



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-2023² 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 Torun)	PL TORUN01		Nicolaus Copernicus University in Torun (NCU) Department of International Cooperation ul. Gagarina 11, 87-100 Toruń, Poland; tel. (+48 56) 611 47 88/49 29 fax (+ 48 56) 611 22 46 Marta Wiśniewska Erasmus+ Institutional Coordinator (STA, STT) e-mail: mawi@umk.pl	<u>ERASMUS+ incoming information:</u> http://www.umk.pl/en/erasmus/ <u>Lecture catalogue:</u> http://www.umk.pl/en/erasmus/courses/

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>Polotsk State University Belarus</p>	<p>BY-Novopolotsk</p>	<p>Małgorzata Grudzińska, Katarzyna Fus, Agnieszka Polewczyńska incoming students e-mail: incoming@erasmus.umk.pl</p> <p>Marta Błaszczyk outgoing students, placements outgoing@erasmus.umk.pl</p> <p>Martyna Malec outgoing students, outgoing/incoming placements e-mail: outgoing@erasmus.umk.pl e-mail: placement@erasmus.umk.pl</p> <p>Paulina Gyrkow, Aleksandra Laskowska (medical sciences) e-mail: erasmus@cm.umk.pl Department of Projects and International Cooperation, Collegium Medicum in Bydgoszcz, Poland ul. Jagiellońska 13 85-067 Bydgoszcz tel. (+48 52) 585-36-91</p> <p>Head of the International Office: Mr. Sjarhei Plashkun 29 Blokhin str., Novopolotsk 211440 Belarus. Email: sjarhei.plashkun@gmail.com International Office Academic Exchange Officer Phone: +375 214 536340 Ms. Volha Kuchyna Phone: +375 214 536340 Fax: +375 214 534263 e-mail: o.s.kuchina@gmail.com</p>	<p>Semester dates: http://www.umk.pl/en/erasmus/downloads/</p> <p>The University website: https://www.psu.by/en/</p>	
<p>Faculty of Economic Sciences and</p>	<p>PL TORUN01</p>	<p>Faculty coordinator: Dr Aranka Ignasiak-</p>	<p>Dr Aranka Ignasiak-Szulc Email: international.econ@umk.pl</p>	<p>http://www.econ.umk.pl</p>

Management		Szulc- Vice-Dean for International Relations and Development	Phone: 00 48 56 611 4783	
Faculty of Finance and Economics	BY-Novopolotsk	Faculty coordinator: Dr. Marina Slonimskaya	Phone: 8 0214 59 95 60	https://www.psu.by/en/faculties/faculty-of-finance-and-economics/departments-of-business-accounting-and-finance-logistics-and-management

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 [average duration*]	Student Mobility for Traineeships*
PL TORUN01	BY-Novopolotsk	041	Business	0	0
	
BY-Novopolotsk	PL TORUN01	041	Business	1 st or 2 nd	2 students x 5 months	0
	

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>

[*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	BY- Novopolot sk	041	Business	2 (2 x 5 days)	1 (2 x 5 days)
	
BY- Novopolot sk	PL TORUN01	041	Business	2 (2 x 5 days)	2 (2 x 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	Optional: Subject	Main language	Additional language	Recommended language of instruction level ⁶
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⁶ See Common European Framework of Reference for Languages

[Erasmus code or city]	area	of instruction	of instruction	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	Polish	English	B2	B2
BY-Novopolotsk	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.
- 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:

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

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 Relations 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:

Department of International Cooperation in Torun, +48 56 6114928
incoming@erasmus.umk.pl

Department of Projects and International Cooperation 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.

BY-Novopolotsk:

The list of Erasmus coordinators at PSU is available at

<https://www.psu.by/en/university/89-structural-units/53-international-office>

The International Office bears responsibility of arranging an invitation letter for the incoming mobility students to get Belarusian visas. The International Office also assists the outgoing students with submitting documents for a visa. The application for the mobility grant is submitted by the outgoing students to the International Office, who collects all the application packs of outgoing students and passes it over to the Academic Decision Board (3 people from the rector's office) who decide on the best candidates. Then the applicants are notified. The same procedure applies to the staff mobility.

Students will have to submit an application pack to compete for a mobility grant, which will include:

(1) a CV (Europass format); (2) a motivation letter; (3) choice of courses offered by the host university; (4) academic plan of mobility; (5) a copy of their academic record; (6) a

language certificate; and (7) 2 reference letters from the home university. When a student has been selected to get a mobility grant, (s)he gets in touch with the Erasmus+ coordinator at the host institution to ask for an invitation letter for a visa, and discuss the accommodation and insurance issues.

