Erasmus+ Programme

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

Inter-institutional[1] agreement 2016-2017
between programme countries

[Minimum requirements][2]

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[3] (email, phone)	Website (eg. of the course catalogue)
Vrije Universiteit Brussel	B BRUSSEL01	International Relations & Mobility Office E:international.relations@vub.ac.be T: 0032 2 614 8101	http://www.vub.ac.be/en/exchange
Uniwersytet Mikołaja Kopernika w Toruniu *(Nicolaus Copernicus University in Toruń)*	**PL TORUN01**	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax.	ERASMUS incoming information: *http://www.umk.pl/en/erasmus/*

[1] Inter-institutional agreements can be signed by two or more higher education Institutions

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

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

		+48 56 6114929, tel. 611 -4928, -2246, -4788 **Ewa Derkowska-Rybicka** (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) **Małgorzata Grudzińska** (incoming@erasmus.umk.pl) - incoming students; **Marta Wiśniewska** (mawi@umk.pl), **Marta Błaszczyk** (martaslo@umk.pl) - outgoing students; **Martyna Malec** (malec@umk.pl) – traineeships	Lecture catalogue: *http://www.umk.pl/en/erasmus/courses/* Semester dates: *http://www.umk.pl/en/erasmus/life/guide/calendar/*

B. Mobility numbers[4] 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.]

Student Mobility (SMS)

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, 1st, 2nd or 3rd] *	**Number of student mobility periods**	
					Student Mobility for Studies *[total number of months of the study periods or average duration*]*	*Student Mobility for Traineeships **
B BRUSSEL01	PL TORUN01	0311	Economics	1st	4 x 5 mths (10 mths)	
		0311	Economics	2nd	4 x 5 mths (10 mths)	
PL TORUN01	B BRUSSEL01	0311	Economics	1st	4 x 5 mths (10 mths)	
		0311	Economics	2nd	4 x 5 mths (10 mths)	

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are*

[4] 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)*

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**	
				Staff Mobility for Teaching *[total number of days of teaching periods or average duration *]*	*Staff Mobility for Training* *
B BRUSSEL01	PL TORUN01	0311	Economics	1 teaching staff (min. 8 hours teaching)	
PL TORUN01	B BRUSSEL01	0311	Economics	1 teaching staff (min. 8 hours teaching)	

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**[5]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
B BRUSSEL01		English	Dutch	B2	B2
PL TORUN01		Polish *	English	B2	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). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

[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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

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

B BRUSSEL01: See **http://www.vub.ac.be/begeleiding/**

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 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]
B BRUSSEL01	Nomination: 1st of May Application: 1st of June	Nomination: 1st of October Application: 1st of June
PL TORUN01	June, 1st	November, 1st

[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.**

2. The receiving institution will send its decision within 6 weeks after receiving the student's application file.
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

   [It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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. The termination clauses must include the following disclaimer: "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

B BRUSSEL01 :
Background Information :
http://www.vub.ac.be/english/infofor/prospectivestudents/semester.html

SCORE	ECTS Grade
17-20	A
15-16	B
13-14	C
11-12	D
10	E
10 and below	F

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
B BRUSSEL01	International Relations & Mobility Office E: international.relations@vub.ac.be T: 0032 2 614 8101	https://www.vub.ac.be/english/infofor/prospectivestudents/preparing/visa.html
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+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.

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 BRUSSEL01	International Relations & Mobility Office E: international.relations@vub.ac.be T: 0032 2 614 8101	https://my.vub.ac.be/en/orientation-international-arrivals
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+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
B BRUSSEL01	International Relations & Mobility Office E: international.relations@vub.ac.be T: 0032 2 614 8101	https://my.vub.ac.be/en/how-look-student-housing-city
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[6]
B BRUSSEL01	Prof. Paul De Knop, Rector		
PL TORUN01	prof. Jerzy Boehlke Dean for Research and Foreign Cooperation		Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK

[6]Scanned signatures are accepted