



**Erasmus+ Programme**  
**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2017-2021**  
**between programme countries**

**[Minimum requirements]**

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)
<b>Nicolaus Copernicus University in Toruń</b> Faculty of Economic Sciences and Management	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788 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:mawj@umk.pl">mawj@umk.pl</a> ), Marta Błaszczyk ( <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  <b>Faculty of Economic Sciences and Management</b> <i>Faculty coordinator:</i> Dr Magdalena Kalińska Exchange Programme Coordinator  Joanna Turkiewicz Faculty Coordinator for International Programmes Ul. Gagarina 13a 87-100 Toruń, Poland Phone: +48 56 611 4783 e-mail: <a href="mailto:international.econ@umk.pl">international.econ@umk.pl</a> <a href="http://www.econ.umk.pl">www.econ.umk.pl</a>	<a href="http://www.umk.pl/en/erasmus/students/">http://www.umk.pl/en/erasmus/students/</a>
<b>University of Latvia</b> Raina Blvd. 19 Riga LV – 1586 Latvia	LV RIGA01	Alina Grzibovska Institutional Coordinator Phone +371 67034334 E-Mail: <a href="mailto:ad@lu.lv">ad@lu.lv</a>  Faculty of Economics and Management Zane Svilane <a href="mailto:zane.svilane@lu.lv">zane.svilane@lu.lv</a>	<a href="http://www.lu.lv/eng/istudents/exchange">www.lu.lv/eng/istudents/exchange</a>

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



## B. Mobility numbers 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeship s *
PL TORUN01	LV RIGA01	041	Business	2 <sup>nd</sup>	18 (2 students)	-
LV RIGA01	PL TORUN01	041	Business	2 <sup>nd</sup>	18 (2 students)	-

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 *
PL TORUN01	LV RIGA01	041	Business	5 (5 persons)	7 (1 person)
LV RIGA01	PL TORUN01	041	Business	5 (5 persons)	7 (1 person)

## 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 <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV RIGA01	041	Latvian for all programs	English for several programs and courses for exchange students	English B1	English B2
PL TORUN01	041	English	G	B2	B2

<sup>3</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://europa.europa.eu/en/resources/european-language-levels-cefr>



\* 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/Lq\\_requirements\\_Erasmus\\_plus.pdf](http://www.umk.pl/en/erasmus/downloads/Lq_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 [Links provided on the first page].

#### **D. Additional requirements:**

##### **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](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.

##### **LV RIGA01**

- Application documents received after application deadlines will not be accepted.
- In case, if the application documents aren't in Latvian, English, German or Russian language, the applicants have to add the authorized translation of these documents.
- Exchange studies for PhD students are organized according to individual plans.
- It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.
- Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty (<http://www.lu.lv/eng/students/exchange/coordinators/>) with copy sent to the International Relations department ([ad@lu.lv](mailto:ad@lu.lv)) of the University of Latvia.
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services / facilities available.



## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LV RIGA01	Nomination deadline: April 15 <sup>th</sup> Application deadline: May 15 <sup>th</sup>	Nomination deadline: October 15 <sup>th</sup> Application deadline: November 15 <sup>th</sup>
PL TORUN01	1 June	1 November

### \*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 will send its decision within **LV RIGA 01** 6 weeks, **PL TORUN01** 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the student passed all exams and submitted the Study Records Sheet to the International Office at the receiving HEI.
4. Termination of the agreement

In case of earlier 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 June of year N will only take effect as of 1 September of year N+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 :

#### 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.	



**LV RIGA01:**

Grade	Meaning	Comments	Estimated corresponding ECTS grade
10	with distinction	Knowledge of the student is substantially higher than the estimated normal level.	A
9	excellent	Knowledge of the student is higher than the estimated normal level	A
8	very good	Knowledge corresponds to the highest expected level.	B
7	good	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.	C
6	almost good	The student has generally succeeded in the course within the required limits, but he or she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes.	D
5	satisfactory	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyse them.	E
4	almost satisfactory	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material.	E/FX
3-1	unsatisfactory	Marks of different levels for students whose records are below the expected.	Fail

**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
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> Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</a>
LV RIGA01	<a href="mailto:ad@lu.lv">ad@lu.lv</a>	<a href="http://www.lu.lv/enq/istudents/exchange/visas/">http://www.lu.lv/enq/istudents/exchange/visas/</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
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>
LV RIGA01	<a href="mailto:ad@lu.lv">ad@lu.lv</a>	<a href="http://lu.lv/eng/istudents/exchange/advice/insurance/">http://lu.lv/eng/istudents/exchange/advice/insurance/</a>

**4. Housing**

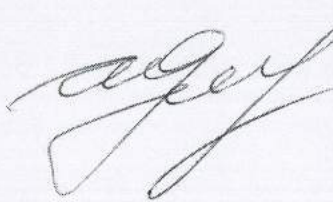

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:



Institution [Erasmus code]	Contact details (email, phone)	Website for information
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>
LV RIGA01	<a href="mailto:dormitory@lu.lv">dormitory@lu.lv</a>	<a href="http://www.lu.lv/enq/services/accomodation/">http://www.lu.lv/enq/services/accomodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature and stamp <sup>3</sup>
LV RIGA01	<b>Mrs. Alina Grzibovska</b> Head of International Relations	28-10-2016	
PL TORUN01	<b>dr hab. Aldona Glińska-Neweś, prof. UMK</b> Dean for International Relations	28.10.2016	 <b>Prodziekan ds. Współpracy z Zagranicą i Rozwoju</b> <b>Dr hab. Aldona Glińska-Neweś, prof. UMK</b>

<sup>3</sup> Scanned signatures are accepted