



## Erasmus+ Programme

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

### Inter-institutional agreement 2017-2021 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)
Nicolaus Copernicus University in Toruń	PL TORUN01	<p><u>Institutional Coordinator:</u>  <b>Ewa Derkowska-Rybicka</b> (<a href="mailto:ewader@umk.pl">ewader@umk.pl</a>) – Erasmus Institutional Coordinator (STA , STT)  <b>Małgorzata Grudzińska</b> (<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) - incoming students; placements,  <b>Marta Wiśniewska</b> (<a href="mailto:mawi@umk.pl">mawi@umk.pl</a>),  <b>Marta Błaszczuk</b> (<a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a>) - outgoing students; placements  <u>Faculty coordinator:</u>  <b>Dr Przemysław Charzyński</b> (<a href="mailto:pecha@umk.pl">pecha@umk.pl</a>)</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>            Faculty coordinator website:  <a href="https://sites.google.com/site/charzynskiprzemyslaw/">https://sites.google.com/site/charzynskiprzemyslaw/</a></p>
UNIVERSIDAD DE JAÉN	E JAEN01	<p><b>Sebastián Bruque Cámara</b>, Vice-President of Internationalization ;            Phone +34 953 212194            E-mail: <a href="mailto:secrel@ujaen.es">secrel@ujaen.es</a></p> <p><b>Juan Ráez</b>; Director of International Mobility; Phone +34 953 212620            E-mail: <a href="mailto:jraez@ujaen.es">jraez@ujaen.es</a></p> <p><b>Alina Ocaña Jódar</b>;            Head of the International Relations Office;            E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a></p>	<p><a href="http://www.ujaen.es/servicioint/home/academics_home">http://www.ujaen.es/servicioint/home/academics_home</a></p> <p><a href="http://estudios.ujaen.es/listadogradost">http://estudios.ujaen.es/listadogradost</a></p>

## 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.

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 JAEN01	PL TORUN01	1015 (16.2 - 812)	Travel, tourism and leisure	1 <sup>st</sup>	18 (2*9)	
PL TORUN01	E JAEN01	1015 (16.2 - 812)	Travel, tourism and leisure	1 <sup>st</sup> 2 <sup>nd</sup>	18 (2*9)	

[\*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 days of teaching periods or average duration *]	Staff Mobility for Training *
E JAEN01	PL TORUN01	1015 (16.2 - 812)	Travel, tourism and leisure	5 (1 person * 5 days)	5 (1 person * 5 days)
PL TORUN01	E JAEN01	1015 (16.2 - 812)	Travel, tourism and leisure	5 (1 person * 5 days)	5 (1 person * 5 days)

## 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]
E JAEN01		Spanish	English	Spanish B1; or English B1 for cour- ses taught in English	Spanish B2; or English B2 for cour- ses taught in English
PL TORUN01		Polish	English	B1	B2

<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>)

<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

### E JAEN01:

Information for Disabled Students: <http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

### 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]
E JAEN01	30 June	30 November
PL TORUN01	June, 1st	November, 1st

2. E JAEN01 & PL TORUN01: The receiving institution will send its decision within 2 weeks
3. E JAEN01 & PL TORUN01: 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

### 1. Grading systems of the institutions

#### E JAEN01

Grade in Spanish Academic Records	Definition	Numerical mark	Estimated ECTS Grade	Definition
4	Matrícula de Honor	10	A+	Top Qualification in Class or Subject
3	Sobresaliente	9-10	A	Highest 10%
2	Notable	7-8.9	B	Next 20%

1	Aprobado	5-6.9	C-D	Next 65%
	Suspensio	0-4.9	FX-F	Not Pass

### For PL TORUN01

Nicolaus Copernicus University	ECTS	
Grade	Grade	Predicate
	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 JAEN01	Alina Ocaña Jódar; Head of the International Relations Office;E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/index">http://www.ujaen.es/serv/vicint/home/index</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/issues/#A1">http://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 JAEN01	Alina Ocaña Jódar; Head of the International Relations Office;E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/seguro_sanitario">http://www.ujaen.es/serv/vicint/home/seguro_sanitario</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/issues/#A2">http://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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	Alina Ocaña Jódar; Head of the International Relations Office; E-mail: <a href="mailto:alocana@ujaen.es">alocana@ujaen.es</a>	<a href="http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f">http://www.ujaen.es/serv/vicint/home/upload_buddy_ext_f</a> <a href="http://www.ujaen.es/serv/vicint/home/alojamiento">http://www.ujaen.es/serv/vicint/home/alojamiento</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>3</sup>
<b>E JAEN01</b>	The Rector (On his behalf by Resolution of April 29 <sup>th</sup> 2015) Signed: <b>Sebastián Bruque Cámara,</b> Vice-President for Internationalization	31/07/17	
<b>PL TORUN01</b>	<b>dr hab. Marek Kejna, prof. NCU</b> Dean of Faculty of Earth Sciences	06/02./2017	

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

