



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)
Osfold University College	N HALDEN02	Ellen Høy-Petersen Erasmus Institutional Coordinator international@hiof.no Tel: +47 69215013 Laila Fagerdal International Coordinator Erasmus + agreements international@hiof.no Tel: +47 69215218 Incoming students: Elise Jamissen International Coordinator international@hiof.no Tel: +47 69215036 P.O.Box 700, NO-1757 Halden, Norway	www.hiof.no www.hiof.no/english
Nicholas Copernicus University	PL TORUN.01	Małgorzata 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.

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 HALDEN02	041	Business and Administration	1 st	1/10	
N HALDEN02	PL TORUN 01	041	Business and Administration	1 st	1/10	

[*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 HALDEN02	041	Business and Administration	1/5 (8 hours)	/
N HALDEN02	PL TORUN 01	041	Business and Administration	1/5 (8 hours)	/

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
N HALDEN02		English		B2	B2

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>)

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>

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

N Halden02:

All practical information can be found on the website of Østfold University College: www.hiof.no/english

The International Office organises welcome activities for all exchange students, including an orientation week and a student buddy programme.

Østfold University College has the appropriate 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 HALDEN02	1 May	1 November

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

2. The receiving institution 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

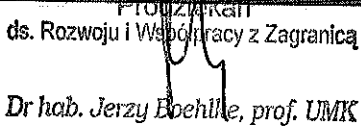
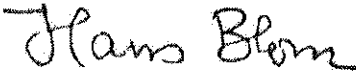
In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

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

F. Information

	N HALDEN02	PL TORUN 01
WWW for Incoming Students	http://www.hiof.no/eng/english/before-arrival?lang=eng	http://www.umk.pl/en/cooperation/erasmus/students/
WWW Course Catalogue	http://www.hiof.no/eng/english/courses-taught-in-english?lang=eng	http://www.umk.pl/en/cooperation/erasmus/students/study/
Housing ³	http://www.hiof.no/eng/english/before-arrival/accommodation?lang=eng	http://www.umk.pl/en/cooperation/guide/accommodation/
Contact details	Elise Jamissen international@hiof.no	incoming@erasmus.umk.pl
WWW Visa Information ⁴	http://www.hiof.no/eng/english/before-arrival?lang=eng	http://www.umk.pl/en/cooperation/guide/issues/#A1
Contact details	Elise Jamissen international@hiof.no	incoming@erasmus.umk.pl
WWW Insurance Information ⁵	http://www.hiof.no/eng/english/before-arrival/health-insurance?lang=eng	http://www.umk.pl/en/cooperation/guide/issues/#A2
Contact details	Elise Jamissen international@hiof.no	incoming@erasmus.umk.pl
ECTS Users' Guide ⁶	http://www.hiof.no/eng/english/credit-system-and-grading?lang=eng	http://www.umk.pl/en/cooperation/guide/grading/
WWW Students and Staff with Disabilities	http://www.hiof.no/eng/english/before-arrival?lang=eng	http://www.umk.pl/en/cooperation/erasmus/students/disabled/
Contact details	Elise Jamissen international@hiof.no	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	1.12.2013	 Dr hab. Jerzy Boehlke, prof. UMK
N HALDEN02	Prof. Dr. Hans Blom Rector	1.12.2013	

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 outgoing mobile participants, according to the requirements of the ECHE.
⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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

