

Erasmus+ Programme

Inter-institutional agreement 2014/15 - 2020/21

Between Institutional coordinator Administrative contact	Université Michel de Montaigne - Bordeaux 3 Erasmus Code: F BORDEAU03 - ECHE Nr.: Mme Sylvie SENGES, Chargée de mission pour la mobilité Mme Patricia BUDO, Directrice des Relations Internationales Université Michel de Montaigne - Bordeaux 3, Esplanade des Antilles, Domaine Universitaire, 33607 PESSAC Phone: +33 (0)5 57 12 21 77, Fax: +33 (0)5 57 12 46 92 Email: patricia.budo@u-bordeaux3.fr
and Institutional coordinator Administrative contact	Uniwersytet Mikolaja Kopernika w Toruniu Erasmus Code: PL TORUN01 - ECHE Nr.: Prof. Beata PRZYBOROWSKA, Vice-Rector for Education Ms. Ewa DERKOWSKA-RYBICKA, Chef RI / Institutional Coordinator International Programmes Office Nicolaus Copernicus University 5, Gagarin Street, 87100 TORUN, POLAND Phone: +48 56 61 14 929 /92, Fax: +48 56 61 14 929 / 9 Email: ewader@umk.pl

The institutions named above 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 relater to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

Mobility numbers: Student mobility for studies

Subject area	Study cycle	Direction	Number	Months (total)	Departmental Coordinators FBORDEAU037PLTORUN01
Foreign languages (222)	F	FR > PL	4	40	Véronique FERRER / Dr. Marcin SKIBICKI
Foreign languages (222)	F	PL > FR	4	40	Véronique FERRER / Dr. Marcin SKIBICKI
History and archaeology (225)	S	FR > PL	1	10	M. Michel FIGEAC / Dr. Andrzej NIEUWAZNY
History and archaeology (225)	S	PL > FR	1	10	M. Michel FIGEAC / Dr. Andrzej NIEUWAZNY

Mobility numbers: Staff mobility for teaching

Subject area	Direction	Number	Weeks (total)	Departmental Coordinators FBORDEA0037 PL TORUN01
Foreign languages (222)	FR > PL	1	1	Véronique FERRER / Dr. Marcin SKIBICKI
Foreign languages (222)	PL > FR	1	1	Véronique FERRER / Dr. Marcin SKIBICKI
History and archaeology (225)	FR > PL	1	1	M. Michel FIGEAC / Dr. Andrzej NIEUWAZNY
History and archaeology (225)	PL > FR	1	1	M. Michel FIGEAC / Dr. Andrzej NIEUWAZNY

Mobility numbers: Staff mobility for training

Training activity	Direction	Number	Weeks (total)	Departmental Coordinators FB0RDEAU03//PLTORUN01
	FR > PL	1	1	Mme Patricia BUDO / Dr. Marcin SKIBICKI
	PL > FR	1	1	Mme Patricia BUDO / Dr. Marcin SKIBICKI

Contact details of departmental coordinators

Field	SMS	SMP	STA	Departmental coordinator - F BORDEAU03	Departmental coordinator - PL TORUN01
222	Х			Véronique FERRER, coordinateur départemental Email: Veronique.Ferrer@u-bordeaux3.fr	Dr. Marcin SKIBICKI, Coordinateur Départemental Erasmus (Langues Etrangeres) Katedra Filologii Romanskiej Nicolaus Copernicus University Fosa Staromiejska 3, 87 - 100 TORUN, POLAND Phone: +48 56 6113575, Fax: +48 56 6113575 Email: skibicki@uni.torun.pl
225	Х			M. Michel FIGEAC, Professeur Histoire UFR Humanités - Département d' Histoire Domaine Universitaire Bureau I 402, 33607 Pessac Cedex Phone: 05 57 12 66 60, Fax: 05 57 12 46 33 Email: michelfigeac@u-bordeaux3.fr	Dr. Andrzej NIEUWAZNY, Coordinateur Départemental Erasmus (Histoire) Faculty of History and Archival Sciences Nicolaus Copernicus University Pl. Teatralny 2a., 87 100 Torun, POLAND Phone: +48 56 611 37 47, Fax: +48 56 622 28 44 Email: aen@umk.pl
222			Х	Véronique FERRER, coordinateur départemental Email: Veronique.Ferrer@u-bordeaux3.fr	Dr. Marcin SKIBICKI, Coordinateur Départemental Erasmus (Langues Etrangeres) Katedra Filologii Romanskiej Nicolaus Copernicus University Fosa Staromiejska 3, 87 - 100 TORUN, POLAND Phone: +48 56 6113575, Fax: +48 56 6113575 Email: skibicki@uni.torun.pl
225			Х	M. Michel FIGEAC, Professeur Histoire UFR Humanités - Département d' Histoire Domaine Universitaire Bureau I 402, 33607 Pessac Cedex Phone: 05 57 12 66 60, Fax: 05 57 12 46 33 Email: michelfigeac@u-bordeaux3.fr	Dr. Andrzej NIEUWAZNY, Coordinateur Départemental Erasmus (Histoire) Faculty of History and Archival Sciences Nicolaus Copernicus University Pl. Teatralny 2a,, 87 100 Torun, POLAND Phone: +48 56 611 37 47, Fax: +48 56 622 28 44 Email: aen@umk.pl

The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Further requirements and information about this agreement are included in two "Institutional data sheets", one for each of the institutions. These two documents are enclosed as two annexes and are an integral and necessary part of this Agreement. Both institutions agree to send an update of these Institutional fact sheets to the other party if significant changes occur.

