



# Erasmus+ Programme

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

### Inter-institutional agreement 2016-2021 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)
UNIVERSIDAD AUTÓNOMA DE MADRID	E MADRID04	<b>Institutional Coordinator:</b> Ms Amaya Mendikoetxea Vicerrectorado de Relaciones Internacionales Rectorado Universidad Autónoma de Madrid Ciudad Universitaria de Cantoblanco C/ Einstein, 3 28049 MADRID España Tlf: + 34 91 497 50 53 Fax: + 34 91 497 46 54 vicerrectorado.internacional@uam.es  <b>Administrative contact:</b> Oficina de Relaciones Internacionales Facultad de Filosofía y Letras Universidad Autónoma de Madrid Carretera de Colmenar Viejo, km 15	<a href="http://www.uam.es/ss/Satellite/FilosofiaYLetras/es/1242658534183/contentoFinal/Movilidad(Oficina%20de%20RelacionesInternacionales).htm">http://www.uam.es/ss/Satellite/FilosofiaYLetras/es/1242658534183/contentoFinal/Movilidad(Oficina de Relaciones Internacionales).htm</a>

		<p>28049 Madrid España Tlf: + 34 91 497 43 64 Fax: + 34 91 497 39 30 e-mail: <a href="mailto:ori.filosofia@uam.es">ori.filosofia@uam.es</a></p> <p><b>Departamental Coordinator</b> Prof. James Amelang Departamento de Historia Moderna Modulo VI, despacho 202 Facultad de Filosofía y Letras Universidad Autónoma de Madrid Carretera de Colmenar Viejo, km 15 28049 Madrid España Tlf: + 34 91 497 6660 Fax: + 34 91 497 6816 e-mail: <a href="mailto:james.amelang@uam.es">james.amelang@uam.es</a></p>	
<p><b>Uniwersytet Mikołaja Kopernika w Toruniu</b> (<i>Nicolaus Copernicus University in Torun</i>)</p> <p><b>Faculty of Political Sciences and International Studies</b> ul. Batorego 39 L 87-100 Torun, Poland</p>	<b>PL TORUN01</b>	<p>International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Torun, Poland tel/fax. +48 56 611 4929 tel. +48 56 611 4928, 611 2246</p> <p><b>Ewa Derkowska-Rybicka</b> (<a href="mailto:ewader@umk.pl">ewader@umk.pl</a>) – Erasmus Institutional Coordinator (STA, STT)</p> <p><b>Malgorzata Grudzinska</b> (<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) – incoming students, placements</p> <p>Departmental coordinator: <b>Dariusz Gora-Szopinski, PhD</b> (<a href="mailto:chopin@umk.pl">chopin@umk.pl</a>) tel. +48 56 611 2120 fax +48 56 611 2119</p>	<p>ERASMUS incoming information:  <a href="http://umk.pl/en/erasmus/students/">http://umk.pl/en/erasmus/students/</a></p> <p>Lecture catalogue:  <a href="http://www.wpism.umk.pl/studia/international/erasmus-foreign-students-info.html">www.wpism.umk.pl/studia/international/erasmus-foreign-students-info.html</a>  <a href="http://umk.pl/en/erasmus/courses/">http://umk.pl/en/erasmus/courses/</a></p>

## 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 [total number of months of the study periods or average duration]	
E MADRID04	PL TORUN01	0312	Political Science and Civics	1st, 2nd	4 x 5 months	0
PL TORUN01	E MADRID04	0312	International Studies	1st, 2nd	4 x 5 months	0

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 [total number of days of teaching periods or average duration *]	
E MADRID04	PL TORUN01	0312	Political Science and Civics	8 teaching hours	1x5
PL TORUN01	E MADRID04	0312	International Studies	8 teaching hours	1x5

### 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID04	PL TORUN01	English	Spanish	B2	B2
PL TORUN01	E MADRID04	English	Polish	B2	B2

For more details on the language of instruction recommendations, see the **course catalogue** of each institution:

#### E MADRID04:

[http://www.uam.es/ss/Satellite/FilosofiaYLetras/es/1242669660061/contenidoFinal/Oferta\\_academica\\_2013-2014.htm](http://www.uam.es/ss/Satellite/FilosofiaYLetras/es/1242669660061/contenidoFinal/Oferta_academica_2013-2014.htm)

