



**Erasmus+ Programme**  
**Key Action 1**  
**- Mobility for learners and staff -**  
**Higher Education Student and Staff**  
**Mobility**

**Inter-institutional agreement 2016-2021**  
**between programme countries**  
**[Minimum requirements]<sup>1</sup>**

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>2</sup> (email, phone)	Website (eg. of the course catalogue)
University of Granada Vice-Rector's Office for International Relations and Development Cooperation	E GRANADA01	Complejo Admvo. Triunfo, Cuesta del Hospicio, s/n E-18071 Granada Tel.: +34 958 241 990; Fax.: +34 958 243 009; vrinternacional@ugr.es	<a href="http://www.ugr.es">www.ugr.es</a> <a href="http://internacional.ugr.es/">http://internacional.ugr.es/</a>
Universidad de Granada		Susana Puertas Valdeiglesias - Vicd. Inter. Relat. Fac. Communication & Doc. Facultad de Comunicación y Documentación. Vicedecanato de RR.II. Campus de Cartuja s/n 18071 GRANADA Spain Phone: +34 958248565 Fax: +34 958243940 Email: vicricodo@ugr.es	<a href="http://fcd.ugr.es/">http://fcd.ugr.es/</a>
Nicolaus Copernicus University	PL TORUN 01	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Torun, Poland tel/fax. +48 566114929 tel. +48 56 6114928, 6112246  Ewa Derkowska-	ERASMUS incoming Information: <a href="http://www.umk.pl/en/cooperation/erasmus/">www.umk.pl/en/cooperation/erasmus/</a> Lecture catalogue:  <a href="http://www.umk.pl/en/eras">http://www.umk.pl/en/eras</a>

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Faculty of Political Science and International Studies</p>		<p><b>Rybicka</b> (<a href="mailto:ewader@umk.pl">ewader@umk.pl</a>) - Erasmus Institutional Coordinator (STA, STT)</p> <p><b>Małgorzata</b> <b>Grudzinska</b>(<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) -Incoming students, placements</p> <p>Departmental coordinator:  Michał Piechowicz, PhD <a href="mailto:piechowicz@umk.pl">piechowicz@umk.pl</a></p>	<p><a href="http://www.umk.pl/en/erasmus/courses/">mus/courses/</a></p> <p>Semester dates: <a href="http://www.umk.pl/en/cooperation/guide/calendar/">www.umk.pl/en/cooperation/guide/calendar/</a></p> <p>Courses in foreign languages: <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a></p>
---	--	---	--

## B. Mobility numbers<sup>3</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 September in the preceding academic year.

### Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle <sup>4</sup>	Number of student mobility periods <sup>5</sup>
E GRANADA01	PL TORUN01	213	Audiovisual Communication	1st	1 student x 10 months OR 2 students x 5 months each.
PL TORUN 01	E GRANADA01	32	Journalism and social communication	1st	1 student x 10 months OR 2 students x 5 months each.

### Staff Mobility for Teaching

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 <sup>6</sup>
E GRANADA01	PL TORUN01	213	Audiovisual Communication	1 member 1 week - 8 hours per week
PL TORUN01	E GRANADA01	32	Journalism and social communication	1 member 1 week - 8 hours per week

<sup>3</sup> ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

<sup>4</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD. Faculties and Schools are only allowed to sign undergraduate mobility exchange agreements. For 2<sup>nd</sup> (master) or 3<sup>rd</sup> (PhD) mobility agreements The International School for Postgraduate Studies must be contacted. [epinternacional@ugr.es](mailto:epinternacional@ugr.es)

<sup>5</sup> Total number of months of the study period.

<sup>6</sup> Total number of days of teaching periods or average duration

### 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]	Language of instruction 1	Language of instruction 2 <sup>7</sup>	Recommended language of instruction level <sup>8</sup>	
			Student Mobility for Studies <i>Minimum recommended level:</i> B1	Staff Mobility for Teaching <i>Minimum recommended level:</i> B2
E GRANADA01	Spanish	English	B1 <sup>9</sup>	B1
PL TORUN01	Polish	English	B2	B2

Where there is a compulsory language requirement, it must be indicated in this agreement. 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<sup>10</sup>

#### **Additional requirements at the University of Granada**

*UGR Orientation Week is compulsory for incoming students*

*The University of Granada has the infrastructure to welcome students and staff with disabilities. See <http://ve.ugr.es/pages/sae>*

#### **Additional requirements at Nicolaus Copernicus University**

##### **PL TORUN01:**

- 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. The list of Erasmus coordinators at NCU is available at [www.umk.pl/en/cooperation/erasmus/coordinators/](http://www.umk.pl/en/cooperation/erasmus/coordinators/)
- 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

<sup>7</sup> Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

<sup>8</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>

<sup>9</sup> B1 Language accreditation is recommended at undergraduate level and compulsory at master level.