Staff have to submit an application pack to compete for a mobility grant, which will include: (1) a CV (Europass format); (2) a motivation letter; (3) list of courses (s)he offers to teach during the mobility (teaching mobility) or list of things (s)he wants to get trained in (training mobility); and (4) 2 reference letters from the home university. When a staff member has been selected to get a mobility grant, (s)he gets in touch with the Erasmus+ coordinator at the host institution to ask for an invitation letter for a visa, and discuss the accommodation issues.

The following selection criteria will be employed by the joint selection board during the selection period:

A. Students:

1. List of subjects taken during the bachelor or master levels with grades obtained;
2. Educational background and potential of the candidate;
3. Excellence criteria: experience in practical or laboratory; additional training/ courses/ workshops (which are not a part of a regular study programme); participation in conferences and/or publishing of papers in peer reviewed research journals; international or work experience;
4. Contribution to academic and research development at the home institution;
5. Motivation for academic mobility and self-development after the mobility period abroad;
6. Gender/economic background balance: the Board may choose between two equally excellent candidates the one who will favour the gender or economic background balance.

B. Staff:

1. List of qualifications and positions held;
2. List of subjects taught at the home institution;
3. Professional development and motivation level;
4. Excellence in teaching and research, contribution to academic and research development at the home institution;
5. Motivation for academic mobility and self-development after the mobility period abroad.

Before the mobility the International Office arranges accommodation for the incoming students and informs the incoming students on how to get to the University and accommodation places arranged.

The office will also arrange invitation letters for the incoming students to get Belarusian visas in time.

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
BY-Novopolotsk	1 st September Application deadline: 1 st July	1 st February Application deadline: 15 th December

[* 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.]

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

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

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.	

At Polotsk State University, BY-Novopolotsk:

Student performance in the study is evaluated on the basis of individual academic marks (grades) not based on a statistical basis (similar to the system used at the University College of Teacher Education Carinthia).

The following marks (grades) are used in the Belarusian system of higher education:

1 full academic year = 60 credits ECTS
1 semester = 30 credits

The Belarusian grading scale is from 0 to 10.
10, 9 – Excellent; 8 – Very good; 7,6 – Good; 5 – Satisfactory, 4 – Pass, 3 – Fail

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 Torun campus tel. +48 56 611 4928 erasmus@cm.umk.pl Collegium Medicum in Bydgoszcz tel. +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/
BY-	International Office 29 Blokhin str.,	Belarusian Ministry for Foreign

Novopolotsk	Novopolotsk 211440 Belarus Telephone: +375 (214) 50-57-09 Fax: +375 (214) 50-57-09 E-mail: inter.office.psu@gmail.com	Affairs: http://mfa.gov.by/en/visa/procedure/visa/
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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 or city]	Contact details (e-mail, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Torun campus tel. +48 56 611 4928 erasmus@cm.umk.pl Collegium Medicum in Bydgoszcz tel. +48 52 585 3691	http://www.umk.pl/en/erasmus/life/guide/issues/#A2
BY- Novopolotsk	International Office 29 Blokhin str., Novopolotsk 211440 Belarus Telephone: +375 (214) 50-57-09 Fax: +375 (214) 50-57-09 E-mail: inter.office.psu@gmail.com	

4. Housing

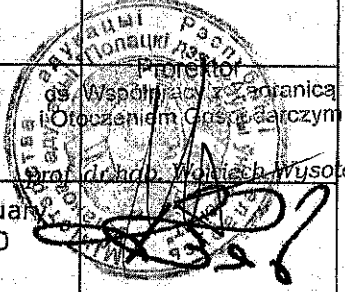

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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 Torun campus	http://www.umk.pl/en/erasmus

	tel. +48 56 611 4928 erasmus@cm.umk.pl Collegium Medicum in Bydgoszcz tel. +48 52 585 3691	http://www.umk.pl/en/erasmus/life/guide/accommodation/
BY- Novopolotsk	International Office 29 Blokhin str., Novopolotsk 211440 Belarus Telephone: +375 (214) 50-57-09 Fax: +375 (214) 50-57-09 E-mail: inter.office.psu@gmail.com	

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL TORUN01	Prof. dr hab. Wojciech Wysota Vice-Rector for International and Business Cooperation	23/01/ 2020	 Prof. dr hab. Wojciech Wysota
BY- Novopolotsk	Prof. Dzmitry Lazouski Rector	15 January 2020	

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