



# Erasmus+ Programme

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

## **Inter-institutional agreement 2014/15-2020/21** **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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details</b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
<b>Universidad de Santiago de Compostela</b>	<b>E SANTIAGO01</b>	Institutional Coordinator: <b>Mr Enrique López Veloso</b> International Relations Office – Casas Reais nº 8 – E-15782 Santiago de Compostela – Spain Tel. 0034 881 812 854 – Fax 0034 881 812 843 – e-mail: <a href="mailto:erasmus@usc.es">erasmus@usc.es</a>	<a href="http://www.usc.es/">http://www.usc.es/</a>
<b>Faculty of Political and Social Sciences</b>		Departmental Coordinator: <b>Prof. Ramón Bouzas Lorenzo</b> E-mail: <a href="mailto:ramon.bouzas@usc.es">ramon.bouzas@usc.es</a>	
<b>Uniwersytet Mikołaja Kopernika w Toruniu</b> <i>(Nicolaus Copernicus University in Toruń)</i>	<b>PL TORUN01</b>	International Programmes Office – Nicolaus Copernicus University – ul. Gagarina 11 – 87-100 Toruń, Poland Tel/fax. +48 56 6114929, tel. 611 - 4928, -2246 <b>Ms. Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA, STT) <b>Ms. Małgorzata Grudzińska</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) – incoming students; placements	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>
<b>Faculty of Political Science and International Studies</b>		Departmental Coordinator: <b>Prof. Dariusz Gora-Szopiński</b> ( <a href="mailto:chopin@umk.pl">chopin@umk.pl</a> ) ul. Batorego 39 L 87-100 Toruń, Poland tel. +48 56 611 2120 fax +48 56 611 2119	Courses in foreign languages: <a href="http://www.wpism.umk.pl/index.php/international/courses-in-foreign-languages">www.wpism.umk.pl/index.php/international/courses-in-foreign-languages</a>



## 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.

### Student Mobility (SMS)

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 [total number of months of the study periods or average duration]
E SANTIAGO1	PL TORUN01	313 / 0312	Political sciences & civics	Only 1 <sup>st</sup>	2 (20)
PL TORUN01	E SANTIAGO1	313 / 0312	Political sciences & civics	1 <sup>st</sup> – 2 <sup>nd</sup> [1]	2 (20)

[\*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.]

[1] Incoming students have only access to Undergraduate Studies at USC

### Staff Mobility (STA and STT)

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 SANTIAGO1	PL TORUN01	313 / 0312	Political sciences & civics	1 (5)	Only by individual agreement
PL TORUN01	E SANTIAGO1	313 / 0312	Political sciences & civics	1 (5)	Only by individual agreement

## 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]



<b>E SANTIAGO1</b>		Spanish	Galician	B1 Spanish DELE <sup>1</sup> certificate	B1 in Spanish or B2 in English recommended No certificate is required.
<b>PL TORUN01</b>		Polish	English	B2 in English	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

#### D. Additional requirements

##### E SANTIAGO1:

- Incoming Erasmus students must take at least 50% of their workload from the USC Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties.
- Incoming Erasmus students are not allowed to register for courses/modules of study levels that differ from the one/s agreed in the present document.
- Incoming teaching staff must be individually accepted by the USC Faculty that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty.
- Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
- The University of Santiago de Compostela welcomes students and staff with disabilities, providing information and assistance through its University Integrations Service. Further information is available at: <http://www.usc.es/en/servizos/sepiu/integracion.html>

##### 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](mailto:incoming@erasmus.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 Toruń. 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.

<sup>1</sup> Diploma de Español como lengua extranjera. If not available, we may accept other certificates of Spanish as a foreign language, or at least formal confirmation from the home university that student has B1 level Spanish.



## E. Calendar

- Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>E SANTIAGO1</b>	Nomination: 30 June Application: 15 July	Nomination: 31 October Application: 30 November
<b>PL TORUN01</b>	June 1 <sup>st</sup>	November 1 <sup>st</sup>

- E SANTIAGO1:** Nominated students receive by e-mail their login details to our online application form that they have to complete within the deadline above. Once completed, they receive an acceptance letter by e-mail within a max. of 6 weeks.
- 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.
- Termination of the agreement  
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.

### 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 receiving institution will send its decision within 6 weeks.

### 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.

### 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.

## F. Information

### 1. Grading systems of the institutions

#### E SANTIAGO1:

**GRADES:** The Student Exchange Office recommends the following grading equivalency table:

Local Grade		ECTS Grade	Definition
Matrícula de Honor	10	A+	<b>EXCELENT</b> – Outstanding performance with only minor errors. Just in very exceptional cases
Sobresaliente	9-9.9	A	<b>VERY GOOD</b> – Above the average standard but with some errors
Notable	7-8.9	B	<b>GOOD</b> – Generally sound work with a number of notable errors
Aprobado	5-6.9	C/D/E	<b>SATISFACTORY/SUFFICIENT</b> – Performance meets the minimum criteria. Average performance
Suspense	0-4.9	F/FX	<b>FAIL</b> – Failed
Apto	-	-	<b>PASS</b> – Passed



### 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	Grade	Predicate
5	A	Very Good
4,5	B	Better than good
4	C	Good
3,5	D	Better than satisfactory
3	E	Satisfactory
2	F	Unsatisfactory / 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
E SANTIAG01	<a href="mailto:international@usc.es">international@usc.es</a>	<a href="http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx">http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/guide/issues/#A1</a> Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel-to-poland/">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:



Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>E SANTIAGO1</b>	<a href="mailto:international@usc.es">international@usc.es</a>	<a href="http://ec.europa.eu/social/main.jsp?langId=en&amp;catId=559">http://ec.europa.eu/social/main.jsp?langId=en&amp;catId=559</a> All incoming Erasmus students are charged 15 euro for a compulsory insurance for international students
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>E SANTIAGO1</b>	<a href="mailto:erasmus@usc.es">erasmus@usc.es</a> ; <a href="mailto:mobilidade.sur@usc.es">mobilidade.sur@usc.es</a>	<a href="http://www.usc.es/en/servizos/sur/index.html">http://www.usc.es/en/servizos/sur/index.html</a> A yearly call for applications is published in May. Incoming students who wish to be placed in one of the dormitories must take part in that call.
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +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)

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
<b>E SANTIAGO1</b>	<b>Institutional Coord.: E. López Veloso</b> International Relations Office - Casas Reais nº 8 - E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 - Fax 0034 881 812 843 - e-mail: <a href="mailto:erasmus@usc.es">erasmus@usc.es</a>	24/03/2014	
<b>PL TORUN01</b>	<b>Prof. Roman Bäcker</b> Dean of the Faculty of Political Science and International Studies	21/05/2014	 Prof. dr hab. Roman Bäcker

<sup>2</sup> Scanned signatures are accepted.