



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2016-2021<sup>2</sup>

### between programme countries

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Nicholas Copernicus University  <b>Faculty of Economic Sciences and Management</b>	PL TORUN01	<p><b>International Programmes Office,</b> 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 (<a href="mailto:ewader@umk.pl">ewader@umk.pl</a>) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) - incoming students; Marta Wiśniewska (<a href="mailto:mawi@umk.pl">mawi@umk.pl</a>), Marta Błaszczuk (<a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a>) - outgoing students; Martyna Malec (<a href="mailto:malec@umk.pl">malec@umk.pl</a>) – traineeships</p> <p><b>Faculty of Economic Sciences and Management</b> Dr Magdalena Kalińska Exchange Programme Coordinator</p> <p>Barbara Jóźwik Faculty Coordinator for International Programmes</p> <p>Ul. Gagarina 13a</p>	<a href="http://www.umk.pl/en/erasmus/students/">http://www.umk.pl/en/erasmus/students/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>87-100 Toruń, Poland</p> <p>Phone: +48 56 611 4783</p> <p>e-mail: <a href="mailto:erasmus_plus@econ.umk.pl">erasmus_plus@econ.umk.pl</a></p> <p><a href="http://www.econ.umk.pl">www.econ.umk.pl</a></p>	
<p>Instituto Superior de Estatística e Gestão de Informação da Universidade Nova de Lisboa – Nova Information Management School (NOVA IMS)</p>	P LISBOA03	<p><b>Erasmus Institutional Coordinator:</b></p> <p>Prof. Doutor João Sáágua Universidade Nova de Lisboa Campus de Campolide 1099-085 Lisboa Portugal Erasmus Institutional Coordinator email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a></p> <p><b>Departmental Coordinator:</b> Prof. Doutor Pedro Cabral Instituto Superior de Estatística e Gestão de Informação Universidade Nova de Lisboa – Nova Information Management School (NOVA IMS) Campus de Campolide 1070-312 Lisboa Portugal Telf: + (351) 213 828 610 Fax: +(351) 213 828 611 Email : <a href="mailto:erasmus@novaims.unl.pt">erasmus@novaims.unl.pt</a></p> <p><b>Erasmus Office</b> Instituto Superior de Estatística e Gestão de Informação da Universidade Nova de Lisboa – Nova Information Management School (NOVA IMS) Campus de Campolide 1070-312 Lisboa Portugal Erasmus Office Telf: + (351) 213 828 610 Fax: +(351) 213 828 611 email : <a href="mailto:erasmus@novaims.unl.pt">erasmus@novaims.unl.pt</a></p> <p>Contact person Ana Sousa</p>	<p><a href="http://www.novaims.unl.pt/index.asp">http://www.novaims.unl.pt/index.asp</a></p>

## B. Mobility numbers<sup>4</sup> 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	
					Student Mobility for Studies <i>[total number of months of the study periods or average duration*]</i>	Student Mobility for Traineeships *
PLISBOA03	PLTORUN01	041	Business and Administration	1 <sup>st</sup> , 3 <sup>rd</sup>	3 bachelor students (1 <sup>st</sup> cycle) x 10 months [30] 2 PhD students (3 <sup>rd</sup> cycle) x 10 months [20]	
		0588	Natural sciences, mathematics and statistics, inter-disciplinary programmes			
		0688	Information and Communication Technologies (ICTs), inter-disciplinary programmes			
PLTORUN01	PLISBOA03	041	Business and Administration	1 <sup>st</sup> , 3 <sup>rd</sup>	3 bachelor students (1 <sup>st</sup> cycle) x 10 months [30] 2 PhD students (3 <sup>rd</sup> cycle) x 10 months [20]	
		0588	Natural sciences, mathematics and statistics, inter-disciplinary programmes			
		0688	Information and Communication Technologies (ICTs), inter-disciplinary programmes			

[\*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.

<sup>4</sup> 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>)



ROM [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 *
PLISBOA03	PLTORUN01	041	Business and Administrati on	2 teachers (2 – 5 days) 8 hours minimum (Only by individual arrangement)	Only on individual arrangement
		0588	Natural sciences, mathematics and statistics, inter- disciplinary programmes		
		0688	Information and Communicati on Technologies (ICTs), inter- disciplinary programmes		
PLTORUN01	PLISBOA03	041	Business and Administrati on	2 teachers (2 – 5 days) 8 hours minimum (Only by individual arrangement)	Only on individual arrangement
		0588	Natural sciences, mathematics and statistics, inter- disciplinary programmes		
		0688	Information and Communicati on Technologies (ICTs), inter- disciplinary programmes		

### 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PLISBOA03		Portuguese	English	Proficiency in English (or Portuguese) = at least level B2	Proficiency in English (or Portuguese) = at least level B2
PLTORUN01		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). 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/Lg\\_requirements\\_Erasmus\\_plus.pdf](http://www.umk.pl/en/erasmus/downloads/Lg_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

## D. Additional requirements

### NOVA IMS

Some courses need previous knowledge of statistics/econometrics or computing/programming requires previous approval of previous courses as pre-requirement of admission.