<sup>10</sup> 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.]

theSection for Students with Disabilities, tries to meet your special needs. More details and steps to follow available at: [www.umk.pl/en/cooperation/erasmus/students/disabled/](http://www.umk.pl/en/cooperation/erasmus/students/disabled/)

Contact: International Programmes Office, +48 56 6114928, [incoming@erasmus.umk.pl](mailto:incoming@erasmus.umk.pl)

- Additional information on medical care at NCU in Toruń is available at [www.umk.pl/en/cooperation/guide/issues/#A2/](http://www.umk.pl/en/cooperation/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]
E GRANADA01	JUNE	OCTOBER
PL TORUN01	1 <sup>st</sup> June	1 <sup>st</sup> November

2. The receiving institution will send its decision within six weeks.

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
E GRANADA01 <sup>11</sup>	September - February	February - July
PL TORUN01	September - February	February - June

### 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 [www.umk.pl/en/cooperation/erasmus/students/application](http://www.umk.pl/en/cooperation/erasmus/students/application)

2. The receiving institution will send its decision within 2 weeks.

### Transcript of Records

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, given that the transcript form and all relevant course work documents have been submitted by the student.

### 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.

3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

---

<sup>11</sup> See information sheet for the current year <http://internacional.ugr.es/pages/perfiles/socios/socios>

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities. Cancellation of the agreement, additional activities and changes in mobility data can be made annually, if communicated before January 1<sup>st</sup>.

*"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**

#### ***University of Granada grading system***

*In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: Suspenso (Fail): 0-4.9 - Aprobado (Pass): 5- 6.9 - Notable (Good): 7- 8.9 - Sobresaliente (Very Good): 9- 10 - Matrícula de Honor: A special mention for outstanding performance limited to a maximum of 5% of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out of 10.*

*Statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>12</sup> will be available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>. For mobility where Statistical distribution of grades is not available the University of Granada will apply the conversion table available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>.*

#### **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.

---

<sup>12</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Uniwersytet Mikołaja Kopernika w Toruniu		ECTS	
Grade	Grade	Predicate	
5	A	Excellent	
4,5	B	Very Good	
4	C	Good	
3,5	D	Satisfactory	
3	E	Sufficient	
2	F	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
E GRANADA01	International Relations and Development Cooperation Office e-mail: <a href="mailto:intlinfo@ugr.es">intlinfo@ugr.es</a> Tel: +34 958 249 030	<a href="http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain">http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 6114928	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">www.umk.pl/en/cooperation/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>

## 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 GRANADA01	International Relations and Development Cooperation Office e-mail: <a href="mailto:intlinfo@ugr.es">intlinfo@ugr.es</a>	<a href="http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros">http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros</a>



	Tel: +34 958 249 030	
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/cooperation/guide/issues/#A2">www.umk.pl/en/cooperation/guide/issues/#A2</a>

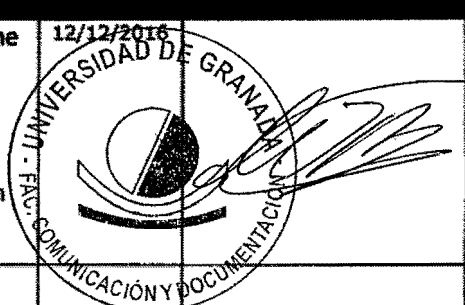
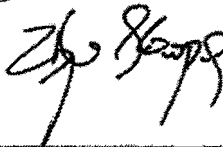
#### 4. **Housing**

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
E GRANADA01	OFICINA DE GESTION DE ALOJAMIENTOS  C/ Doctor Severo Ochoa, s/n   Tel.: 00 34 958 244072   Fax: 00 34 958 243134   E-mail: <a href="mailto:alojamiento@ugr.es">alojamiento@ugr.es</a>	<a href="http://estudiantes.ugr.es/alojamientos3/">http://estudiantes.ugr.es/alojamientos3/</a>
PL TORUN01	Małgorzata Grudzinska (incoming students) <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>	<a href="http://www.umk.pl/en/erasmus/students/applying/application/">http://www.umk.pl/en/erasmus/students/applying/application/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>13</sup>
E GRANADA01	Signed by delegation of the Rector:  Manuel Jorge Bolaños Carmona. Dean of the Faculty of Communication and Documentation	12/12/2016	
PL TORUN01	Prof. dr hab. Zbigniew Karpus  Dean  Faculty of Political Science and International Studies	13/12/2016	

<sup>13</sup> Scanned signatures are accepted