

**Erasmus+ Programme  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility**

Erasmus+ Programme

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

**Inter-institutional agreement 2014- 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**

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
ISCET – Instituto Superior de Ciências Empresarias e do Turismo	P PORTO42	Prof. Doctor Adalberto Dias de Carvalho - Director/Erasmus Institutional Coordinator -E-mail: <a href="mailto:adalberto.carvalho@iscet.pt">adalberto.carvalho@iscet.pt</a> Tel. +351 22 205 36 85	<a href="http://www.iscet.pt">http://www.iscet.pt</a> (english version) <a href="http://www.iscet.pt/en/education-list-degrees">http://www.iscet.pt/en/education-list-degrees</a> <a href="http://www.iscet.pt/en/education-list-masters">http://www.iscet.pt/en/education-list-masters</a>
Nicholas Copernicus University	PL TORUN 01	Małgorzata Grudzińska Responsible for Student Exchange <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> 00 48 56 611-49-28	<a href="http://www.umk.pl/en/cooperation/erasmus/students/study/courses_in_foreign_languages%20NCU.pdf">http://www.umk.pl/en/cooperation/erasmus/students/study/courses_in_foreign_languages%20NCU.pdf</a>

**B. Mobility numbers<sup>1</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.*

<sup>1</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>)

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/total number of months	SMT/total number of months
PL TORUN 01	P PORTO42		Business, Management, Economics	1 <sup>st</sup> ./2 <sup>nd</sup>	2/8	
P PORTO42	PL TORUN 01		Business Management, Economics	1 <sup>st</sup> ./2 <sup>nd</sup>	4/8	

[\*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 average days	Staff Mobility for Training/total number of average days
PL TORUN 01	P PORTO42		Business, Management, Economics	2/5	
P PORTO42	PL TORUN 01		Business, Management, Economics	2/5 (5-8 hours)	1 (5-8 hours)

### 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN 01		English		B2	B2
P PORTO42		Portuguese	English	B1	B2

<sup>2</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>

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff][Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

#### 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 TORUN 01	1 June	1 November
P PORTO42	1 June	1 November

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

2. :

PL TORUN 01: Will send its decision within 5 weeks

P Porto42: Will send its decision within 5 weeks

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

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.


Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

#### F. Information

	P PORTO42	PL TORUN 01
WWW for Incoming Students	<a href="http://www.iscet.pt">http://www.iscet.pt</a> (english version)	<a href="http://www.umk.pl/en/cooperation/erasmus/students/">http://www.umk.pl/en/cooperation/erasmus/students/</a>
WWW Course Catalogue	<a href="http://www.iscet.pt">http://www.iscet.pt</a> (english version)	<a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</a>
Housing <sup>a</sup>	International Relations Office gguimaraes@iscet.pt	<a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>
Contact details		<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>
WWW Visa Information <sup>4</sup>	International Relations Office gguimaraes@iscet.pt	<a href="http://www.umk.pl/en/cooperation/guide">http://www.umk.pl/en/cooperation/guide</a>

Contact details		/issues/#A1 <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>
WWW Insurance Information <sup>5</sup> Contact details	International Relations Office <a href="mailto:gguimaraes@iscet.pt">gguimaraes@iscet.pt</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a> <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>
ECTS Users' Guide <sup>6</sup>	<a href="http://www.iscet.pt">http://www.iscet.pt</a> (English version)	<a href="http://www.umk.pl/en/cooperation/guide/grading/">http://www.umk.pl/en/cooperation/guide/grading/</a>
WWW Students and Staff with Disabilities Contact details	International Relations Office <a href="mailto:gguimaraes@iscet.pt">gguimaraes@iscet.pt</a> International Relations Office <a href="mailto:gguimaraes@iscet.pt">gguimaraes@iscet.pt</a>	<a href="http://www.umk.pl/en/cooperation/erasmus/students/disabled/">http://www.umk.pl/en/cooperation/erasmus/students/disabled/</a> <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL TORUN 01	Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK	16.12.2014	Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK
P PORTO42	Prof. Doctor Adalberto dias de Carvalho - Director of ISCET/Erasmus Institutional Coordinator	16.01.14	 ISCET THE SCHOOL OF BUSINESS AND SOCIAL SCIENCES Rua de Cedofeita, 285 4050-180 Porto

<sup>3</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>4</sup> 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 ECHE.

<sup>5</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>6</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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>7</sup> Scanned signatures are accepted