

Erasmus+ Programme

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

Inter-institutional agreement 2014-2016
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)
HOGESCHOOL ROTTERDAM / ROTTERDAM UNIVERSITY University of Applied Sciences	NL ROTTERD 03	<u>Institutional Coordinators:</u> Mrs. Fiona Waldram-Geilman Head International Office Kralingse Zoom 91 3063 ND Rotterdam the Netherlands Tel: + 31 10 794 6292 E-mail: F.Waldram-Geilman@hr.nl Ms. Els Jacobs, International Coordinator Tel: +31 10 794 6295 E-mail: E.Jacobs@hr.nl <u>Academic contact:</u> Maaïke Klootwijk School of Management Studies m.klootwijk@hr.nl +0031 (0)10 794 8073	www.rotterdamuniversity.com
Nicolaus Copernicus University	PL TORUN 01	International Programmes Office, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional	http://www.umk.pl/en/cooperation/erasmus/students/

		Coordinator (STA , STT) Małgorzata Grudzińska - incoming students; placements (incoming@erasmus.umk.pl) Marta Wiśniewska (mawi@umk.pl), outgoing students; placements	
		Faculty Erasmus Coordinator Magdalena Kalinska Faculty of Economics Sciences and Management Ul Gagarina 13A 87-100 Torun, Poland email: erasmus@econ.umk.pl	

B. Mobility numbers 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	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]				Student Mobility for Studies	Student Mobility for Traineeships *
[total number of months of the study periods]						
NL ROTTERD 03	PL TORUN01	041	Business	1	2 x 5 =10	
PL TORUN01	NL ROTTERD 03	041	Business	1	2 x 5 =10	

* 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]	Staff Mobility for Training *
NL ROTTERD 03	PL TORUN01	041	Business	1 person, 5 days	1 person, 5 days
PL TORUN01	NL ROTTERD 03	041	Business	1 person, 5 days	1 person, 5 days

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]	Optiona l: Subject area	Lang uage of instr uc-tion 1	Language of instruc-tion 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NL ROTTERD 03	xxx	Dutch	English	B2	B2
PL TORUN01		Polish	English	B2	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

NL ROTTERD 03: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: internationaloffice@hr.nl or look at www.rotterdamuniversity.com
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
- 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]
NL ROTTERD 03	May 1st	November 1st
PL TORUN01	1 June	1 November

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.

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. 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."]

F. Information

1. Grading systems of the institutions

NL ROTTERD 03: www.rotterdamuniversity.com

PL TORUN01:

- 5 excellent
- 4+ very good
- 4 good
- 3+ satisfactory
- 3 sufficient
- 2 failed

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
NL ROTTERD 03	rbs@hr.nl Tel.: +31 (0)10 794 62 50	http://www.rotterdamuniversity.com/study-information/practical-information/permits-visa
PL TORUN01	incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/guide/issues/#A1

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
NL ROTTERD 03	internationaloffice@hr.nl Tel.: +31 (0)10 794 60 05 Tel.: +31 (0)10 794 62 95	www.rotterdamuniversity.com
PL TORUN01	incoming@erasmus.umk.pl	http://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
NL ROTTERD 03	studenthousingoffice@hr.nl Tel.: +31 (0)10 794 6347 Tel.: +31 (0)10 794 6237	http://www.rotterdamuniversity.com/study-information/practical-information/accommodation
PL TORUN01	incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/guide/accommodation /

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
NL ROTTERD 03	Institutional Erasmus Coordinator Mrs. Fiona Waldram-Geilman Head International Office	12/3/2014	
PL TORUN01	Dr hab. Jerzy Boehlke, prof. UMK Prodziekan ds. Rozwoju i Współpracy z Zagranicą	12/3/2014	 Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK

¹ Scanned signatures are accepted