



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 (email, phone)	Website (eg. of the course catalogue)
Sør-Trøndelag University, Trondheim Business School	N TRONDHE03	Marit Sandtrø, institutional coordinator, marit.sandtro@hist.no , tel : +4773559070 Mona Vanvikmyr, departmental coordinator (TBS) : mona.vanvikmyr@hist.no , tel : +4773559937	www.hist.no/tbs
Nicholas Copernicus University	PL TORUN 01	Malgorzata Grudzińska Responsible for Student Exchange incoming@erasmus.umk.pl 00 48 56 611-49-28	http://www.umk.pl/en/cooperation/erasmus/students/study/courses_in_foreign_languages%20NCU.pdf

B. Mobility numbers¹ 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.

¹ 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>)

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/Total number of months	SMT/total number of months
PL TORUN 01	N TRONDHE03		Business, Management, Economics	2nd	2/10	
N TRONDHE03	PL TORUN 01			2nd	2/10	

[*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 average days	Staff Mobility for Training/total number of average days
PL TORUN 01	N TRONDHE03		Business, Management, Economics	1/5	1/5
N TRONDHE03	PL TORUN 01			1/5	1/5

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	Optional: Subject area	Language of Instruction 1	Language of Instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching Studies
PL TORUN 01		English		B2	B2
N TRONDHE03		English		B2	C1

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

² 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

[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] [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL TORUN 01	1 June	1 November
N TRONDHE03	31 May	31 October

[to be adapted in case of a trimester system]*

2. :

PL TORUN 01: Will send its decision within 5 weeks

N TRONDHE03: Will send its decision within 5 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

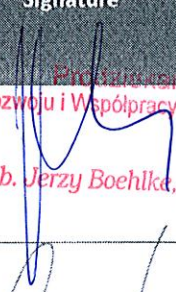
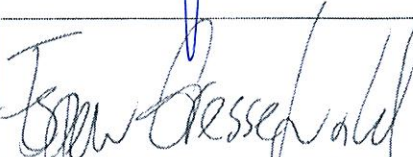
In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

	N TRONDHE03	PL TORUN 01
WWW for Incoming Students	www.hist.no/tbs	http://www.umk.pl/en/cooperation/erasmus/students/
WWW Course Catalogue	www.hist.no/tbs	http://www.umk.pl/en/cooperation/erasmus/students/study/
Housing ³	www.hist.no/tbs	http://www.umk.pl/en/cooperation/guide/accommodation/
Contact details		incoming@erasmus.umk.pl
WWW Visa Information ⁴	www.hist.no/tbs	http://www.umk.pl/en/cooperation/guide/issues/#A1
Contact details		incoming@erasmus.umk.pl
WWW Insurance Information ⁵	www.hist.no/tbs	http://www.umk.pl/en/cooperation/guide/issues/#A2
Contact details		incoming@erasmus.umk.pl
ECTS Users' Guide ⁶	www.hist.no/tbs	http://www.umk.pl/en/cooperation/guide/grading/
WWW Students and Staff with Disabilities	www.hist.no/tbs	http://www.umk.pl/en/cooperation/erasmus/students/disabled/
Contact details		incoming@erasmus.umk.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL TORUN 01	Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK	16.12.2013	 Prof. Jerzy Boehlke ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK
N TRONDHE03	Espen Gressetvold Dean	31/1-2014	

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ 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 ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

⁶ Receiving institutions provide 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.

⁷ Scanned signatures are accepted