



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021² 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		International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Torun, Poland; tel/fax: +48 56 6114929, tel. 611 - 4928, -2246 Ewa Dąbkowska-Rybicka (ewader@umk.pl) - Erasmus Institutional Coordinator (STA, STT) Małgorzata Grudzińska	ERASMUS Incoming Information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: 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>(incoming@erasmus.umk.pl) - incoming students Marta Wiśniewska Marta Błaszczak (outgoing@erasmus.umk.pl); outgoing students Martyna Małec (malec@umk.pl) - placements</p> <p>Paulina Gyrkow e-mail: erasmus@cm.umk.pl Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91</p>	/erasmus/downloads/
Faculty of Economic Sciences and Management	PL TORUN01	Vice-Dean for International Relations: Prof. A. Glińska-Noweś	Aldona Glińska-Noweś e-mail: International.econ@umk.pl tel. 00 48 56 611 4783	http://econ.umk.pl/ http://econ.umk.pl/web/en/erasmus-program1
UNIVERSITY OF SARAJEVO	SARAJEVO		Head of International Office at University level: Jasna Bosnjovic, PhD jasna.bosnjovic@unsa.ba tel. +387 33 565 116	http://www.erasmus-unsa.ba/
School of Economics and Business (SEBS)	SARAJEVO	Vice-Dean for Academic Affairs and International Cooperation	Profesor Jasmina Selimovic, PhD jasmina.selimovic@efsa.unsa.ba +387 33 275 906	http://www.efsa.unsa.ba/international/
		Head of International Office at SEBS	Vanja Kenjic, PhD vanja.kenjic@efsa.unsa.ba +387 33 564 364	

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.]

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*):
<http://www.unesco.org/Education/Pages/International-standard-classification-of-education.aspx>

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 Trainees hips* [Not relevant]
PL TORUN01	SARAJEVO	0311 041	Economics (0311), Management, Applied Business	1 st or 2 nd	2 (2x5 months)	
SARAJEVO	PL TORUN01	0311 041	Economics (0311), Management, Applied Business	1 st or 2 nd	2 (2x5 months)	

[*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 traineeships; 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	SARAJEVO	0311 041	Economics (0311), Management, Applied Business	2 (2 x 5 days)	2 (2 x 5 days)
SARAJEVO	PL TORUN01	0311 041	Economics (0311), Management, Applied 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 [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	Business	Polish	English	B2	B2
SARAJEVO	041	Bosnian/Croatian/Serbian and English language	Bosnian/Croatian/Serbian and English language	English B1+ (min B2 for studying in English)	

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@crm.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

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.

University of Sarajevo, School of Economics and Business (SEBS)

1. Nomination and application

- Application documents received after application deadlines will not be accepted.
- In case, if the application documents aren't in Bosnian/Serbian/Croatian language, the applicants have to add the authorized translation into English.
- Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty/school (<http://www.erasmus-uns.ba/contacts/>)
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.

2. Organizational costs

- According to the Erasmus+ International Credit rules, the grant should be shared amongst the participating institutions concerned on a mutually acceptable basis decided upon by the partners.⁸

- In the case of national mobility consortia, this grant can be shared among all the national members according to rules that they will have agreed among themselves. For mobility between Partner and Program Countries, the organizational support grant will be shared by the partners concerned on a mutually acceptable basis decided upon by the participating institutions.⁹

Erasmus students interested in writing a final BA-/MA-/PhD-thesis at SEBS should ask a respective coordinator to get an approval to do so. Note: SEBS is not offering mentors or ECTS points for writing of BA-/MA-/PhD final thesis. Student only can perform the research needed for thesis and can collect 6 ECTS credits for research. Final theses need to be graded by the home institution/not by SEBS.

University of Sarajevo attempts at facilitating the Erasmus exchange students with disabilities or permanent illnesses.

http://unsa.ba/s/index.php?option=com_content&task=blogcategory&id=190&Itemid=396&lang=en
glish

The sending institution shall nominate the selected students and staff for mobility at School of Economics and Business, University of Sarajevo (SARAJEVO) by sending the following obligatory documents to International Office:

Compulsory documents for nomination of the selected candidates:

1. Nomination Letter, signed and stamped by the sending institution (students and staff)
2. The selection documents of the approved candidates (students and staff)

Additional documents after the nomination for students:

1. Application form;
2. ERASMUS+ Learning Agreement;
3. Copy of passport/travel document for visa issuance;
4. Birth (original/certified copy) and Nationality/Citizenship Certificate (original/ certified copy);
5. Transcript of records (signed and stamped by an authorized person);
6. Certificate of enrolment at home institution for current semester.

The documents shall be sent by e-mail to the SEBS International Office.

Additional documents after the nomination for staff:

1. Application form;
2. ERASMUS+ Mobility Agreement for Teaching;
3. Copy of passport/travel document
4. CV
5. The documents shall be sent by e-mail to the SEBS International Office.

⁸see Erasmus+ International Credit Mobility Quick reference guide for selected higher education institutions in Partner Countries

⁹see Erasmus+ Programme Guide, Page 45

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
PL TORUN01	June, 1st	November, 1st
SARAJEVO	30 th of April	30 th of November

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

2. The receiving institution will send its decision within [4] 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 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 2017 will only take effect as of 1 September 2018+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' guide¹⁰. 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).

¹⁰ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 *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	
Zaliczenie / Pass	Participation; i.e. the student has successfully and regularly attended the course.		

University of Sarajevo, School of Economics and Business (SARAJEVO):

The University of Sarajevo, School of Economics and Business (SEBS) 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).

University of Sarajevo

The following scale is used for all types of evaluations/examinations:

Grade	Meaning	Corresponding ECTS grade
A - 10	excellent	A
B - 9	very good	B
C - 8	good	C
D - 7	laudable	D
E - 6	satisfactory	E
FX - 5	unsatisfactory	F/FX- fail
<i>one semester</i>		<i>one full academic year</i>
30 ECTS credits		60 ECTS credits

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)	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs

	erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	www.ms.gov.pl/en/travel_to_poland/
SARAJEVO	Service for Foreigners' Affairs	http://sps.gov.ba/potrebni-dokument/?lang=en +387 33 772 950 Ministry of Security Service for Foreigners' Affairs Braće Mulića bb, 71000 Sarajevo.

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
SARAJEVO	Vanja Kenjić vanja.kenjic@efsa.unsa.ba Phone (+387) 33 / 564 364	http://www.efsa.unsa.ba/international/

4. Housing

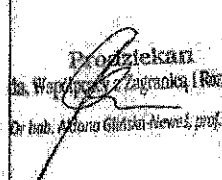


The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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/

SARAJEVO	Student Accommodation Service +387 (033)569-740 direkcija@student-centar.ba	http://www.student-centar.ba/
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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL TORUN01	Professor A. Glińska-Neweś Vice-Dean for International Relations	11.01.2017	 Prof. dr hab. Anna Glińska-Neweś, prof. UMK Dziekan ds. Współpracy z Zagranicą i Rocznicą
SARAJEVO	Professor Kemal Kozarić, PhD Dean of School of Economics and Business, University of Sarajevo	11.01.2017.	 

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

Note:

xxxx - to be filled in or updated by the Partner University side

yyyy - to be filled in or updated by the Partner University side

24.01.2017

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i Otoczeniem Gospodarczym
prof. dr hab. Wojciech Wysota