### D. Additional requirements

#### E MADRID04:

- Postgraduate students must fulfill the requirements of the specific Master or Doctoral Programme, for more information they must contact the international Relations Office of the Faculty concerned.
- There is an office in charge of counseling and helping disabled students that can be contacted by email at [programa.discapacidad@uam.es](mailto:programa.discapacidad@uam.es)

Oficina de Acción Solidaria y Cooperación  
Área de Atención a la Discapacidad  
Edificio Plaza Mayor, Planta Baja. c/ Einstein, 5  
Ciudad Universitaria de Cantoblanco - 28049 Madrid  
Teléfono: (34) 91 497 7628 Fax: (34) 91 497 30 93  
Correo electrónico: [programa.discapacidad@uam.es](mailto:programa.discapacidad@uam.es)

[http://www.uam.es/ss/Satellite/es/1242652010877/sinContenido/Area\\_de\\_Atencion\\_a\\_la\\_Discapacidad.htm](http://www.uam.es/ss/Satellite/es/1242652010877/sinContenido/Area_de_Atencion_a_la_Discapacidad.htm)

#### 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: <http://umk.pl/en/erasmus/coordinators/list/>

- 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://umk.pl/en/erasmus/students/applying/disabled/>

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

- Additional information on medical care at NCU in Toruń is available at: [www.umk.pl/en/erasmus/life/guide/issues/#A2](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.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
<b>E MADRID04</b>	31 <sup>ST</sup> May	31 <sup>ST</sup> October
<b>PL TORUN01</b>	1 <sup>ST</sup> June	1 <sup>ST</sup> November

### 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 at: <http://umk.pl/en/erasmus/students/applying/application/>

2. The receiving institution will send its decision within 5 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, given that the transcript form and all relevant course work documents have been submitted by the student.
4. 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 ahead 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

The International Relations and Mobility Office recommends the following grading equivalence:

<b>UAM</b>	<b>ECTS</b>
9,0-10: MH - Matrícula de Honor (5%)	A - Excellent
9,0-10: SB - Sobresaliente	A - Excellent
8,0-8,9: NT - Notable	B - Very good
7,0-7,9 : NT - Notable	C - Good
6,0-6,9: AP - Aprobado	D - Satisfactory
5,0-5,9 : AP - Aprobado	E - Sufficient
0,0-4,9 : SS - Suspenso	FX-F - Fail

**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.

<b>UMK (NCU)</b>	<b>ECTS</b>	
<b>Grade</b>	<b>Grade</b>	<b>Predicate</b>
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
<b>E MADRID04</b>	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid  Pone: 91 497 74 12/ 69 07/ 69 06/ 36 99 <a href="mailto:oficina.acogida@uam.es">oficina.acogida@uam.es</a>	<a href="http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451">http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 6114928	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A1">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>

### 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
<b>E MADRID04</b>	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid  Phone: 91 497 74 12/ 69 07/ 69 06/ 36 99 <a href="mailto:oficina.acogida@uam.es">oficina.acogida@uam.es</a>	<a href="http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451">http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">www.umk.pl/en/erasmus/life/guide/issues/#A2</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
<b>E MADRID04</b>	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid  Phone: 91 497 74 12/ 69 07/ 69 06/ 36 99 <a href="mailto:oficina.acogida@uam.es">oficina.acogida@uam.es</a>	<a href="http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451">http://www.uam.es/ss/Satellite/es/1242652242790/subHomeServicio/Oficina_de_acogida.htm?idenlace=1234886376451</a>  <a href="http://www.uam.es/erasmus-incoming">www.uam.es/erasmus-incoming</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">www.umk.pl/en/erasmus/life/guide/accommodation/</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)<sup>1</sup>

Institution [Erasmus code]	Name, function	Date	Signature
<b>E MADRID04</b>	<b>Amaya Mendikoetxea</b> Institutional Coordinator	27/11/15	 
<b>PL TORUN01</b>	<b>Roman Bäcker</b> Dean of the Faculty of Political Sciences and International Studies	4/11/2015	Dziekan  Prof. dr hab. Roman Bäcker

<sup>1</sup> At PL TORUN01, single-subject agreements are signed by the dean of relevant faculty, while multi-subject agreements by the Vice-Rector for Education.