

# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2016-2021

### 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

<p><b>Nicolaus Copernicus University</b> <b>PL TORUN01</b></p>	<p><b>Universidad Rey Juan Carlos</b> <b>E MADRID26</b></p>
<p>ERASMUS incoming information: <a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/cooperation/erasmus/</a> Lecture catalogue: <a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</a> Semester dates: <a href="http://www.umk.pl/en/cooperation/guide/calendar/">http://www.umk.pl/en/cooperation/guide/calendar/</a> <i>Faculty coordinator website:</i> <a href="https://sites.google.com/site/charzynskiprzemyslaw/">https://sites.google.com/site/charzynskiprzemyslaw/</a></p>	<p>ERASMUS incoming information: <a href="http://www.urjc.es/">http://www.urjc.es/</a></p>
<p><b><u>Institutional Coordinator:</u></b> 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; placements, 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; placements <b><u>Faculty coordinator:</u></b> Dr Przemysław Charzyński (<a href="mailto:pecha@umk.pl">pecha@umk.pl</a>)</p>	<p><b><u>Institutional Coordinator:</u></b> <b>D. José M<sup>a</sup> Álvarez Monzoncillo</b> Vice-rector for Specific Degrees, Continuing Education, Post-graduate and International Affairs c/Tulipán s/n 28933 Móstoles (Madrid) Phone.: + 34 91 4889311, e-mail: <a href="mailto:vice.relacionesinternacionales@urjc.es">vice.relacionesinternacionales@urjc.es</a></p>
<p><b><u>Contact:</u></b> International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 - 4928, -2246 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; placements, 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; placements <b><u>Faculty coordinator:</u></b> Dr Przemysław Charzyński <a href="mailto:pecha@umk.pl">pecha@umk.pl</a> tel. +48 56 6112625</p>	<p><b><u>Contact:</u></b> <a href="http://www.urjc.es/">http://www.urjc.es/</a> Leticia Díaz Platero International Agreements Coordinator C/ Tulipan s/n, 1<sup>a</sup> planta, Desp. 109, 28933 Móstoles (Madrid) España +34 91 488 71 63 <a href="mailto:internacional.agreements@urjc.es">internacional.agreements@urjc.es</a> <a href="http://www.urjc.es">www.urjc.es</a></p>

## B. Mobility numbers per academic year

*This inter-institutional agreement is valid for the period 2014-2021 (see under E 4, for Termination of the Agreement).*

*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. Amendments may be proposed and confirmed by email through the institutional coordinator of the 'Erasmus plus' programme.*

### Students

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 [total number of months of the study periods or average duration]	Student Mobility for Traineeships
E MADRID26	PL TORUN01	1015	Travel, Tourism and leisure;	1 <sup>st</sup>	2 student/10 months (sum)	-
PL TORUN01	E MADRID26	1015	Travel, Tourism and leisure;	1 <sup>st</sup>	2 student/10 months (sum)	-

### Teaching Staff

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 MADRID26	PL TORUN01	1015	Travel, Tourism and leisure;	1 person for 5 days (8h)	-
PL TORUN01	E MADRID26	1015	Travel, Tourism and leisure;	1 person for 5 days (8h)	-

## 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID26		Spanish	English	Exchange students who want to study in Spanish must have a B1 Spanish certificate. B2 in Spanish is desirable. B2 English level is compulsory for studies in English.	B2
PL TORUN01		Polish	English	B1	B2

## D. Additional requirements

For E MADRID26

**E MADRID26:**

Nominations

via

Moveon:

[https://www.moveonnet.eu/directory/institution/infos\\_for\\_students?id=ESMADRID26](https://www.moveonnet.eu/directory/institution/infos_for_students?id=ESMADRID26)  
to internacional.in@urjc.es

<http://www.urjc.es/estudios/grado/>

Infrastructure to welcome students and staff with disabilities:

<http://www.urjc.es/component/k2/1004-uad-discapacidad>

#### For 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/cooperation/erasmus/students/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/cooperation/guide/issues/#A2/>

#### 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>E MADRID26</b>		
<b>Nominations</b>	May 15 <sup>th</sup>	October 15 <sup>th</sup>
<b>Applications</b>	May 31 <sup>st</sup>	October 31 <sup>st</sup>
<b>PL TORUN01</b>	June, 1st	November, 1st

2. The receiving institution will send its **decision** within [5] weeks.
3. A **Transcript of Records** will be issued by the receiving institution no later than [8] 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 inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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

For E MADRID26

[http://www.urjc.es/relaciones\\_internacionales/erasmus\\_munde/archivos/Handbook\\_ing.pdf](http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf)

Institutional grading system:

Numerical Mark	grading	ECTS
NP	NO PRESENTADO (NOT ATTENDANCE)	FX
0-4.9	SUSPENSO (SS)	FX
5.0-5.9	APROBADO (AP)	D
6.0-6.9	APROBADO (AP)	C
7.0-8.9	NOTABLE (NT)	B
9.0-10	SOBRESALIENTE (SB)	A
9.0-10	MAT. DE HONOR (MH)	A

ECTS Grade	%of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

**For PL TORUN01**

Nicolaus Copernicus University		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.	

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.

## 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 MADRID26	<a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a> +34 91 488 8308	<a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/issue/s/#A1">http://www.umk.pl/en/cooperation/guide/issue/s/#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
E MADRID26	<a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a> +34 91 488 8308	<a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/issue/s/#A2">http://www.umk.pl/en/cooperation/guide/issue/s/#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
E MADRID26	<a href="mailto:Internacional.in@urjc.es">Internacional.in@urjc.es</a> +34 91 488 8308	<a href="http://www.urjc.es/internacional/erasmus-y-movilidad">http://www.urjc.es/internacional/erasmus-y-movilidad</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation">http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</a> <a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
E MADRID26	<b>D. José M<sup>a</sup> Álvarez Monzoncillo</b> Vice-rector for Specific Degrees, Continuing Education, Post-graduate and International Affairs	14.06.2016	
PL TORUN01	<b>Prof. dr hab. Wojciech Wysota</b> Dean of Faculty of Earth Sciences	19/05/2016	<b>DZIEKAN</b>  prof. dr hab. Wojciech Wysota Nicolaus Copernicus University in Toruń Faculty of Earth Sciences ul. Lwowska 1, 87-100 Toruń, POLAND tel. +48 56 611 25 85, tel./fax +48 56 611 25 86 (1632)

<sup>1</sup> Scanned signatures are accepted