



Erasmus+ Programme

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

Inter-institutional agreement 2014/2015-2020/2021 between programme countries [Minimum requirements]

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 (address, email, phone)	Website (eg. of the course catalogue)
Universidad de Navarra ISSA School of Management Assistants	E PAMPLON01	Dr. Ms. Mei-Hsin Chen Internataional & Erasmus+ Programme Coordinator ISSA School of Management Assistants Edificio de Amigos Campus Universitario 31009 Pamplona Navarra, Spain E-mail: mchen@unav.es	www.unav.edu http://www.issa.edu
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 Coordinator (STA , STT) Małgorzata Grudzińska - incoming students; placements (Incoming@erasmus.umk.pl) Marta Wiśniewska (mawi@umk.pl), outgoing students; placements	http://www.umk.pl/ en/cooperation/eras mus/students/
		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 numbers per 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E PAMPLON01	PL TORUN 01	0413	Management and Administration	1 st	3 [15 months]	
PL TORUN 01	E PAMPLON01	PL TORUN 01	E PAMPLON01	1 st	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 days of teaching periods or average duration*]	Staff Mobility for Training *
E PAMPLON01	PL TORUN 01	0413	Management and Administration	1 or 2 weeks [5 – 8 hours/week]	
PL TORUN 01	E PAMPLON01	PL TORUN 01	E PAMPLON01	1 or 2 weeks [5 – 8 hours/week]	

C. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E PAMPLON01	PL TORUN 01	Spanish*	English	B1	B2
PL TORUN 01	E PAMPLON01	English		B2	B2

*Special Spanish intensive courses take place for exchange students in the summer. It is also possible to join regular Spanish courses during the academic year. Dates and fees for the following year are published in Spring www.unav.es/centro/ilce.

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
- For the implementation of **STA/SIT**-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]
E PAMPLON01	1 st April	1 st October
PL TORUN 01	1 June	1 November

2. E PAMPLON01 will send its decision within 4 weeks.

PL TORUN 01: Will send its decision within 5 weeks

3. A Transcript of Records will be issued by the receiving institution no later than 6 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. This Agreement may be extended by consent of both institutions for a further specified period subject to the further approval of each University's relevant authorities. 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

E PAMPLON 01:

Local Grades		ECTS Grades
10.0	MH (Mention of Honor)	A
9.0-9.9	SB (Outstanding)	B
7.0-8.9	NT (Very good)	C
6.0-6.9	AP (Pass)	D
5.0-5.9	AP (Pass)	E
0.0-4.9	SS (Fail)	F

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 are provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E PAMPLON01	International Office, Edificio Central relint@unav.es +34 948 42 56 00 Ext. 80 2181	http://www.unav.edu/web/estudios/programa-internacional/alumnos-internacionales/immigration-procedures
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
E PAMPLON01	International office, Edificio Central relint@unav.es +34 948 42 56 00 Ext. 80 2181	www.unav.edu

PL TORUN01	incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/guide/issues/#A2
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- a) In the case of students from the European Economic Area, they must obtain the European Health Card in their country of origin, prior to departure. Any students coming from a country which has a bilateral agreement with Spain must obtain the necessary authorization from their country of origin, prior to departure.
- b) Students not fitting into either category detailed in a). must obtain private insurance. The University Aid office provides full information on various insurance plans.

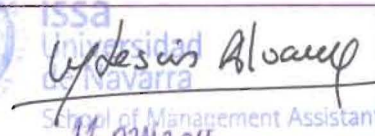
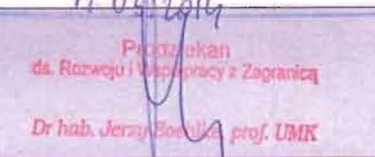
4. Housing

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
E PAMPLON01	The housing office provides information on available accommodation. alojamiento@unav.es +34 948 42 56 14 ext. 802974	http://www.unav.edu/web/admision-y-ayudas/alojamiento/tipos
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
E PAMPLON01	Dr. María Jesús Álvarez Dean of ISSA School of Management Assistants		 11 02/2014 ISSA Universidad de Navarra School of Management Assistants
PL TORUN01	Dr hab. Jerzy Boehlke, prof. UMK Prodziekan ds. Rozwoju i Współpracy z Zagranicą		 Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK

¹ Scanned signatures are accepted