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Signatures of the legal representatives/heads of institutions of both institutions

Université Michel de Montaigne - Bordeaux 3 Name and position of the official representative:

Pr. Jean-Paul JOURDAN

Président - Université Michel de Montaigne Bordeaux 3

Date: 09 James 2014 Signature and Stamp:

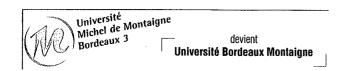
Uniwersytet Mikolaja Kopernika w Toruniu Name and position of the official representative:

Prof. Beata PRZYBOROWSKA

Vice-Rector for Education Profe Date: 22. 01.2014

Signature and stamp:

dr hab. Beat børowska, prof. UMK





Erasmus+ Programme

Inter-institutional agreement 2014-2020 between programme countries

Annexe/Appendix

Subject area: 222 225

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Université Michel de Montaigne - Bordeaux 3 Esplanade des Antilles 33 607 Pessac Cedex	F BORDEAU03	International Office: patricia.budo@u-bordeaux3.fr Official representative: Jean-Paul.Jourdan@u-bordeaux3.fr Educational Coordinator: See inter-institutional agreement Erasmus contact: See inter-institutional agreement Cooperation center: cooperation-internationale@u-bordeaux3.fr Mobility center: incomingstudents@u-bordeaux3.fr	http://www.u- bordeaux3.fr/fr/index .html
Uniwersytet Mikolaja Kopernika w Toruniu Nicolaus Copernicus University 5, Gagarin Street 87100 TORUN, POLAND Pologne	PL TORUN01	International Office: ewader@umk.pl Official representative: ewader@umk.pl Educational Coordinator: See inter-institutional agreement Erasmus Contact: See inter-institutional agreement	http://www.uni.torun .pl

1. 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				Recommended lang	juage of instruction ¹
institution [Erasmus	area (optional)	of instruc- of instru tion 1 tion 2		Student Mobility for Studies	Staff Mobility for Teaching
code]				[Min. recommended: B1]	[Min. recommended: B2]
		Français		Français B1	Français B2
F BORDEAU03		French		French B2	French B2
	225			·	
PL TORUN01					
	222	French	Spanish	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution: relations.internationales@u-bordeaux3.fr

2. Additional requirements

DISABILITY Services & B	DISABILITY Services
Pôle Handicap	(Detailed access guide- support service-website)
How to find our office: Building – Reception students- on the groundfloor	How to find our office:
Email: handicap@u-bordeaux3.fr	Małgorzata Grudzińska
Phone number: +33 (0)5 57 12 47 34 33 (0)5 57 12 10 87 Fax number: 33 (0)5 57 12 62 46	(incoming@erasmus.umk.pl) – incoming students; placements http://www.umk.pl/en/cooperation/erasmus/students/applicati
Contact: Mme Violaine LAFOURCADE	<u>on/</u>

3. Calendar

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

Receiving institution [Erasmus code]	Autumn term / Spring term*
F BORDEAU03	31/03/2014 / 15/10/2014
	Winter Semester
PL TORUN01	1st of October - 13th of February

¹ 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

	Summer Semester
	14th of February - 30th of September
·	(Source: http://www.umk.pl/en/cooperation/guide/calendar/)

- B. F BORDEAU03: The receiving institution will send its decision within 6 weeks.
 - PL TORUNO1: The receiving institution will send its decision within [xx] weeks.
- C. F <u>BORDEAU03</u>: A Transcript of Records will be issued by the receiving institution no later than **4** weeks after the assessment period has finished at the receiving HEI.
 - **PL TORUN01**: A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI.
- D. 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."]

