants have to add the authorized translation of these documents.
- Exchange studies for PhD students are organized according to individual plans.
- It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.
- Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty (<http://www.lu.lv/eng/istudents/exchange/coordinators/>) with copy sent to the International Relations department (ad@lu.lv) of the University of Latvia.
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.

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.

³ 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>

- 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]
LV RIGA01	Nomination deadline: April 15 th Application deadline: May 15 th	Nomination deadline: October 15 th Application deadline: November 15 th
PL TORUN01	June 1 st	November 1 st

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

2. The receiving institution will send its decision within 6 weeks.
3. 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
The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **7 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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

LV RIGA01: the following scale is used for all types of evaluations/examinations:

Grade	Meaning	Comments	Estimated corresponding ECTS grade
10	with distinction	Knowledge of the student is substantially higher than the estimated normal level.	A
9	excellent	Knowledge of the student is higher than the estimated normal level	A
8	very good	Knowledge corresponds to the highest expected level.	B
7	labi (good)	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.	C
6	almost good	The student has generally succeeded in the course within the required limits, but he or she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes.	D
5	satisfactory	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyse them.	E
4	almost satisfactory	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material.	E/FX
3-1	unsatisfactory	Marks of different levels for students whose records are below the expected.	Fail

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
LV RIGA01	Sarmite.rutkovska@lu.lv + 371 670334336	http://www.lu.lv/eng/istudents/exchange/visas/
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
LV RIGA01	Sarmite.rutkovska@lu.lv + 371 670334336	http://www.lu.lv/eng/istudents/exchange/advice/insurance/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/guide/issues/#A2

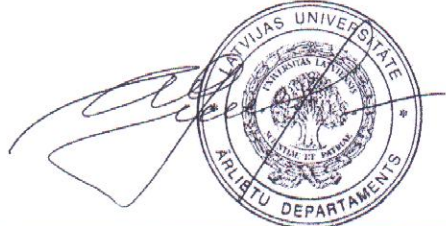

4. Housing

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
LV RIGA01	dormitory@lu.lv +371 67034337	http://www.lu.lv/eng/services/accommodation/
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 ⁴	Date	Signature ⁵
LV RIGA01	Mrs. Alina Grzibovska Director of International Relations Department	09/01/2014	
PL TORUN01	Prof. Roman Bäcker Dean	15/01/2014	 Uniwersytet Mikołaja Kopernika w Toruniu Wydział Biologii i Studiów Międzynarodowych ul. Batoch 29L, 87-100 Toruń tel. 056 611 21 15, 67 21 29 29, fax 056 611 21 14 (1168)

⁴ At PL TORUN01, single-subject agreements are signed by the Dean of relevant faculty, while multi-subject agreements by the Vice-rector for Education.

⁵ Scanned signatures are accepted.