



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2121² between programme countries

[Minimum requirements]³

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 ¹ (email, phone)	Website (eg. of the course catalogue)
Nicolaus Copernicus University in Toruń 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 (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - Incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) - traineeships	http://www.umk.pl/en/erasmus/students/

- 1 Inter-institutional agreements can be signed by two or more higher education Institutions
- 2 Higher Education Institutions have to agree on the period of validity of this agreement
- 3 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
- 4 Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Faculty of Economic Sciences and Management Faculty coordinator: 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: international.econ@umk.pl www.econ.umk.pl	
Oulun ammattikorkeakoulu Oulu University of Applied Sciences	Oulun ammattikorkeakoulu Oulu University of Applied Sciences	See appendix 1. International Services international@oamk.fi +358 10 27 21030 (switchboard)	www.oamk.fi/english

B. Mobility numbers⁵ 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	TO	Subject area	Subject area name	Study cycle	Number of student mobility periods
[Erasmus]	[Erasmus]				

⁵ 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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeship ps *
PL TORUN01		041	Business	2 nd and 1 st	18 (2 students) Spring term	-
	PL TORUN01	041	Business	2 nd and 1 st	18 (2 students) Spring term	-
SF OULU11		041	Business	2 nd and 1 st	18 (2 students) Spring term	-
	SF OULU11	041	Business	2 nd and 1 st	18 (2 students) Spring term	-

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 Staff Mobility for Training *	
				[total number of days of teaching periods or average duration *]	
PL TORUN01		041	Business	5 (5 persons, one week each)	3 (3 persons, one week each)
	PL TORUN01	041	Business	5 (5 persons, one week each)	3 (3 persons, one week each)
SF OULU11		041	Business	5 (5 persons, one week each)	3 (3 persons, one week each)
	SF OULU11	041	Business	5 (5 persons, one week each)	3 (3 persons, one week each)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SF OULU11	All fields	English		B2 or equivalent See http://u.oamk.fi/exchangeadmission	B2 or equivalent
PL TORUN01	041	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/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/>

⁶ 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>

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 Toruń.

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.

SF OULU11:

Both parties will abide by a policy of equal opportunity, and do not discriminate on the basis of race, sex, age, ethnicity, religion or creed, national origin, sexual orientation or expression, physical disability, military obligations, marital status or other personal characteristics or qualities. The Act 953/2011 Chapter 25 a and the Government Decree 1035/2011 Chapter 18 a together with their later amendments of Finnish legislation to improve safety in education and subsequent working life may set impediments to students who during their exchange have courses in teaching, health care and/or social work and/or courses/practical training involving work with children or vulnerable adults.

In case the students and/or staff members moving within this agreement have special needs that require special attention and/or services from the receiving institution in order to be able to take part in the mobility period, these should be notified to the receiving institution already in the application phase in order to be taken into consideration.

Students moving within this agreement should have sufficient academic standing in the home university to succeed in studies also at the receiving institution. The exact level is to be assessed and determined by the sending institution. Receiving institution can reject a nominated student on sufficient and justifiable academic and/or practical reasons (e.g. lack of suitable studies, prerequisites for courses not met, lack of accommodation etc.).

This agreement may be amended to facilitate formal co-operation in other areas, subject to formal approval of the amendments by authorised representatives of each institution.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
Oulu University of Applied Sciences SF OULU11	31 May, except 15 April for the School of Health and Social Care	31 October, except 30 September for the School of Health and Social Care
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.urmk.pl/en/erasmus/students/applying/application>

- The receiving institution will send its decision within **SF OULU11** 5 weeks, **PL TORUN01** 5 weeks.
- 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.
- 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.	

