



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-20[22]² between institutions from programme and partner 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)	PL TORUN01 Qarb <i>Kaspi</i> Universiteti 932794681		International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 - 4928, -2246 Ewa Derkowska-Rybicka (ewader@umk.pl) - Erasmus	ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

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 Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

			<p>Institutional Coordinator (STA , STT)</p> <p>Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students</p> <p>Marta Wiśniewska Marta Błaszczuk (outgoing@erasmus.umk.pl); outgoing students</p>	<p>/erasmus/courses/</p> <p>Semester dates:</p> <p>http://www.umk.pl/en/erasmus/downloads/</p>
<p>Faculty of Economics & Management</p> <p>Faculty of Earth Sciences</p> <p>Faculty of Languages</p> <p>Faculty of Biology and Environmental Protection</p>	PL TORUN01	<i>Faculty coordinators:</i>	<p>Dr Magdalena Kalinska, kalinska@econ.umk.pl, tel +48 56 611 4885</p> <p>Prof. Przemysław Charzynski, pecha@umk.pl, tel +48 56 2625</p> <p>Dr Marcin Skibicki, skibicki@umk.pl tel +48 56 611 3571</p> <p>Prof. Anna Goc, goc@umk.pl, tel +48 56 611 2635</p>	<i>Please fill in the missing data</i>
Western University Baku	Qarb <i>Kaspi</i> Universiteti 932794681		<p><i>Head of the International Affairs Office</i></p> <p><i>31, Istiglaliyyat str., Baku, AZ1001, Azerbaijan</i></p> <p><i>Saida Gasimova</i></p> <p>iro@wu.edu.az</p> <p>Phone: +994 50 788 20 78</p>	<p><i>Erasmus incoming information:</i></p> <p>http://wu.edu.az/en/International/erasmus/</p> <p><i>Programs taught in English</i></p> <p>http://wu.edu.az/en/International/programtsenglish/</p>
Western <i>Caspian</i> University Baku		<i>Faculty Coordinators</i>	<p><i>Asif Khalafov</i> (+994 012)567 29 35 asif.khalafov@wu.edu.az</p> <p><i>Rauf Hasanov</i> (+994 012)563 55 26 r.hasanov@wu.edu.az</p> <p><i>Ulviyya Allasova</i> (+994 012) 492 74 18 ulviyya.allasova@wu.edu.az</p>	

B. Mobility numbers⁵ per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant]
PL TORUN01	Western University Baku Caspian	0311, 041	Economics, management1 x 5 m...	...-...
		0532	Earth Sciences, tourism	...1 st , 2 nd1 x 5 m...	...-...
		023	Languages (English studies)1 x 5 m...	...-...
		0521	Environmental Sciences	...1 st , 2 nd1 x 5 m... ...1 x 5 m...	...-...
Western University Baku Caspian	PL TORUN01	0311, 041	Economics, management2 x 5 m...	...-...
		0532	Tourism Hospitality and	...1 st , 2 nd2 x 5 m...	...-...
		023	Languages (English studies)2 x 5 m...	...-...

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>)

		0521	Ecology	...1 st , 2nd...	...2 x 5 m... ...2 x 5 m	...-...
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[*Optional: subject 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 ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
PL TORUN01	Western University Baku Caspian	0311, 041	Economics, management	...1 x 5 d (+2)...	...-...
		0532	Earth Sciences, tourism	...1 x 5 d (+2)...	
		023	Languages (English studies)	...1 x 5 d (+2)...	...-...
		0521	Environmental Sciences	...1 x 5 d (+2)...	...-...
Western University Baku Caspian	PL TORUN01	0311, 041	Economics, management	...1 x 5 d (+2)...	...-...
		0532	Tourism and Hospitality	...1 x 5 d (+2)...	
		023	Languages (English studies)	...1 x 5 d (+2)...	...-...
		0521	Ecology	...1 x 5 d (+2)...	...-...

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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	0311,041, 0552, 023, 0521	Polish	English	B2	B2
Western University Baku ↓ Caspian	0311,041, 0552, 023, 0521	Azerbaijani	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

⁶ See Common European Framework of Reference for Languages

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities

undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

PL TORUN01:

The list of Erasmus coordinators at NCU is available at
<http://www.umk.pl/en/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/>

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 Torun.

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.

Caspian

Western University Baku

Student selection will be based on the following criteria

- academic performance and achievements
- study abroad and internship
- motivation letter
- English language skills,

- involvement in various professional activities and projects (some criteria can be added regarding your universities requirements)

Contact:

International Affairs Office at Western University : +994 50 788 20 78, +994 012 492 74 18 (28)
ire@wu.edu.az

Caspian
gunay.mustafayeva@wu.edu.az

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
PL TORUN01	June, 1 st	November, 1 st
Western University Baku Caspian	July, 15 th	December 15 th

[* to be adapted in case of a trimester system or different seasons]

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

At 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.	

Caspian

At Western University Baku

Grade	Description	
A	Excellent	91-100
B	Very good	81-90
C	Good	71-80
D	Fair	61-70
E	Satisfactory	51-60
F	Fail	51 and below

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 or city]	Contact details (e-mail, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel to poland/
Western University Baku <i>Caspian</i>	Saida Gasimova <i>Gunay Mustafayeva</i> Head of International Affairs Office iro@wu.edu.az <i>gunay.mustafayeva@wu.edu.az</i>	http://wu.edu.az/en/International/erasmus/erasab/

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 or city]	Contact details (e-mail, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/issues/#A2
Western University Baku <i>Caspian</i>	Saida Gasimova <i>Gunay Mustafayeva</i> Head of International Affairs Office iro@wu.edu.az <i>gunay.mustafayeva@wu.edu.az</i>	http://wu.edu.az/en/International/erasmus/erasab/

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 or city]	Contact details (e-mail, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus http://www.umk.pl/en/erasmus/life/guide/accommodation/
Western University Baku Caspian	Saida Gasimova <i>Gunay Mustafayeva</i> Head of International Affairs Office iro@wu.edu.az <i>gunay.mustafayeva@wu.edu.az</i>	http://wu.edu.az/en/International/erasmus/erasab/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL TORUN01	Prof. Wojciech Wysota – Vice-Rector for International Relations	27.01.2014	Proroktor ds. Współpracy z Zagranicą i Ochrony Gospodarczym Prof. Wojciech Wysota
Western University Baku Caspian	Zenfira Mammadova <i>Andris Leitars</i> Rector	11.17.	

* At PL TORUN01 single-subject agreements are signed by the dean of the respective faculty, while multi-subject agreements by the Vice-rector.

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