4. Information

Grading systems of the institutions

ECTS Grade	French Grade	ECTS Appreciation	French appreciation
A	16	Good	Très bien (TB)
В	-	Good	mi .
С	14	Good	Bien (B)
D	12	Satisfactory	Assez bien (AB)
E	10	Sufficient	Passable (P)
F	<9	Insufficient failure	Echec (E)

<u>Visa</u>

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:

	6000000
Institution Contact details Website for information	22/4/03/
Institution Contact details Website for information	23/22/51
	E888884
	A0208.53214
	427KSP21
[Erasmus code] (email, phone)	20070001
	ANS 1911
	32763241
	A 100 CO
	A11257.55
	N0139154
	ASSES
	A STATE OF THE PARTY OF THE PAR

F BORDEAU03	Relations.interna tionales@u- bordeaux3.fr	http://www.u- bordeaux3.fr/fr/l universite/organisation/liste services/relations internationales.html
PL TORUN01	Małgorzata Grudzińska (incoming@erasmus. umk.pl) - incoming students; placements	http://www.umk.pl/en/cooperation/erasmus/students/application/

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]		Website for information
F BORDEAU03	Relations.internationales@u-bordeaux3.fr	http://www.u- bordeaux3.fr/fr/l universite/organisation/liste services/relat ions internationales.html
	Małgorzata Grudzińska (incoming@erasmus.u mk.pl) - incoming students; placements	http://www.umk.pl/en/cooperation/erasmus/students/application/
PL TORUN01		

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 BORDEAU03	Relations.international es@u-bordeaux3.fr	http://www.u- bordeaux3.fr/fr/l universite/organisation/liste servic es/relations internationales.html
PL TORUN01	Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements	http://www.umk.pl/en/cooperation/erasmus/students/application/

Nicolaus Copernicus University PL TORUN01

Annex 2 to Erasmus+ Inter-institutional agreement Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Nicolaus Copernicus University
Erasmus Code	PL TORUN01
EUC	46657 (in ERASMUS; a new one is expected in ERA+)
Institution website	www.uni.torun.pl
Online course catalogue	http://www.umk.pl/en/cooperation/erasmus/students/study/

1.2. Main contacts

Contact person	Ewa Derkowska-Rybicka	
Responsibility	Erasmus+ Institutional Coordinator	
Contact details	Phone:+48 56 611 4929; Fax:+48 56 611 4929; Email: ewader@umk.pl	

Contact person	Małgorzata Grudzińska
Responsibility	incoming students; placements
Contact details	incoming@erasmus.umk.pl

2. Detailed requirements and calendar

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	222 225	French Polish / English	B2
Staff Mobility for Teaching	222 225	French Polish/English	B2
Staff Mobility for Training	222 225	French Polish/English	B2

^{*} Level according to Common European Framework of Reference for Languages (CEFR), see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

incoming	outgoing
The list of Erasmus coordinators at NCU is available at	click to type
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.	
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 Torun. 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.	

[Please specify whether your institution has the infrastructure to welcome students and staff with disabilities.]

- Yes. 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 International Programmes Department in Bydgoszcz, +48 52 5853691 erasmus@cm.umk.pl

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	June, 1st	
Spring term	November, 1st	

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

2.3.2. Decision Response

We will send our decision within 6 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

3. Additional information

3.1. Grading system

[It is recommended that each institution provides the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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 Mikołąja Kopernika w Toruniu	ECTS		
Grade	Grade	Predicate	
5	A	Very Good	
4,5	В	Better than good	
4	C	Good	
3,5	D	Better than satisfactory	
3	E	Satisfactory	
2	F	Unsatisfactory / Fail	
Zal / Pass	11	tion; i.e. the student has successfully and regularly the course.	

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Co	ntact person		 Małgorzata Grudzińska (incoming@erasmus.umk.pl	
1	•			-

Responsibility	incoming students; placements		
Contact details	Phone:+48 56 6114928; Fax:click to type; Email:incoming@erasmus.umk.pl		
Website	http://www.umk.pl/en/cooperation/erasmus/students/application/		
incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel to poland/		

3.3. Insurance

Our institution will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Małgorzata Grudzińska (incoming@erasmus.umk.pl	
Responsibility	ncoming students; placements Phone:+48 56 6114928; Fax:click to type; Email:incoming@erasmus.umk.pl	
Contact details		
Website	http://www.umk.pl/en/cooperation/erasmus/students/application/	
incoming@erasmus.umk Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum Bydgoszcz (+48 52 585 3691)		

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	Małgorzata Grudzińska (incoming@erasmus.umk.pl	
Responsibility	ncoming students; placements	
Contact details	Phone:+48 56 6114928; Fax:click to type; Email:incoming@erasmus.umk.pl	
Website	http://www.umk.pl/en/cooperation/erasmus/students/application/	

incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/erasmus/stu
Tel. Toruń campus	dents/application/#Accommodation
(+48 56 611 4928)	
	http://www.umk.pl/en/cooperation/guide/accom
erasmus@cm.umk.pl	modation/
Tel. Collegium Medicum in Bydgoszcz	
(+48 52 585 3691)	·

4. Details about the department/program/courses

Contac	t person	Marcin Skibicki / Andrzej Nieuważny
0011000	rt porco	That of Foldblock 7, that 20, thousand

Responsibility	Departmental Erasmus Coordinators
Contact details	Phone:+48 56 611 35 75; Fax:click to type; Email:skibicki@umk.pl; aen@umk.pl
Website	http://www.fil.umk.pl/; http://www.wnh.umk.pl/