



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014/15-2020/21<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Saimaa University of Applied Sciences  Faculty of Business and Culture	SF LAPPEEN07	<b>Seppo Pellinen</b> Manager, International Office Mob. +358 400 252 900 Fax: +358 2049 66505 Email: <a href="mailto:seppo.pellinen@saimia.fi">seppo.pellinen@saimia.fi</a>	<a href="http://www.saimia.fi/en">www.saimia.fi/en</a> < <a href="http://www.saimia.fi/en">http://www.saimia.fi/en</a> >
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	PL Toruń01	International Programmes Office, Nicolaus Copernicus University,  ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246  <b>Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA, STT)  <b>Małgorzata Grudzińska</b> ( <a href="mailto:Incoming@erasmus.umk">Incoming@erasmus.umk</a> )	ERASMUS Incoming information:  <a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/cooperation/erasmus/</a>  Lecture catalogue:  <a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</a>  Semester dates:  <a href="http://www.umk.pl/en/cooperation/guide/calendar/">http://www.umk.pl/en/cooperation/guide/calendar/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Faculty of Fine Arts ul.Sienkiewicza 30/32 87-100 Toruń		pl) - incoming students; placements  <b>Faculty coordinator:</b>  dr Małgorzata Jankowska mj@umk.pl; +48 611 38 11	
[...]			

## B. Mobility numbers<sup>4</sup> per academic year

If the agreement is signed for more than one 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 **October** 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
SF LAPPEEN07	PL Torun01	021	Arts	Bachelor	2 (5)	--
				Master		
PL Torun01	SF LAPPEEN07	021	Arts	Bachelor	2 (5)	--
				Master		

[\*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	[average duration in days*]	Staff Mobility for Training *
SF LAPPEEN07	PL Torun01	021	Arts	1	5	To be confirmed

<sup>4</sup> 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>

PL Torun01	SF LAPPEEN07	021	Arts	1	5	To be confirmed
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### 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 instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SF LAPPEEN07		English		B1 English	B2 English
PL Torun01		Polish	English	CEFR: B1/B2, TOEFL: 60 IBT	CEFR: B2, TOEFL: 80

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<sup>5a</sup>

Please specify whether the Institutions have the infrastructure to welcome students and staff with disabilities:

#### PL TORUN01:

- 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](mailto:incoming@erasmus.umk.pl)

International Programmes Department in Bydgoszcz, +48 52 5853691 [erasmus@cm.umk.pl](mailto:erasmus@cm.umk.pl)

Additional information on medical care at NCU in Toruń is available at:

<http://www.umk.pl/en/cooperation/guide/issues/#A2/>

<sup>5</sup> 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>

<sup>5a</sup> 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

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](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.

## **SF LAPPEEN07**

Orientation Week in Saimaa University of Applied Sciences is compulsory for incoming students. Saimaa University of Applied Sciences attempts at facilitating the Erasmus exchange students with disabilities.

## **E. Calendar**

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

Receiving institution [Erasmus code]	Autumn semester* [month]	Spring semester* [month]
SF LAPPEEN07	End of April	End of October
PL Torun01	June 1st	November 1st

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

2. The receiving institution will send its decision within the following time frame:

### **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 online application should be submitted by the students by the 1st of June or 1st of November.

The receiving institution will send its decision within 6 weeks.

### **SF LAPPEEN07**

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 by the International Office of Saimaa University of Applied Sciences.

The online application should be submitted by the students by the end of April or end of October.

The receiving institution will send its decision within 6 weeks.

### 3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

### 4. 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.

*This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will 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

### 1. Grading systems of the institutions<sup>6a</sup>

#### Partner institution:

#### SF LAPPEEN 07:

**Grading Scale** at Saimaa University of Applied Sciences: Technology, Business and Culture, Health Care and Social Services. The following scale is used for all types of evaluations/examinations:

ECTS Grade	Saimaa UAS grade
A	5 - excellent
B	4 - Good
C	3 - Good
D	2 - Satisfactory
E	1 - Satisfactory
F	0 - Fail
	H - Approved (scaling in some courses H - Approved or 0 - Failed)

## 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	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
SF LAPPEEN07	<a href="mailto:mari.tuukkanen@saimia.fi">mari.tuukkanen@saimia.fi</a> phone: +358 407 418 842	<a href="http://www.migri.fi/studying_in_finland">http://www.migri.fi/studying_in_finland</a>
PL Torun01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/Issues/#A1">http://www.umk.pl/en/cooperation/guide/Issues/#A1</a>  <a href="http://www.msz.gov.pl/en/travel_to_poland/">Polish Ministry of Foreign Affairs 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SF LAPPEENO 7	<a href="mailto:mari.tuukkanen@saimia.fi">mari.tuukkanen@saimia.fi</a>  phone: +358 407 418 842	<a href="http://www.studyinfinland.fi/living_in_finland/before_your_arrival/international_student_health_insurance">http://www.studyinfinland.fi/living_in_finland/before_your_arrival/international_student_health_insurance</a>
PL Torun01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>  Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>

### **4. Housing**

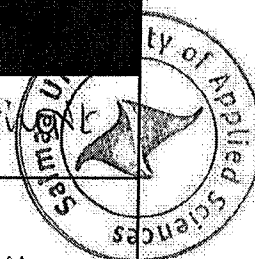
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SF LAPPEENO 07	<a href="mailto:mari.tuukkanen@saimia.fi">mari.tuukkanen@saimia.fi</a>  phone: +358 407 418 842	<a href="http://www.saimia.fi/en-FI/student-exchange/incoming-students">http://www.saimia.fi/en-FI/student-exchange/incoming-students</a>
PL Torun01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>  Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation">http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</a>  <a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives or delegates)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
SF LAPPEEN07	Anneli Pirttilä Rector	20.12.2013	Anneli Pirttilä
PL Torun01	dr hab. Elżbieta Basiul, prof. UMK/ Dean Faculty of Fine of Fine Arts UMK Toruń, Poland		DZIEKAN Wydziału Sztuk Pięknych Dr hab. Elżbieta Basiul, prof. UMK



<sup>6a</sup> It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide ([http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)). 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.

<sup>6</sup> Scanned signatures are accepted