

Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2020

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	Erasmus code	Contact details ³	Website
Uniwersytet Mikołaja Kopernika w Toruniu (<i>Nicolaus Copernicus University in Toruń</i>)	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements Marta Wiśniewska (maswi@umk.pl), Marta Błaszczyk (martaslo@umk.pl) - outgoing students; placements	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/
Rēzeknes Augstskola Faculty of Education, languages and Design Faculty of Engineering	LV REZEKNE02	Institutional Coordinator: Gunars Strods, Dr. paed. address: International office, Atbrivosanas aleja 115, Rezekne LV 4600, Latvia Tel. +371 29631948, Fax. 00371-646-24278 Gunars.Strods@ru.lv , asd@ru.lv , Departmental Coordinator: Dace Visocka, Mag. Paed. External relations coordinator of Faculty of Education and Design and Faculty of Engineering address: Atbrivosanas aleja 115, Rezekne LV 4600, Latvia Tel. +371 26488819 Dace.Visocka@ru.lv	Website of the International Office: http://www.ru.lv/en/international_office/ Website of the Rezeknes Augstskola: www.ru.lv Website of the courses in English: http://www.ru.lv/en/international_office/ects_catalogues/

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

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.]

FROM	TO	Subject area code	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd]*	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships*
PL TORUN 01	LV REZEKNE 02	011	Education	1 st 2 nd 3 rd	2 students, 10 months	Only by individual agreement
		022	Humanities	1 st 2 nd	2 students, 10 months	Only by individual agreement
LV REZEKNE 02	PL TORUN 01	011	Education	1 st 2 nd 3 rd	2 students, 10 months	2 students, 10 months
		022	Humanities	1 st 2 nd	2 students, 10 months	2 students, 10 months

FROM	TO	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training*
PL TORUN01	LVREZEKNE02	011,023,022		2 teacher, minimum 1 week, 8 teaching hours in each subject area per year	2 staff, 1 week in each subject area per year
LVREZEKNE02	PL TORUN01	011,023,022		2 teacher, minimum 1 week, 8 teaching hours in each subject area per year	2 staff, 1 week in each subject area per year

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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01		Polish	English	B2	B2
LVREZEKNE02		Latvian	English	B1	B2

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

⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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://europa.europa.eu/en/resources/european-language-levels-cefr>

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/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.

LV REZEKNE02:

STUDENTS

- Nominations

Student nominations should be sent (e-mail) by the Partner University to International Office asd@ru.lv, before 1st June (winter semester) and 15th October (summer semester)

- Application procedure

All the nominated students should prepare the required documents (application form, learning agreement, copy of the passport, English language confirmation, ID photograph) which should be sent to the International Office of RA before 15th June (winter semester) and 15th December (summer semester)

Detailed information about the procedure: http://www.ru.lv/en/international_office/erasmus_en/incoming_students/

DISABLED

The Rezeknes Augstskola can offer some assistance to students/staff with disabilities, although the structure and the position of the university buildings may occur difficulties for students with serious mobility problems. Disabled students interested to study at the Rezeknes Augstskola should contact the International Office before starting the application procedure to make sure if all the necessary assistance can be provided.

STAFF

- Academic teachers interested in a teaching visit at the Rezeknes Augstskola should contact the International Office, who will then forward the query to the appropriate faculty.

- Non-academic staff members who are interested in spending one week training at the Rezeknes Augstskola under the Erasmus programme should at first contact the International Office of Rezeknes Augstskola, who will then forward the query to the appropriate department.

E. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
PL TORUN01	June, 1st	November, 1st
LV REZEKNE02 Nominations: Applications:	1 st June 15 th June	15 th October 15 th December

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

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

PL TORUN01: 6 weeks

I.V REZEKNE02: 4 weeks

- A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished
- Termination of the agreement

This agreement will take effect in the 2015/2016 academic year being valid for a period of 6 years. The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.
- Termination of the agreement will not be penalised.

"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.	

LV REZEKNE02:

ECTS grade	Latvian grade	Definition
A	10	WITH DISTINCTION - Knowledge of the student is substantially higher than the estimated normal level.
	9	EXCELLENT - Knowledge of the student is higher than the estimated normal level.
B	8	VERY GOOD - Knowledge corresponds to the highest expected level
C	7	GOOD - The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes
D	6	ALMOST GOOD - The student has generally succeeded in the course within the required limits, but he or she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes
E	5	SATISFACTORY - Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyze them
E/FX	4	ALMOST SATISFACTORY - The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material
FAIL	3 - 1	UNSATISFACTORY - Marks of different levels for students whose records are below the expected

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	Contact details	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.ms.gov.pl/en/travel_to_poland/
LV REZEKNE02	dacey@ru.lv tel. +371 28326403 viktorija.pokule@ru.lv tel. +37126532739	http://www.ru.lv/en/international_office/prospective_students/visas_and_residence_permits/

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	Contact details	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/guide/issues/#A2
LV REZEKNE02	dacey@ru.lv tel. +371 28326403 viktorija.pokule@ru.lv tel. +37126532739	http://www.ru.lv/en/international_office/prospective_students/health_care_and_medical_insurance/


4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

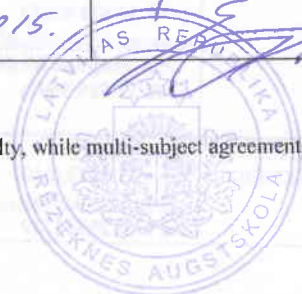
Information and assistance can be provided by the following persons and information sources:

Institution	Contact details	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/
LV REZEKNE02	dacev@ru.lv tel. +371 28326403 viktoria.pokule@ru.lv tel.+37126532739	http://www.ru.lv/en/international_office/erasmus_en/incoming_students/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ⁶
PL TORUN01	Vice-Rector for Education	16.11.2015	Prorektor ds. Kształcenia prof. dr hab. Beata Przyborowska
LV REZEKNE02	Dr.Sc. ing. Edmunds Teirumnieks Rector	23.11.2015.	

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



⁶ Scanned signatures are accepted