



# Erasmus+ Programme

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

## **Inter-institutional agreement 2015-2021** **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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>1</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
NICHOLAS COPERNICUS UNIVERSITY	PL-TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788  <b>Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA, STT)  <b>Małgorzata Grudzińska</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students;  <b>Marta Wiśniewska</b> ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), <b>Marta Błaszczuk</b> ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) - outgoing students; <b>Martyna Malec</b> ( <a href="mailto:malec@umk.pl">malec@umk.pl</a> ) – traineeships	ERASMUS incoming information: <a href="http://www.umk.pl/en/erasmus/">http://www.umk.pl/en/erasmus/</a>  Lecture catalogue: <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a>  Semester dates: <a href="http://www.umk.pl/en/erasmus/life/guide/calendar/">http://www.umk.pl/en/erasmus/life/guide/calendar/</a>
		Collegium Medicum in Bydgoszcz (medical sciences):	<a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a>

		International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91  <b>Paulina Gyrkow</b> e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	
		Faculty of Economic Sciences and Management  <i>Faculty coordinator:</i> Dr Magdalena Kalińska Exchange Programme Coordinator  Barbara Jóźwik Exchange Programme Assistant  Ul. Gagarina 13a 87-100 Toruń, Poland  Phone: +48 56 611 4783 e-mail: <a href="mailto:erasmus_plus@econ.umk.pl">erasmus_plus@econ.umk.pl</a> <a href="http://www.econ.umk.pl">www.econ.umk.pl</a>	<a href="http://www.econ.umk.pl/529,erasmus-program.html">http://www.econ.umk.pl/529,erasmus-program.html</a>
ECOLE DE MANAGEMENT DE NORMANDIE	F- LEHAVR04	<b>Alexandra FROGER (Mrs.)</b> <i>International Development Manager</i> 9, rue Claude Bloch 14052 CAEN Cedex 4 FRANCE Tél. : +33 (0)2 31 46 94 43 Fax : +33 (0)2 31 43 81 01 e-mail : <a href="mailto:afroger@em-normandie.fr">afroger@em-normandie.fr</a> <a href="http://www.em-normandie.fr/">http://www.em-normandie.fr/</a>	<a href="http://www.em-normandie.fr">www.em-normandie.fr</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.]

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*]	Student Mobility for Traineeships *
PL-TORUN01	F-LEHAVR04	04	Business and administration	1 <sup>st</sup> and 2 <sup>nd</sup>	5 (50 months)	
F-LEHAVR04	PL-TORUN01	04	Business and administration	1 <sup>st</sup> and 2 <sup>nd</sup>	5 (50 months)	

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 *
PL-TORUN01	F-LEHAVR04	04	Business and administration		
F-LEHAVR04	PL-TORUN01	04	Business and administration		

### 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 <sup>2</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
PL-TORUN01		Polish	English	B2	B2
F-LEHAVR04		French	English	<p>Programs taught in French: DELF B2, TEF 3-4, or equivalent</p> <p>Undergraduate programs taught in English: TOEFL 79 (IBT), IELTS 6, DELF B2 or equivalent</p> <p>Graduate programs taught in English: TOEFL 88 (IBT), IELTS 6.5, DELF B2 or equivalent</p>	B2 English

<sup>2</sup> 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

#### **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/erasmus/students/applying/disabled/>

Contact:

International Programmes Office in Toruń, +48 56 6114928 [incoming@erasmus.umk.pl](mailto:incoming@erasmus.umk.pl)

International Programmes Department in Bydgoszcz, +48 52 5853691 [erasmus@cm.umk.pl](mailto:erasmus@cm.umk.pl)

Additional information on medical care at NCU in Toruń is available at  
<http://www.umk.pl/en/erasmus/life/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.

#### **At F-LEHAVR04**

##### **Documents needed:**

- Application fully completed in BLOCK letters
- Identity photo
- University transcripts for the last 2 years of university level business study (or 1 year, in the case of incoming 2nd year students from partner universities)
- Proof of Language Level

## 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-TORUN01	June, 1st	November, 1st
F-LEHAVR04	15 <sup>TH</sup> APRIL	15 <sup>TH</sup> OCTOBER

### 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/erasmus/students/applying/application>

2. The receiving institution will send its decision within 6 weeks or ASAP.
3. A Transcript of Records will be issued by the receiving institution ASAP after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. 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

#### 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.	

#### At F-LEHAVR04

The ECTS system initially divides students between pass and fail groups and then assesses the performance of these two groups separately. Those obtaining passing grades are divided into five subgroups:

the best 10% are awarded an A grade,  
the next 25% a B grade,  
the following 30% a C,  
the following 25% a D  
and the final 10% an E.

ECTS Grade	best/next	Definition
A	10 %	Excellent - noteworthy result which may contain some minor errors
B	25 %	Very good - above average result
C	30 %	Good - generally good work despite errors
D	25 %	Satisfactory - good effort but containing errors and/or omissions
E	10 %	Pass - result satisfying minimum pass criteria.
FX		Fail - additional work is required to obtain credits
F		Bad fail - considerable additional work is required to obtain credits

## 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL-TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A1">http://www.umk.pl/en/erasmus/life/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>
F-LEHAVR04	<a href="mailto:international@em-normandie.fr">international@em-normandie.fr</a>	<a href="http://www.em-normandie.fr">www.em-normandie.fr</a>  <a href="mailto:international@em-normandie.fr">international@em-normandie.fr</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL-TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)  <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>
F-LEHAVR04	<a href="mailto:international@em-normandie.fr">international@em-normandie.fr</a>	<a href="http://www.em-normandie.fr">www.em-normandie.fr</a>  <a href="mailto:international@em-normandie.fr">international@em-normandie.fr</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
PL-TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)  <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a>
F LEHAVR04	<a href="mailto:international@em-normandie.fr">international@em-normandie.fr</a>	<a href="http://www.em-normandie.fr">www.em-normandie.fr</a>  <a href="mailto:international@em-normandie.fr">international@em-normandie.fr</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
PL-TORUN01	prof. Jerzy Boehlke Dean for Research and Foreign Cooperation		Prodziekan ds. Rozwoju i Współpracy z Zagranicą  Dr hab. Jerzy Boehlke, prof. UMK
F LEHAVR04	Alain Ouvrieu – Director of International Development	April 10 <sup>th</sup> , 2015	Alain Ouvrieu



9, rue Claude Bernard  
14052 CAEN CEDEX 4  
Tel : +33 (0)2 31 46 78 7  
Fax : +33 (0)2 31 43 81 7  
[www.em-normandie.fr](http://www.em-normandie.fr)

<sup>3</sup> Scanned signatures are accepted