



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/15-2020/21² 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 ³ (email, phone)	Website (eg. of the course catalogue)
Telemark University College Faculty of Arts, Folk Culture and Teacher Education Department of Art and Design Education Lærerskolevegen 40, N-3679 Notodden, Norway Tel. +47 35 02 62 00/ +47 35 02 64 47 Telefax: +47 35 02 62 01 http://www.hit.no	N PORSGRU01	International Office: Espen Johansen, Tlf: +47 3557 5023 Email: espen.johansen@hit.no Faculty of Arts, Folk Culture and Teacher Education Mr. Dag Aasland - International Coordinator/MA in Education email: dag.aasland@hit.no	http://www.hit.no http://www.hit.no/eng/HiT/Work-at-TUC/International-TUC/Contact-persons-International-Office P.O.Box 203, 3901 PORSGRUNN. NORWAY Lærerskolevegen 40, 3679 NOTODDEN, NORWAY
Uniwersytet Mikołaja Kopernika w Toruniu	PL Torun01	International Programmes Office, Nicolaus	ERASMUS incoming information:

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

PL Torun01	N PORSGRU01		Fine Arts (Painting, Sculpture, Printmaking; Media Art and Visual Education)	BA, MA (PhD)	4 (4x4)	4 (4x2 weeks, max. 10 days)
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[*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 Mobil ity for Teach ing	[average duration in days*]	Staff Mobility for Training *
N PORSGRU01	PL Torun01		Fine Arts, Folk Culture and Teacher Education	2	5	To be confirmed
PL Torun01	N PORSGRU01		Fine Art (Painting, Sculpture, Printmaking, Media Art and Visual Education	2	5	To be confirmed

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 instruc-	Language of instruc-	Recommended language of instruction level ⁵
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⁵ 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>

[Erasmus code]	tion 1	tion 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
N PORSGRU01	Norwegian	English	B2	B2
PL Torun01	Polish	English	CEFR: B1/B2, TOEFL: 60 IBT	CEFR: B2, TOEFL: 80

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^{5a}

Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities:

N PORSGRU01: <http://www.hit.no/eng/HiT/Student/Student-Life-at-TUC/What-who-and-how-about-learning-environment/Do-you-need-individual-adaption>

PL TORUN01:

- 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 Toruń.

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.

^{5a} To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn semester* [month]	Spring semester* [month]
N PORSGRU01	01. May	01. November
PL Torun01	June 1st	November 1st

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

2. The receiving institution will send its decision within the following time frame:

N PORSGRU01: 2. The receiving institution will send its decision within 6-8 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

This Agreement will be effective when the representatives of both institutions affix their signatures to it. It shall stay in effect for the time period stated above. It may be subject to revision or modification from time to time by mutual agreement including the attachment of additional schedules as they are developed. Either party reserves the right to terminate this Agreement upon twelve months' written notice to the other party. In this case, the program(s) or the activity(ies) already approved by both parties shall be allowed to be completed under the conditions of this agreement. 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 online application should be submitted by the students by the 1st of June or 1st of November.

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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will 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.

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^{6a}

Partner institution:

N PORSGRU01: <http://www.hit.no/eng/HiT/Student/Exams-and-Diplomas/Grading-scale>

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	Predicate
5	A	Excellent
4,5 - 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.
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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
N PORSGRU01	Dag Aasland, Tlf: +47 3502 6200 dag.aasland@hit.no	http://www.hit.no/eng/HiT/Student/Student-Exchanges
PL Torun01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl	http://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
N PORSGRU01	Dag Aasland, Tlf: +47 3502 6200 dag.aasland@hit.no	http://www.hit.no/eng/HiT/Student/Student-Exchanges
PL Torun01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/cooperation/guide/issues/#A2

4. Housing


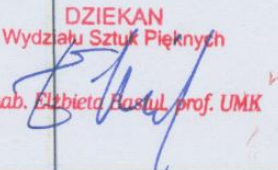
The receiving institution will guide incoming mobile participants in finding accommodation, according

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
N PORSGR U01	sitel.adm@sitel.no	http://www.sitel.no/english/SiTel/Housing-info
PL Torun01	incoming@erasmus. umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives or delegates)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
N PORSGRU01	Dr. Pål Augestad Vice Rector for Research Telemark University College Norway	19/ 9-2014	
PL Torun01	dr hab. Elżbieta Basiul, prof. UMK/ Dean Faculty of Fine Arts UMK Toruń, Poland Uniwersytet Mikołaja Kopernika w Toruniu Wydział Sztuk Pięknych ul. Sienkiewicza 30/32, 87-100 Toruń tel. 56 611 3800 (-01) (-02) (-44) fax 56 611 3845 (1602)		DZIEKAN Wydziału Sztuk Pięknych  Dr hab. Elżbieta Basiul, prof. UMK

^{6a} It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide (http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm). 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.

⁶ Scanned signatures are accepted