



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-20[21]² 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)
UNIVERSIDAD PABLO DE OLAVIDE	E SEVILLA03	Institutional Coordinator/Head of International Office: Miguel A. Herrera Sánchez. Carretera de Utrera Km 1 41013 Sevilla, Spain. Tel: +34954349229 Fax: +34954349304 Email:	WWW.UPO.ES Incoming students: http://www.upo.es/articulo/estudiantes_ext/ind

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.

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		Erasmus@upo.es	ex.jsp
Nicholas Copernicus University	PL TORUN01	<p>International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788</p> <p>Ewa Derkowska-Rybicka (ewader@umk.pl) - Erasmus Institutional Coordinator (STA , STT)</p> <p>Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students;</p> <p>Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) - traineeships</p> <p>Faculty of Economic Sciences and Management Faculty coordinator: Dr Magdalena Kalińska Exchange Programme Coordinator</p> <p>Barbara Jóźwik Faculty Coordinator for International Programmes</p> <p>Ul. Gagarina 13a 87-100 Toruń, Poland</p> <p>Phone: +48 56 611 4783 e-mail: erasmus_plus@econ.umk.pl www.econ.umk.pl</p>	http://www.umk.pl/en/erasmus/students/
[...]			


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.

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of]	

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>)

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					months of the study periods or average duration*]	
E SEVILLA03	PL TORUN01	34	Business Studies, Management Sciences	1st	2x09 months=18 10x09 months=90 (Double degree in International Management)	-
PL TORUN01	E SEVILLA03	34	Business Studies, Management Sciences	1st	2x10 months=20 10x09 months=90 (Double degree in International Management)	-

[*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.]

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E SEVILLA03	PL TORUN01	34	Business Studies, Management Sciences	1x1 week/s	-
PL TORUN01	E SEVILLA03	34	Business Studies, Management Sciences	1x1 week/s	-
E SEVILLA03	PL TORUN01	4	Mathematics, Informatics	1x2 week/s	-

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PL TORUN01	E SEVILLA03	4	Mathematics, Informatics	1x2 week/s	-
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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		ENGLISH		B1	B2
E SEVILLA03		ENGLISH SPANISH		B1 B1	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

Pablo de Olavide University organizes a **welcome week** for international students in which the "incoming team" of the International Relations Office provides all the necessary documents (Student card, a map of the city, list of activities...) in different informative meetings. Also we send them a link where they can see the International student guide with all information relating to accommodation, courses, timetable, cost of life:

http://www.upo.es/aric/estudiantes_ext/index.jsp

Spanish students help exchange students during the beginning of the semester to find courses, advise them on university procedure, etc.

Intensive Spanish Course: There will be a free 50 hours course at the beginning of each semester, for beginners ONLY (level A1). This course will last the whole semester and at the end of the course, if you they have achieved all the objectives, they will receive 5 E.C.T.S.

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>

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In the campus, there is a service unit for disable student/staff. They provide assistance and information. The contact person is: Juan Vázquez Garrido. Carretera de Utrera km 1. 41013 Sevilla. Email: jvazgar@admon.upo.es. Tel: +34 954-97-73-99.

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.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E SEVILLA03	Nomination deadline: 30 th APRIL Application Deadline: 30 th MAY	Nomination deadline: 30 th OCTOBER Application Deadline: 30 th NOVEMBER
PL TORUN01	June, 1st	November, 1st

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

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2. **Pablo de Olavide University** will send its decision maximum within 5 weeks.
3. A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

4. **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**.

5. Termination of the agreement

This agreement will be in effect for the full duration of the ERASMUS+ Programme. In case of premature termination, a notice of at least one academic year will 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

All information about the European Credit Transfer System used in the Pablo de Olavide University can be seen in the next link:

http://www.upo.es/aric/export/sites/rrii/estudiantes_ext/english/Sistema_ECTS/ects.pdf

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
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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
E SEVILLA03	aric@upo.es +34 954 34 9372 +34 954 34 90 70	Those students who are not from the European Union and would like to stay longer than three months must apply for the corresponding visa at the Spanish Consulate. http://www.interior.gob.es/estrangeria-28/regimen-general-189/entrada-requisitos-y-condiciones-198?locale=es
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/

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.

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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
E SEVILLA03	aric@upo.es +34 954 34 9372 +34 954 34 90 70	We urge students to bring a health insurance policy as well as a third part damage insurance which may be used in Spain. All students from the European Union must fill in the E-111 or E-128 form. Students must ask about this form in their country, since it will allow them to use Spanish Social Security Services if needed. Other insurance for luggage loss or theft may also be useful
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://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
E SEVILLA03	incoming@upo.es +34 954 34 90 70	WE DO NOT OFFER ANY ACCOMMODATION SERVICE www.upo.es/erasmus_incoming STUDENTS WILL RECEIVE FURTHER INFORMATION ABOUT HOW TO LOOK FOR AN ACCOMMODATION IN THE INFORMATIVE PACKAGE AS WELL AS ON OUR FACEBOOK PROFILE (INCOMING UPO)
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/accommodation/

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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		Pródziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK
E SEVILLA03	Pilar Rodríguez Reina Vice-rector for Internationalization and Communication		

⁷ Scanned signatures are accepted

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