

# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2016-2021<sup>2</sup> between Programme and Partner Countries<sup>3</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 <sup>4</sup>	Contact details <sup>5</sup> (email, phone, Website)
Nicolaus Copernicus University	PL TORUN01	International Programmes Office, Nicolaus Copernicus University ul. Gagarina 11, 87-100 Torun, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788 <b>Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) - Erasmus Institutional Coordinator (STA , STT) <b>Małgorzata Grudzińska, Nina Rapo</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students; <b>Marta Błaszczuk</b> ( <a href="mailto:martasio@umk.pl">martasio@umk.pl</a> ) - outgoing students; <b>Martyna Malec</b> ( <a href="mailto:malec@umk.pl">malec@umk.pl</a> ) - traineeships

<sup>1</sup> 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+.

<sup>2</sup> Higher education institutions have to agree on the period of validity of this agreement.

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> 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

Faculty of Political Science and International Studies	PL TORUN01	Faculty coordinator: Dr Michał Plechowicz, <a href="mailto:plechowicz@umk.pl">plechowicz@umk.pl</a> ul. Batorego 39L 87-100 Torun  <a href="https://www.wpism.umk.pl/en/">https://www.wpism.umk.pl/en/</a>
Francisk Skorina Gomel State University	GOMEL, REPUBLIC OF BELARUS	International Affairs Department Sovetskaya str., 104, Gomel, 246019, Republic of Belarus; tel/fax. +375232603178 <b>Dr. Alexander Grahotsky</b> <a href="mailto:grahotsky@gsu.by">grahotsky@gsu.by</a> Head of International Affairs Department
Faculty of History	GOMEL, REPUBLIC OF BELARUS	Faculty coordinator: Dr Alena Dubrouka <a href="mailto:e_duroyko@tut.by">e_duroyko@tut.by</a> Kirova street, 119 246019 Gomel <a href="http://history.gsu.by/">http://history.gsu.by/</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 [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> ]	Student Mobility for Studies [average number]
PL TORUN01	GOMEL, REPUBLIC OF BELARUS	313, 316, 32	Political Science and civics, International relations – European studies, communication and journalism	1 <sup>st</sup> 2 <sup>nd</sup>	4x 5months = 20 months
GOMEL, REPUBLIC OF BELARUS	PL TORUN01	313, 316, 32	Political Science and civics, International relations – European studies, communication and journalism	2nd	4x 5months = 20 months

*[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 (average duration <sup>6</sup> )	
				Staff Mobility for Teaching	Staff Mobility for Training
PL TORUN01	GOMEL, REPUBLIC OF BELARUS	313, 316, 32	Political Science and civics, International relations – European studies, communication and journalism	1x 5 days	t.b.d.
GOMEL, REPUBLIC OF BELARUS		313, 316, 32	Political Science and civics, International relations – European studies, communication and	1x 5 days	t.b.d.

### 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>6</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01	English	Polish, English	English	B2 English B2 Polish	B2 English B2 Polish
GOMEL, REPUBLIC OF	English	English	English	B2 English	B2 English

<sup>6</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>

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For more details on the language of instruction recommendations, see the course catalogue of each institution

#### **D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **programme country**<sup>7</sup> 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](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.
- 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

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

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 TORUND1:**

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

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://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)

Additional information on medical care at NCU in Toruń is available at:

[www.umk.pl/en/erasmus/life/guide/issues/#A2](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**-nobilities, – 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.

#### **GOMEL, REPUBLIC OF BELARUS**

- Selected Erasmus+ candidates will receive the information about the University in general, its facilities and resources, as well as the information concerning their study at GSU (study programme, contact details of International Affairs Department staff members, scientific supervisors and other relevant information). Correspondent representatives of Francisk Skorina Gomel State University will contact representatives of the sending University who are in charge of mobility actions and discuss all the terms and conditions concerning the candidates mobility. Information about the available academic possibilities, specialities, terms of admission will be presented. From its turn, the sending University will indicate the number of the students concerned. Upon reaching the agreement the core information will be transfer to the correspondent GSU faculty (in case of student mobility) or department (in case of staff mobility) for programme development, assignment of supervisors, specification of academic time, means of control, etc. The acquired information will be again transferred to NCU in Toruń and negotiated. Accommodation, expenses, visa details will be negotiated as well. All the required documents will be prepared. If necessary, International Affairs Department will assist the incoming students in issuing visas (preparing applications to relevant embassies and consular departments), preparing documents for registration.

- Upon their arrival the incoming students and staff members will receive assistance in preparing documents required for organization of study or training process (it will be communicate to them in advance, before their arrival, what type of documents they need to bring from home university), registration at the territory of the Republic of Belarus, medical survey.

