



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2015/2016-2020/2021² 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)
Uniwersytetu Mikołaja Kopernika w Toruniu 46657-LA-1-2014-1-PL-E4AKA1-ECHE Faculty of History (Instytut Historii I Archiwistyki)	PL TORUN01	ul. Jurija Gagarina 11 87-100 Toruń Poland International Program Coordinator : Ewa DERKOWSKA-RYBICKA ewader@umk.pl tel. +48 56 611 49 29 Incoming Students: Malgorzata GRUDZINSKA incoming@erasmus.umk.pl tel. +48 53 611 49 28 Marta Wiśniewska (mawl@umk.pl), Marta Błaszczyk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) - traineeships Departmental Coordinator : Andrzej NIEUWAZNY aen@umk.pl	ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/life/guide/calendar/

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.

Université d'Artois 28512-LA-1-2014-1-FR-E4AKA1-ECHE <i>Service des Relations Internationales</i>	F ARRAS12	Service des Relations Internationales 9 rue du Temple, BP 10665, F-62030, ARRAS cedex France Institutional Coordinator : Stephen Rowley sri@univ-artois.fr Administrative contact : Manon Benaouda manon.benaouda@univ-artois.fr tel. +33(0)321606185 fax +33(0)321604931	http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois
<i>Faculté d'Histoire et Géographie</i>		Departmental coordinator : Prof. Youri CARBONNIER, youri.carbonnier@univ-artois.fr	http://formations.univ-artois.fr/cdm33rc2/ws?cmd=getLastCatalog&redirect=voir_default_program&recherche=0&oidProgramAnnexe=

B. Mobility numbers⁴ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle 1 st , 2 nd or 3 rd *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods for 1 ac. year *]	
PL TORUN01	F ARRAS12	0222	History	1 st , 2 nd , 3 rd	4x5 months or 2x10 months	
F ARRAS12	PL TORUN01	0222	History	1 st , 2 nd , 3 rd	4x5 months or 2x10 months	

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. Traineeships must be organized through specific and individual traineeship agreements.

Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.

Staff Mobility for Teaching

FROM [Erasmus	TO [Erasmus code	Subje ct	Subject area name	Number of staff mobility periods
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⁴ 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>)

code of the sending institution]	of the receiving institution]	area code * [ISCED]	*	Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
PL TORUN01	F ARRAS12	0222	History	1x5 days	
F ARRAS12	PL TORUN01	0222	History	1x5 days	

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. Traineeships must be organized through specific and individual traineeship agreements.

Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	0222	Polish	English	B2	B2
F ARRAS12	0222	French	-	B1 = 1 st , 2 nd cycle C1 = 3 rd cycle	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

[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]

⁵For 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>

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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

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/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

- 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.

F ARRAS12:

Incoming students and staff must follow the relevant application procedure of Artois University and organisation of their stay: <http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois>

Artois University has the necessary infrastructure to welcome students and staff with disabilities: <http://www.univ-artois.fr/Vie-etudiante/accueil-des-etudiants-en-situation-de-handicap>

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 ARRAS12	May 31 st	October 31 st

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

2. The receiving institution will send its decision within 6 weeks upon receipt of the completed student application file.

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>

The online application should be submitted by the students by the **1st of June** or **1st of November**.

3. Academic Calendar.

Receiving institution (Erasmus code)	Autumn term* (from-to)	Spring term* (from-to)
Université d'Artois F ARRAS12	September – December/January	January - June
Uniwersytetu Mikołaja Kopernika w Toruniu PL TORUN01	October - mid. February	Mid. February - June

4. 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]*

5. Termination of the agreement

In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior to the date of notification must be admitted by the receiving institution.* Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

This agreement is binding subject to obtaining the Erasmus University Charter 2014-2020 by each partner institution.

F. Information**1. Grading systems of the institutions**

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. 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.]

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).

⁶http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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.	

F ARRAS12 :

F ARRAS12			
French Scale (used in Artois University)		ECTS Scale	Definition
18 - 20	Très Bien (TB)	A	Excellent
16 - 17	Très Bien (TB)	A	Excellent
14 - 15	Bien (B)	B	Very Good
12 - 13	Assez Bien (AB)	C	Good
11	Passable (P)	D	Satisfactory
10	Passable (P)	E	Sufficient
0 - 9	Echec	FX/F	Fail

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
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel-to-poland/
F ARRAS12	Ms Betty PAUL betty.paul@univ-artois.fr Phone : (+33) 3 21 60 38 68	http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/avant-votre-depart/visa

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
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/issues/#A2
F ARRAS12	Ms Betty PAUL betty.paul@univ-artois.fr Phone : (+33) 3 21 60 38 68	http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/a-votre-arrivee/Inscription-administrative

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	incoming@erasmus.umk.pl Tel. Toruń campus	http://www.umk.pl/en/erasmus/life/guide/accommodation/

	(+48 56 611 4928)	
F ARRAS12	Ms Betty PAUL betty.paul@univ-artois.fr Phone : (+33) 3 21 60 38 68	http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/avant-votre-depart/logement

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL TORUN01	Prof. dr hab. Beata Przyborowska Vice-rector for Education	24.04.2015 TORUN	Prorektor ds. Kształcenia prof. dr hab. Beata Przyborowska
F ARRAS12	Francis MARCOIN President	11 MAI 2015	



⁷Scanned signatures are accepted