



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

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Nicolaus 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 Ewa Derkowska-Rybacka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) – traineeships	http://www.umk.pl/en/erasmus/students/

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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Faculty of Economic Sciences and Management <i>Faculty coordinator:</i> Dr Magdalena Kalińska Exchange Programme Coordinator Barbara Jóźwik Faculty Coordinator for International Programmes Ul. Gagarina 13a 87-100 Toruń, Poland Phone: +48 56 611 4783 e-mail: erasmus_plus@econ.umk.pl www.econ.umk.pl	
University of Bucharest Faculty of Administration and Business	RO BUCURES09	<i>Institutional Coordinator:</i> Alina CRISTOVICI, Head of International Relations Department & ERASMUS Institutional Coordinator 36-46, bd. Mihail Kogalniceanu 050107, Bucharest, Romania Tel: (004) 021.307.73.23 Fax: (004) 021.313.46.20 alina.cristovici@erasmus.unibuc.ro contact@erasmus.unibuc.ro Beatrice CRACIUN, ERASMUS Responsible, Erasmus+ Office beatrice.craciun@erasmus.unibuc.ro Tel.: (004) 021.307.73.83 <i>Departmental Coordinator:</i> Prof. dr. Cornelia Nistor cornelia.nistor@faa.unibuc.ro	http://www.unibuc.ro http://www.unibuc.ro/e/n/admitere/courcata/

B. Mobility numbers⁵ 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.

Student Mobility (SMS)

FROM [Erasmus]	TO [Erasmus]	Subject	Subject area	Study	Number of student mobility periods
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⁵ 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]	code of the receiving institution]	area code * [ISCED]	name *	cycle [short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
RO BUCURES09	PL TORUN01	0311; 041	Economics; Business and administration	1 st , 2 nd	4 x 5 months	1 student (6 months)
PL TORUN01	RO BUCURES09	0311; 041	Economics; Business and administration	1 st , 2 nd	4 x 5 months	1 student (6 months)

[*Optional: 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. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

Staff Mobility (STA and STT)

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 *]	
				Staff Mobility for Teaching	Staff Mobility for Training *
RO BUCURES09	PL TORUN01	0311; 041	Economics; Business and administration	2 X 1 week	2 X 1 week
PL TORUN01	RO BUCURES09	0311; 041	Economics; Business and administration	2 X 1 week	2 X 1 week

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	0311; 041	Polish *	English	B2	B2
RO BUCURES09	0311; 041	Romanian	English	English-B2	English-B2

* The language of instruction at the Nicolaus Copernicus University is Polish. Nevertheless, international students who wish to pursue studies within ERASMUS+ programme may find a number of modules in English. The list of courses in English: <http://www.econ.umk.pl/532,program.html?lang=2>

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Students should present a language certificate proving their language competences. We accept official proficiency language certificates or "internal" University proficiency tests (certified by a Language Teacher at the Sending Institution - you can download Language proficiency form from here http://www.umk.pl/en/erasmus/downloads/Lq_requirements_Erasmus_plus.pdf). Important! Confirmations by private teachers are not valid.

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

RO BUCURES09:

UB welcomes students with disabilities, the necessary individual arrangements need to be discussed well in advance

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:

⁶ 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>

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.

RO BUCURES09:

Staff mobility: STA

The staff mobility applications must be sent both to beatrice.craciun@erasmus.unibuc.ro and cornelia.nistor@faa.unibuc.ro.

Draft of (Preliminary) Individual Teaching Programme for STA/STT indicating academic area/ and proposed term of visit to be included so as to serve as a ground for the relevant faculty/administrative unit in decision-making process

Staff mobility: STT

The staff mobility applications must be sent to beatrice.craciun@erasmus.unibuc.ro

Student mobility: SMS

Nomination procedure: nominations to be sent to beatrice.craciun@erasmus.unibuc.ro. Each nomination should contain the following data: student's first and last name, field of study, study level, duration of stay, e-mail address of the nominated Student.

After receiving the nomination, the information on application would be sent directly to the students.

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office:

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
RO BUCURES09	30 th of June	30 th of October

[* 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/erasmus/students/applying/application>

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

RO BUCURES09: Partner institutions should send their nominations by email to beatrice.craciun@erasmus.unibuc.ro, contact@erasmus.unibuc.ro

([http://www.unibuc.ro/e/n/admitere/Information for Exchange Students ERASMUS CEEPUS.php](http://www.unibuc.ro/e/n/admitere/Information%20for%20Exchange%20Students%20ERASMUS%20CEEPUS.php))

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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**

RO BUCURES09:

University of Bucharest grading scale related to ECTS grading system:

http://www.unibuc.ro/e/n/admitere/Grading_Scale0.php

ECTS Grade	Romanian grade	Definition	% of successful students normally achieving the grade
A	10	EXCELLENT	10
B	9	VERY GOOD	25
C	7-8	GOOD	30
D	6	SATISFACTORY	25
E	5	SUFFICIENT	10
FX	4	FAIL	-
F	1-3	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.

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.	

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. +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/
RO BUCURES09	beatrice.craciun@erasmus.unibuc.ro ,	http://www.unibuc.ro/en/admitere/Passports_and_Visas.php

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. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A2
RO BUCURES09	beatrice.craciun@erasmus.unibuc.ro ,	http://www.unibuc.ro/e/n/admitere/Estimated Annual Costs.php

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. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/accommodation/
RO BUCURES09	beatrice.craciun@erasmus.unibuc.ro ,	http://www.unibuc.ro/e/n/admitere/Accommodation ERASMUS.php

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL TORUN01	dr hab. Jerzy Boehlke, prof UMK Dean for Research and Foreign Cooperation	02.03.2016	Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK
RO BUCURES09	Prof. dr. Mircea Dumitru Rector	29.02.2016	

⁷ Scanned signatures are accepted