- During their stay the incoming students and staff members will be assigned advisors and teachers. GSU employees (deans, staff members of International Affairs Department) are always eager to provide the incoming students and staff members with consultations concerning they stay at the University and in the Republic of Belarus in general.

• Francisk Skorina GSU attempts at facilitating the Erasmus exchange students with disabilities or permanent illnesses. Our International Programmes Office tries to meet your special needs Our University follows the principle of equality, so all the students are equally treated

For more details one can contact International Affairs Department of Francisk Skorina GSU In Sovetskaya str., 104, Gomel, 246019, Republic of Belarus; tel/fax. +375232603178; Dr. Alexander Grahotsky [grahotsky@gsu.by](mailto:grahotsky@gsu.by) (Head of International Affairs Department).

## F. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL TORUN01	June 1 Application and nomination deadline	November 1 Application and nomination deadline
GOMEL, REPUBLIC OF BELARUS	June 1 Application and nomination deadline	November 1 Application and nomination deadline

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 5 weeks.
3. 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.
4. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## G. Information

**1. Grading Scale** at the Nicolaus Copernicus University: The following scale is used for all types of evaluations/examinations:

NCU follows the ECTS scheme, which mean 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 field is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst mark.

Moreover, students can also be marked with additional sign of +. It means half of point.

NCU Grade	ECTS Grade	Predicate
5	A	Excellent
4.5	B	Very good
4	C	Good
3.5	D	Satisfactory
3	E	Sufficient
2	F	Fail

Grading scale at Francisk Skorina Gomel State University is formed in accordance with national scale system of the Republic of Belarus

Mark according to national scale	ECTS grade	Grading system in words	Level of knowledge
10,9	A	Отлично (Excellent)	95-100
8	B	Очень хорошо (Very good)	83-87
7,6	C	Хорошо (Good)	78-80
5	D	Удовлетворительно (Satisfactory)	70-75
4	E	Достаточно (Sufficient)	65-70
3,2,1	F	Неудовлетворительно (Insufficient)	Less than 65

**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	Malgorzata Grudzinska / Nina Rapo (incoming students) incoming@erasmus.umk.pl	<a href="http://www.umk.pl/en/erasmus/students/applying/application/">http://www.umk.pl/en/erasmus/students/applying/application/</a>



<b>GOMEL, REPUBLIC OF BELARUS</b>	International Affairs Department Dr. Alexander Grahotsky - Head of International Affairs Department grahotsky@gsu.by	<a href="http://old.gsu.by/Internat/en.asp">http://old.gsu.by/Internat/en.asp</a>
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### 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
<b>PL TORUN01</b>	Malgorzata Grudzinska / Nina Rapo (incoming students) incoming@erasmus.umk.pl	<a href="http://www.umk.pl/en/erasmus/students/applying/application/">http://www.umk.pl/en/erasmus/students/applying/application/</a>
<b>GOMEL, REPUBLIC OF BELARUS</b>	International Affairs Department Dr. Alexander Grahotsky - Head of International Affairs Department grahotsky@gsu.by	<a href="http://old.gsu.by/internat/en.asp">http://old.gsu.by/internat/en.asp</a>

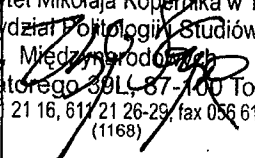

### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

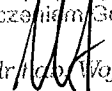
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>PL TORUN01</b>	Malgorzata Grudzinska / Nina Rapo (incoming students) incoming@erasmus.umk.pl	<a href="http://www.umk.pl/en/erasmus/students/applying/application/">http://www.umk.pl/en/erasmus/students/applying/application/</a>
<b>GOMEL, REPUBLIC OF BELARUS</b>	International Affairs Department Dr. Alexander Grahotsky - Head of International Affairs Department grahotsky@gsu.by	<a href="http://old.gsu.by/internat/en.asp">http://old.gsu.by/internat/en.asp</a>

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

Institution (Erasmus code)	Name, function	Date	Signature <sup>8</sup>
PLTORUN01	Dr hab. Zbigniew Karpus, prof. UMK  Dean  Faculty of Political Science and International Studies	03/01/2018	<p>Uniwersytet Mikołaja Kopernika w Toruniu Wydział Politologii i Studiów Międzynarodowych ul. Batołrego 39/L 87-100 Toruń tel. 056 611 21 16, 611 21 26-29, fax 056 611 21 14 (1168)</p> 
GOMEL, REPUBLIC OF BELARUS	Dr. Sergei Khakhomov  Rector of Francisk Skorina Gomel State University	22.12	

Prorektor  
ds. Współpracy z Zagranicą  
i Otoczeniem Gospodarczym  
prof. dr hab. Wojciech Wysota



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<sup>8</sup> Scanned signatures are accepted