Incoming students should present Copy of European Health Insurance Card, valid for the whole period of studies.

NOVA IMS is prepared to receive students and staff with disabilities, but each case as to be individually analyzed.

### 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.

<sup>5</sup> 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>



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](mailto:incoming@erasmus.umk.pl)

International Programmes Department in Bydgoszcz, +48 52 5853691 [erasmus@cm.umk.pl](mailto: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](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]
PLISBOA03	Nominations June 30rd / Applications and documents of the students July 15th	Nominations November 30rd/ Applications and documents of the students December 15th
PLTORUN01	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>

2. The receiving institution send its decision within 5 weeks of the receipt of the nomination / application in case the nominated / applying student cannot be accepted.

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

This agreement will remain in effect for the above determined period of validity or until the involved institutions both agree in the discontinuation of the exchanges. 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. NB: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

*[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

### **NOVA IMS:**

#### **Descrição do sistema de classificação da instituição / Description of the institutional grading system:**

O resultado alcançado numa unidade curricular, quer através de avaliação contínua, quer de um exame, é geralmente expresso numa escala de classificação de 0 a 20.

The result achieved in a course unit, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

A nota mínima de aprovação é 10 / The lowest passing grade is 10.

#### **Escala de classificação ECTS / ECTS grading scale:**

Escala ECTS / ECTS Scale	% de alunos que obtêm uma determinada classificação, admitindo uma distribuição normal / % of successful students normally achieving the grade	Características / Definition
A	10	Excelente desempenho com pequenas falhas EXCELENT – outstanding performance with only minor errors
B	25	Muito bom desempenho com algumas falhas VERY GOOD – above the average standard but with some errors
C	30	Bom desempenho mas com algumas falhas GOOD – generally sound work with a number of notable errors
D	25	Desempenho satisfatório com alguns pontos fracos SATISFACTORY – fair but with significant shortcomings
E	10	Tem os requisitos mínimos para ser aprovado SUFFICIENT – performance meets the minimum criteria

#### **Créditos ECTS / ECTS credits:**

1 ano académico completo / 1 full academic year = 60 ECTS

1 semestre / 1 semester = 30 ECTS

1 trimestre / 1 trimester = 20 ECTS

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



#### 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
P LISBOA03	Erasmus office Email: erasmus@novaims.unl.pt Phone: + (351) 213 828 610	<a href="http://www.novaims.unl.pt/Estudantes/erasmus.asp">http://www.novaims.unl.pt/Estudantes/erasmus.asp</a>
PL TORUN01	<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/#A1">http://www.umk.pl/en/erasmus/life/guide/issues/#A1</a>  <a href="http://www.msz.gov.pl/en/travel_to_poland/">Polish Ministry of Foreign Affairs 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
P LISBOA03	Erasmus office Email: <a href="mailto:erasmus@novaims.unl.pt">erasmus@novaims.unl.pt</a> Phone: + (351) 213 828 610	<a href="http://www.novaims.unl.pt/Estudantes/erasmus.asp">http://www.novaims.unl.pt/Estudantes/erasmus.asp</a>
PL TORUN01	<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">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>


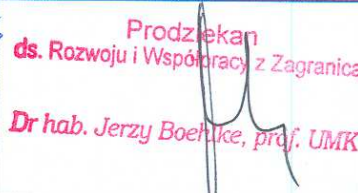
#### 4. Housing

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
P LISBOA03	Erasmus office Email: <a href="mailto:erasmus@novaims.unl.pt">erasmus@novaims.unl.pt</a> Phone: + (351) 213 828 610	<a href="http://www.novaims.unl.pt/Estudantes/erasmus.asp">http://www.novaims.unl.pt/Estudantes/erasmus.asp</a>
PL TORUN01	<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/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Prof. Doutor João Sáágua Vice Rector Universidade Nova de Lisboa	19-04-2016	
PL TORUN01	dr hab. Jerzy Boehlke, prof UMK Dean for Research and Foreign Cooperation	22.04.2016	 Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK

<sup>7</sup> Scanned signatures are accepted