



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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Umeå University		Communication and International Relations Office Umeå University, S-901 87 Umeå, Sweden Jenny Ahlinder Hagberg Tel: +46 90 786 6091 E-mail: jenny.ahlinder@adm.umu.se	http://www.umu.se/english/education/exchange-students http://www.umu.se/english/education
Department of Political Science		Departmental coordinator: Ann-Sofi Rönnbäck Tel: +46 90 786 5701 E-mail: ann-ofi.ronnback@pol.umu.se	
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)	PL TORUN01	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Toruń, Poland tel/fax. +48 56 611 4929 tel. +48 56 6114928, 611 2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT)	ERASMUS incoming information: www.umk.pl/en/cooperation/erasmus/ Lecture catalogue:

Faculty of Political Science and International Studies ul. Batorego 39 L 87-100 Toruń, Poland		Małgorzata Grudzinska (incoming@erasmus.umk.pl) – incoming students, placements	www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: www.umk.pl/en/cooperation/guide/calendar/
		Departmental coordinator: Dariusz Gora-Szopinski, PhD (chopin@umk.pl) tel. +48 56 611 2120 fax +48 56 611 2119	Courses in foreign languages: www.wpism.umk.pl/index.php/international/courses-in-foreign-languages

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 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]
S UMEA 01	PL TORUN01	313	Political Science	1,2,3	2 students x 5 months (10)
PL TORUN01	S UMEA 01	313 32	Political science and civics Journalism and information	1 st -2 nd -3 rd	2 students x 5 months (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.

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 Staff Mobility for Training [total number of days of teaching periods or average duration]	
S UMEA 01	PL TORUN01	313	Political Science	1 X 5 days	

PL TORUN01	S UMEA 01	313 32	Political science and civics Journalism and information	1 x 5 days	
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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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
S UMEA 01		Swedish	English	B2	
PL TORUN01		Polish	English	B2 for English	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

S UMEA 01:

At Umeå University, S UMEA01, programmes and courses offered for exchange students are open to qualified students, nominated by their home university as exchange students; and all students should study full-time during their exchange.

Course Catalogue: <http://www.umu.se/english/education>

¹ 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>

Umeå University, welcomes students with disabilities, though they should contact Student Services as soon as possible after being nominated by their home university; all support is offered on an individual basis.

<http://www.umu.se/english/education/student-support/disability-services-and-resources>

PL TORUN01:

- 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. The list of Erasmus coordinators at NCU is available at www.umk.pl/en/cooperation/erasmus/coordinators/
- 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: www.umk.pl/en/cooperation/erasmus/students/disabled/
Contact: International Programmes Office, +48 56 6114928, incoming@erasmus.umk.pl
- Additional information on medical care at NCU in Toruń is available at 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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
S UMEA 01	1 April (Nomination) 1 May (Application)	15 October (Nomination) 1 November (Application)
PL TORUN01	June 1 st	November 1 st

S UMEA 01:

2. Partner Universities shall send their nominations via an on-line procedure at Umeå University. Information on the nomination procedure will be sent out separately to partner universities.

The receiving institution will send its decision within 6-8 weeks after deadline.

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 case of termination of this Agreement before the end of the contractual period, a notification about termination shall be sent to the other party within one (1) year, permitting, as far as possible, students and personnel to complete any exchange already begun. 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 www.umk.pl/en/cooperation/erasmus/students/application

2. 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

S UMEA 01:

Unless the higher education institution prescribes another grading system, grades shall be expressed using one of the terms fail, pass or pass with distinction.

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
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Grade		Grade	Predicate
5		A	Excellent
4,5		B	Very Good
4		C	Good
3,5		D	Satisfactory
3		E	Sufficient
2		F	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
S UMEA 01	monica.larsson@adm.umu.se	http://www.umu.se/english/education/student-handbook/at-home/visa-information
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 6114928	www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/

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
S UMEA 01	monica.larsson@adm.umu.se	http://www.umu.se/english/education/student-handbook/at-home/insurance

PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/guide/issues/#A2
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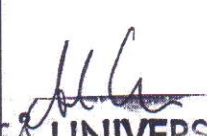

4. Housing

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
S UMEA 01	housing@adm.umu.se Tel: +46 90-786 57 72	http://www.umu.se/english/education/accommodation/student-housing
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)²

Institution [Erasmus code]	Name, function	Date	Signature ³
S UMEA 01	Prof Anders Lidström Head of Department Department of Political Science	2014-04-01	 UNIVERSITY Department of Political Science SE-901 87 Umeå, Sweden
PL TORUN01	Prof. Roman Bäcker, dean	2014-04-02	 Dziekan Prof. dr hab. Roman Bäcker

² At PL TORUN01, single-subject agreements are signed by the dean of relevant faculty, while multi-subject agreements by the Vice-rector for Education.

³ Scanned signatures are accepted.