

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)
Institut d'Etudes Politiques de Bordeaux (Sciences Po Bordeaux)	F BORDEAU37	Institutional Agreements Coordinator Gabrielle STOCKMAN International Office 11 allée Ausone – Domaine Universitaire, 33607 PESSAC cedex France Phone: +33 556 844 143, Email: g.stockman@sciencespobordeaux.fr Incoming Mobility Coordinator: Gabrielle STOCKMAN incomingmobility@sciencespobordeaux.fr Tel: +33 556 844 143 Fax: +33 556 844 320	http://www.sciencespobordeaux.fr/fr/index.html http://www.sciencespobordeaux.fr/fr/etudiant-international-international-student/programmes-d-echange.html
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)	PL TORUN01	International Programmes Office ul. Gagarina 11 87-100 Toruń, Poland tel/fax. +48 56 6114929	ERASMUS incoming information: www.umk.pl/en/erasmus/students Lecture catalogue: http://www.umk.pl/en/erasmus/courses/

		tel. +48 56 6114928, 6112246 Ewa DERKOWSKA-RYBICKA (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Małgorzata GRUDZIŃSKA (incoming@erasmus.umk.pl) – incoming students, placements	
Faculty of Political Sciences and International Studies ul. Batorego 39 L 87-100 Toruń, Poland	PL TORUN01	Departmental coordinator: Dariusz GÓRA-SZOPIŃSKI tel. +48 56 6112120 fax +48 56 6112119 chopin@umk.pl	Courses in foreign languages: http://www.wpism.umk.pl/studia/english/erasmus-foreign-students-info.html

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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies <i>[total number of months of the study periods or average duration]</i>	Student Mobility for Traineeships
F BORDEAU3 7	PL TORUN01	313	Political Sciences & Civics	1 st	4 x 9 (36)	
PL TORUN01	F BORDEAU37	313	Political Sciences & Civics	1 st , 2 nd , 3 rd	4 x 9 (36)	

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 <i>[total number of days of teaching periods or average duration]</i>	Staff Mobility for Training
F BORDEAU37	PL TORUN01			Dr Ludovic RENARD To be mutually agreed	
PL TORUN01	F BORDEAU37			Prof. Dariusz GORA- SZOPIŃSKI To be mutually agreed	

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 <i>Minimum recommended level: B1</i>	Staff Mobility for Teaching <i>Minimum recommended level: B2</i>
F BORDEAU37		French		B1	
PL TORUN01		Polish	English	B2 for English	B2

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

Orientation days are organised in early September and January.

Information about infrastructure to welcome students with disabilities is available on individual request depending on special needs.

Please contact: incomingmobility@sciencespobordeaux.fr

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
- Additional information on medical care at NCU in Toruń is available at 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 Torun.
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.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
F BORDEAU37	May 31	October 31
PL TORUN01	June 1 st	November 1 st

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 www.umk.pl/en/erasmus/students/applying/application

2. The receiving institution will send its decision within 5 weeks after closing date of application period.
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

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 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.

F. Information

1. Grading systems of the institutions

F BORDEAU37:

A outstanding performance with only minor errors	Excellent	$\geq 14,5 / 20$
B above the average standard but with some errors	Very Good	$\geq 13 < 14,5$
C generally sound work with a number of notable errors	Good	$\geq 12 < 13$
D fair but with significant shortcomings	Satisfactory	$\geq 11 < 12$
E performance meets the minimum criteria	Sufficient	$\geq 10 < 11$
F some more work required before credit can be awarded	Fail	< 10

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	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
F BORDEAU37	International Office Incoming contacts: Gabrielle STOCKMAN / Jana POKORNA incomingmobility@sciencespobordeaux.fr Tel: +33 556 844 143	http://www.campusfrance.org/fr/page/le-visa-de-long-sejour-pour-etudes-titre-de-sejour-vlsts http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/etudier-en-france-12794/demarches-administratives/article/visas-etudiants
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 49 28	www.umk.pl/en/erasmus/life/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
F BORDEAU37	International Office Incoming contacts: Gabrielle STOCKMAN / Jana POKORNA incomingmobility@sciencespobordeaux.fr Tel: +33 556 844 143	http://www.sciencespobordeaux.fr/fr/etudiant-international-international-student/programmes-d-echange.html
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 49 28	www.umk.pl/en/erasmus/life/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
F BORDEAU37	International Office Incoming contacts: Gabrielle STOCKMAN / Jana POKORNA incomingmobility@sciencespobordeaux.fr Tel: +33 556 844 143	http://www.sciencespobordeaux.fr/fr/etudiant-international-international-student/programmes-d-echange.html
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 49 28	www.umk.pl/en/erasmus/life/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
F BORDEAU37	Vincent HOFFMANN-MARTINOT Director	01.12. 2015	
PL TORUN01	Roman BÄCKER Dean	24/11/2015	Dziekan  Prof. dr hab. Roman Bäcker

¹ Scanned signatures are accepted.