SF OULU11: Oulu University of Applied Sciences' grading scale is either numeric from 0 (fail) to 5 (excellent), or verbal on scale pass/fail. A number of courses, assignments and modules can be assessed on the scale of pass/fail in which case numeric grades are not given. A (verbal) pass grade means that the student has reached the objectives and learning outcomes of the course. Thus, an Oulu UAS verbal grade "pass" is not to be interpreted as only the lowest possible pass grade. Oulu UAS's curricula are competence-based and objectives, learning outcomes and assessment of courses are defined in the course descriptions. Assessment in Oulu University of Applied Sciences is not based on statistical distribution of grades. Further information on assessment: <http://u.oamk.fi/assessment>. Further information on curricula: <http://u.oamk.fi/curricula>.

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	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.ms.gov.pl/en/travel_to_poland/
Oulu University of Applied Sciences SF OULU11	See appendix 1	http://u.oamk.fi/exchangevisaspermits

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	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A2
Oulu University of Applied Sciences SF OULU11	See appendix 1	http://u.oamk.fi/exchangeinsurance

SF OULU11: **Oulu University of Applied Sciences** does not provide insurance coverage for foreign students or staff members not employed by Oulu University of Applied Sciences. Thus, mobility participants will have to obtain their own health/travel insurance before leaving for Finland. The insurance has to be issued by a reliable and solvent company or institution. **NOTICE!** European Health Insurance Card (EHIC) is NOT considered to be an adequate insurance for an exchange period at Oulu University of Applied Sciences. In addition to EHIC, incoming mobile students and staff members must have also private traveler's insurance covering health care costs (minimum coverage 100 000 EUR at the cost level of 2013), repatriation and medical evacuation, personal property, and third-party liability for the duration of their stay in Finland.


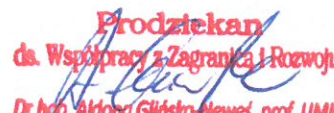
4. Housing

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	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/accommodation/
Oulu University of Applied Sciences SF OULU11	See appendix 1	http://u.oamk.fi/exchangeaccommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and stamp
SF OULU11	Mr. Allan Perttunen Director of Study and International Affairs	7.12.2016	 OAMK OULU UNIVERSITY OF APPLIED SCIENCES
PL TORUN01	dr hab. Aldona Glińska- Neweś, prof. UMK Vice-Dean for International Relations	7.12.2016	 Prodziekan ds. Współpracy z Zagranicą i Rozwoju Dr hab. Aldona Glińska-Neweś, prof. UMK

Contact information of International Services of Oulu University of Applied Sciences:http://www.oamk.fi/english/info/internationalisation/contact_information/

School/Unit/Name	Telephone	Email	Postal Address
International Services	Oulu UAS switchboard: +358 20 611 0200	international@oamk.fi	
Mr. Allan Perttunen Head of International Affairs	+358 50 529 0988	allan.perttunen@oamk.fi	P.O.Box 222 (Kiviharjunlenkki 1b) FI-90101 OULU, FINLAND
Ms. Marjo Pääskylä International Relations Officer: staff mobility	+358 50 542 4548	marjo.paaskyla@oamk.fi	Kotkantie 1 FI-90250 OULU, FINLAND
Mr. Sami Niemelä International Relations Officer: student mobility Erasmus Institutional Co-ordinator Accommodation of incoming exchange students Insurance Visa and residence permit information	+358 50 542 4547	sami.niemela@oamk.fi	
Ms. Ulla Alanko International Relations Officer: Practical training	+358 50 317 4729	ulla.alanko@oamk.fi	
			Kiviharjuntie 4 FI-90220 OULU, FINLAND

School of Business and Information Management		international.liike@oamk.fi	Teuvo Pakkalan katu 19 FI-90130 OULU, FINLAND
Mr. Jyrki Holappa International Relations Co-ordinator (co-operation agreements)	+358 50 590 9670	jyrki.holappa@oamk.fi	
Ms. Piritta Nätyнки International Relations Officer	+358 50 462 4734	piritta.natynki@oamk.fi	

24/7 number for emergencies that require urgent assistance and/or cannot wait until the next working day:
tel. +358 20 611 0299