



**Erasmus+ Programme**  
**Key Action 1 – Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2018-21 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**

Institution	Erasmus code	Contact details (email, phone)	Website
<b>Nicolaus Copernicus University in Toruń</b>         <b>Faculty of Economic Sciences and Management</b>	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 Marta Wiśniewska ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ) – Erasmus Institutional Coordinator (STA , STT) Katarzyna Fus ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) – incoming students; Martyna Malec ( <a href="mailto:malec@umk.pl">malec@umk.pl</a> ) – outgoing students and traineeships  <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>	<a href="http://www.umk.pl/en/erasmus/students/">http://www.umk.pl/en/erasmus/students/</a>
<b>Université de Liège</b>         <b>HEC-Liège Management School</b>	B LIEGE01	<b>Institutional coordinator:</b> Ms. Dominique d'Arripe <b>Contact bilateral agreements:</b> International Office - Ms. Christine Reynders Place du 20-août, 7 (bât. A1), B-4000 Liège Tel. +32 4 366 46 09 - <a href="mailto:christine.reynders@uliege.be">christine.reynders@uliege.be</a> <b>Departmental coordinator:</b> Mr. David Kroemmer – <a href="mailto:David.Kroemmer@uliege.be">David.Kroemmer@uliege.be</a>	General information: <a href="http://www.uliege.be">www.uliege.be</a> Courses catalogue: <a href="http://www.programmes.uliege.be">www.programmes.uliege.be</a> Erasmus incoming information: <a href="http://www.enseignement.uliege.be/en/erasmus-in">www.enseignement.uliege.be/en/erasmus-in</a>

**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	TO	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 [students x months]	Student Mobility for Traineeships
PL TORUN01	B LIEGE01	041	Business	1 <sup>st</sup> , 2 <sup>nd</sup>	4 x 5 or 2 x 10	-
B LIEGE01	PL TORUN01	041	Business	1 <sup>st</sup> , 2 <sup>nd</sup>	4 x 5	-

FROM	TO	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	B LIEGE01	041	Business	5 (5 persons)	5 (3 persons)
B LIEGE01	PL TORUN01	041	Business	5 (5 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:

Institution	Optional : Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B LIEGE01	All	French**	English**	Certified B2 in French required for courses taught in French. Certificate B2 in English required for courses taught in English. Bilingual programs: both certificates required. More information: <a href="https://www.enseignement.uliege.be/cms/c_9116292/en/language-requirements/-incoming-exchange-students">https://www.enseignement.uliege.be/cms/c_9116292/en/language-requirements/-incoming-exchange-students</a>	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].

\*\* please check the course catalogue: "(English)" after the title of the course means that the course is taught in English, no mention means that the course is taught in French (even if the title of the course has been translated into English in the catalogue).

#### 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.

##### B LIEGE01:

- Integration of mobile students: Welcome Days, tutoring, French lessons: [www.enseignement.uliege.be/cms/c\\_9116162/en/incoming-exchange-student](http://www.enseignement.uliege.be/cms/c_9116162/en/incoming-exchange-student).
- Disabled students: [https://www.enseignement.uliege.be/cms/c\\_9122731/en/en-situation-de-handicap](https://www.enseignement.uliege.be/cms/c_9122731/en/en-situation-de-handicap)
- The yearly updated information sheet for incoming students (application procedure,...) will be provided with this agreement.
- **Application procedure:** through [https://www.enseignement.uliege.be/cms/c\\_9116184/en/application-form/-incoming-exchange-student](https://www.enseignement.uliege.be/cms/c_9116184/en/application-form/-incoming-exchange-student)
- For students in Business management or Economics: students must be at least in their 3<sup>rd</sup> study year in Business management or Economics.

#### E. Calendar

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

Institution	Autumn term* [month]	Spring term* [month]
B LIEGE01	15 May (online) – 31 May (printed)	1 November (online) – 15 November (printed)
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 **B LIEGE01** 5 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.	

**B LIEGE01:** [https://www.enseignement.uliege.be/cms/c\\_9148651/en/exams/-incoming-exchange-student](https://www.enseignement.uliege.be/cms/c_9148651/en/exams/-incoming-exchange-student)

### 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	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>
B LIEGE01	<a href="mailto:mobil.in@uliege.be">mobil.in@uliege.be</a> , +32 4 366 5547/4166	<a href="http://www.enseignement.uliege.be/en/erasmus-in">www.enseignement.uliege.be/en/erasmus-in</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	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>
B LIEGE01	<a href="mailto:mobil.in@uliege.be">mobil.in@uliege.be</a> , +32 4 366 5547/4166	<a href="https://www.enseignement.uliege.be/cms/c_9145671/en/health-care-insurance/-incoming-exchange-student">https://www.enseignement.uliege.be/cms/c_9145671/en/health-care-insurance/-incoming-exchange-student</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	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>
B LIEGE01	<a href="mailto:Sofia.Lothe@uliege.be">Sofia.Lothe@uliege.be</a> , +32 4 366 52 23	<a href="https://www.campus.uliege.be/cms/c_9038339/en/housing">https://www.campus.uliege.be/cms/c_9038339/en/housing</a>

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

Institution	Name, function	Date	Signature and stamp
B LIEGE01	Ms. Dominique d'Arripe Institutional Coordinator	25/06/2018	
PL TORUN01	<b>dr hab. Aldona Glińska-Neweś,</b> <b>prof. UMK</b> Vice-Dean for International Relations	27.06.2018	