



## Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2019-21<sup>2</sup> between

**NEOMA BUSINESS SCHOOL, FRANCE**

**And**

**NICOLAUS COPERNICUS UNIVERSITY in Toruń,  
POLAND**

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>3</sup> (email, phone)	Website (eg. of the course catalogue)
NEOMA Business School (NEOMA BS)	F REIMS25	Lucienne MOCHEL Director of International Relations <a href="mailto:Lucienne.mochel@neoma-bs.fr">Lucienne.mochel@neoma-bs.fr</a>  Nathalie MARC-WANEUKEM Erasmus Coordinator / International Relations +33 3 26 77 46 51 <a href="mailto:Nathalie.marc@neoma-bs.fr">Nathalie.marc@neoma-bs.fr</a>  Contact outgoing: <a href="mailto:anna.aleksanyan@neoma-bs.fr">anna.aleksanyan@neoma-bs.fr</a>	<a href="http://www.neoma-bs.fr/">http://www.neoma-bs.fr/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p><b>Nicolaus Copernicus University in Toruń</b></p> <p><b>Faculty of Economic Sciences and Management</b></p>	<p>PL TORUN01</p>	<p>International Programmes Office, Nicolaus Copernicus University,  ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788</p> <p>Marta Wiśniewska (<a href="mailto:mawi@umk.pl">mawi@umk.pl</a>) – Erasmus Institutional Coordinator (STA , STT)</p> <p>Katarzyna Fus (<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) - incoming students;</p> <p>Martyna Malec (<a href="mailto:malec@umk.pl">malec@umk.pl</a>) - outgoing students and traineeships</p> <p><b>Faculty of Economic Sciences and Management</b> Joanna Flicińska-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></p>	<p><a href="http://www.umk.pl/en/erasmus/students/">http://www.umk.pl/en/erasmus/students/</a></p>
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## B. Mobility numbers<sup>4</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  Student Mobility for Traineeships  [total number of months of the study periods or average duration <sup>4</sup> ]  ps *	
PL TORUN01	F REIMS25	041	Business	1 <sup>st</sup> , 2 <sup>nd</sup>	6 x 5 months OR	-
F REIMS25	PL TORUN01	041	Business	1 <sup>st</sup> , 2 <sup>nd</sup>	3 x 10 months	-
					6 x 5 months OR	-
					3 x 10 months	-

4 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 [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 <sup>3</sup> ]	Staff Mobility for Training  <sup>4</sup>
PL TORUN01	F REIMS25	041	Business	5 (3 persons)	5 (3 persons)
F REIMS25	PL TORUN01	041	Business	5 (3 persons)	5 (3 persons)

### 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 <sup>5</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
F REIMS25	041	English	French	B2	B2
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/Lg\\_requirements\\_Erasmus\\_plus.pdf](http://www.umk.pl/en/erasmus/downloads/Lg_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].

<sup>5</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>

## D. Additional requirements:

### F REIMS25

NEOMA Business School has the infrastructure to welcome students and staff with disabilities. Please contact [celine.articlaut@neoma-bs.fr](mailto:celine.articlaut@neoma-bs.fr)

### 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 Torun.

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]
F REIMS25	Mid April	End of October
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 F REIMS25 **8** 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 :

#### **F REIMS25:**

0 - 20 (10/20 being a passing grade)

#### **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.
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## 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>
F REIMS25	Hub.rouen@neoma-bs.fr  Hub.reims@neoma-bs.fr	On the student guide sent to all the students

## 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
F REIMS25	Hub.rouen@neoma-bs.fr  Hub.reims@neoma-bs.fr	On the student guide sent to all the students
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>

## 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>

F REIMS25	Hub.rouen@neoma-bs.fr Hub.reims@neoma-bs.fr	On the Housing proposal sent to all the students
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature and stamp <sup>6</sup>
F REIMS25	<b>Delphine MANCEAU</b> Dean of NEOMA Business School		<p>NEOMA Business School Campus de Reims 1, rue du Maréchal 76825 Montigny Tél : 02 32 70 17 00 Siret : 79 17 00 17 00 Site : www.neoma-bs.fr</p>
PL TORUN01	<b>Prof. dr hab. Aldona Glińska-Noweś,</b> Vice-Dean for International Relations  Faculty of Economic Sciences and Management	30.01.2018	<p>Vice-Dean International Relations Prof. dr hab. Aldona Glińska-Noweś</p> <p><b>INTERNATIONAL OFFICE</b> Faculty of Economic Sciences and Management Nicolaus Copernicus University in Torun Gagarina 13A, 87-100 Torun Tel: 00 48 56 611 47 83, 00 48 56 611 46 14 Email: international.econ@unik.pl (2031)</p>

<sup>6</sup> Scanned signatures are accepted

