



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)
University of Lapland	SF ROVANIE01	<p>Ms. Outi Snellman Director of International Relations Tel +358-40-501 0209 Fax: +358-16 362 941 E-mail outi.snellman@ulapland.fi</p> <p>Ms Jaana Severidt Head of International Student Services Tel +358-40-772 6510 Fax: +358-16 362 941 E-Mail international.relations@ulapland.fi</p> <p>Ms Minna Nousiainen, International Coordinator of Faculty of Social Sciences Tel. +358 400 813 867 E-mail SOCIALinter@ulapland.fi</p>	<p>University's home page http://www.ulapland.fi/InEnglish</p> <p>Course Catalogue http://www.ulapland.fi/InEnglish/Studies/International_Programmes_and_Courses/Courses_for_Exchange_Students.iw3</p>
Nicolaus Copernicus Univeristy	PL TORUN01	<p>International Programmes Office, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246</p> <p>Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT)</p> <p>Małgorzata Grudzińska - incoming students; placements (incoming@erasmus.umk.pl)</p> <p>Marta Wiśniewska (mawi@umk.pl), outgoing students; placements</p>	<p>http://www.umk.pl</p>

		Faculty Erasmus Coordinator Magdalena Kalinska Faculty of Economics Sciences and Management Ul Gagarina 13A 87-100 Torun, Poland email: erasmus@econ.umk.pl	
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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	SF ROVANIE01	345	Business, Management, Economics	2nd	2/10	
SF ROVANIE01	PL TORUN 01	345	Management, Administration	2nd	2/10	

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	SF ROVANIE01	345	Business, Management, Economics	1/5	/
SF ROVANIE01	PL TORUN 01	345	Management, Administration	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
PL TORUN 01		English		B2	B2
SF ROVANIE01		Finnish	English	B1 (for English); certificate to indicate student's English skills is needed (ie. Transcript of records, letter from the home university)	B2 (for English)

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

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
International Programmes Department in Bydgoszcz, +48 52 5853691 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/>
- 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
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 - 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 ROVANIE01:

The host institution may reject any student not considered appropriate. Student selection is done within application deadlines according to duly filled applications and required enclosures. More information available at www.ulapland.fi/intl.

The sending university is responsible for arranging its students' special needs related to studying at the host university. University of Lapland offers information and services for international students with disabilities.

For more information on services for the disabled at the University of Lapland please contact:

Ms Jaana Severidt
Head of International Student Services
Tel +358-40-772 6510
Fax: +358-16 362 941
E-mail international.relations@ulapland.fi

Ms Minna Nousiainen, International Coordinator of Faculty of Social Sciences
Tel. +358 400 813 867
E-mail SOCIALinter@ulapland.fi

E. Calendar

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

Receiving institution

Autumn term*

Spring term*

[Erasmus code]	[month]	[month]
PL TORUN 01	1 June	1 November
SF ROVANIE01	May 15 th (nominations by April 30 th)	October 15 th (nominations by September 30 th)

2. 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**.

3. The receiving institution will send its decision within 5 weeks.

SR ROVANIE01: SoleMOVE mobility system is used for exchange admissions and no paper applications are needed. The admission decision will be made by the faculties by June 16th (autumn semester and full year admission) / November 16th (spring semester admission) and the students will be informed directly by email through SoleMOVE -system.

4. 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.

SF ROVANIE01: Each student can print an unofficial Transcript of Records personally in the WebOODI -system. The official Transcript of Records will be sent by the Faculty by the 1st of February (Autumn Semester) and by the 1st of July (Full year / Spring Semester).

4. This institutional agreement can be terminated or changed, if communicated at least one academic year beforehand. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.




F. Information

	SF ROVANIE01	PL TORUN 01
WWW for Incoming Students	http://www.ulapland.fi/InEnglish/Admissions/Apply-Now/For-Exchange-Studies	http://www.umk.pl/en/cooperation/erasmus/students/
WWW Course Catalogue	http://www.ulapland.fi/InEnglish/Studies/International_Programmes_and_Courses/Courses_for_Exchange_Students.iw3	http://www.umk.pl/en/cooperation/erasmus/students/study/
Housing ³	http://www.ulapland.fi/InEnglish/Studies/For_Admitted_Students/Student_Housing.iw3	http://www.umk.pl/en/cooperation/guide/accommodation/
Contact details	DAS Customer Service Tel +358 20 7699 180 Fax: +358 20 7699 188	incoming@erasmus.umk.pl

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

	E-mail dasaspa@das.fi Adress: Ylikorvantie 28 A, 96300 ROVANIEMI	
WWW Visa Information ⁴	http://www.ulapland.fi/InEnglish/Studies/For Admitted Students/Residence Permit and Visa.iw3	http://www.umk.pl/en/cooperation/guide/issues/#A1
Contact details	International Relations Office Tel +358-40-772 6510, Fax: +358-16 362 941, international.relations@ulapland.fi	incoming@erasmus.umk.pl
WWW Insurance Information ⁵	http://www.ulapland.fi/InEnglish/Studies/For Admitted Students/Mandatory Insurance.iw3	http://www.umk.pl/en/cooperation/guide/issues/#A2
Contact details	International Relations Office Tel +358-40-772 6510, Fax: +358-16 362 941, international.relations@ulapland.fi	incoming@erasmus.umk.pl
ECTS Users' Guide ⁶		http://www.umk.pl/en/cooperation/guide/grading/
WWW Students and Staff with Disabilities		http://www.umk.pl/en/cooperation/erasmus/students/disabled/
Contact details	Ms Jaana Severidt Head of International Student Services Tel +358-40-772 6510 Fax: +358-16 362 941 E-mail international.relations@ulapland.fi	incoming@erasmus.umk.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL TORUN 01	Dr hab. Jerzy Boehlke, prof. UMK Prodziekan ds. Rozwoju i Współpracy z Zagranicą	26.2.2014	<p>Prodziekan ds. Rozwoju i Współpracy z Zagranicą</p>  <p>Dr hab. Jerzy Boehlke, prof. UMK</p>
SF ROVANIE01	Prof. Juha Perttula, Dean, Faculty of Social sciences	25.2.2014	 

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