

**Erasmus+ Programme  
Higher Education Student and Teaching Staff Mobility**

**Inter-institutional agreement 2018-2023**

between

**NICOLAUS COPERNICUS UNIVERSITY, Torun, Poland  
and  
SHAHREKORD UNIVERSITY, Shahrekord, Iran**

The named below agree to cooperate for the exchange of students and/or teaching 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 organization 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**

<b>Full name of the institution / country</b>	<b>Erasmus code or city<sup>1</sup></b>	<b>Name of the contact person</b>	<b>Contact details (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
<p><b>Uniwersytet Mikołaja Kopernika w Toruniu</b> <i>(Nicolaus Copernicus University in Toruń)</i></p> <p>Hereinafter referred to as NCU</p>	PL TORUN01		<p><b>International Programmes Office :</b> ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246</p> <p><b>Marta Wiśniewska</b> <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> Erasmus Institutional Coordinator (STA , STT)</p> <p><b>Małgorzata Grudzińska</b> <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> -Incoming Students</p> <p><b>Marta Błaszczyk</b> <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> – Outgoing Students</p> <p><b>Martyna Malec</b> <a href="mailto:malec@umk.pl">malec@umk.pl</a> - Placements</p> <p><b>Dr hab. Przemysław Charzyński</b> <a href="mailto:pecha@umk.pl">pecha@umk.pl</a> - Faculty Member, faculty of earth Sciences</p>	<p>ERASMUS incoming information: <a href="http://www.umk.pl/en/erasmus/students/">http://www.umk.pl/en/erasmus/students/</a></p> <p>Lecture catalogue: <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a></p> <p>Semester dates: <a href="http://www.umk.pl/en/erasmus/downloads/Academic-calendar-2017-18.pdf">http://www.umk.pl/en/erasmus/downloads/Academic-calendar-2017-18.pdf</a></p> <p>Faculty of Earth Sciences: <a href="http://geo.umk.pl/en/studia/erasmusplus">http://geo.umk.pl/en/studia/erasmusplus</a></p> <p><a href="https://sites.google.com/site/charzynskiprzemyслав/">https://sites.google.com/site/charzynskiprzemyслав/</a></p>

<p><b>Shahrekord University</b> Hereinafter referred to as SKU</p>	<p>Shahrekord University, Shahrekord</p>		<p><b><u>Agreement Responsibility - Writing, Review, Legal and Renewals:</u></b></p> <p>Dr. Saeed Karimi, President of Shahrekord University, Telephone: +98 38-32324410 Email: saeid45@yahoo.com</p> <p><b><u>International and Scientific Cooperation Office:</u></b></p> <p>Dr. Mohsen Bahmani, Head of International and Scientific cooperation office. P.O. Box 115, Zip Code: +98 8818634141 Telephone: +98 38-32321648 E-mail: mohsen.bahmani@sku.ac.ir</p> <p><b><u>Faculty Member:</u></b> Dr. Mohammadhassan Salehi, Soil Science Department, Faculty of Agriculture, E-mail: Salehi@agr.sku.ac.ir</p>	<p>International and Scientific Cooperation Office:</p> <p><a href="https://www.sku.ac.ir/en/Office/SICG">https://www.sku.ac.ir/en/Office/SICG</a></p> <p>International Student and Study Abroad Centre:</p> <p><a href="https://www.sku.ac.ir/en/Office/SICG">https://www.sku.ac.ir/en/Office/SICG</a></p> <p>International Student Guide:</p> <p><a href="https://www.sku.ac.ir/en/Office/SICG">https://www.sku.ac.ir/en/Office/SICG</a></p> <p>Course and Program Catalogue 2017-2018:</p> <p><a href="https://www.sku.ac.ir/Shahrekord-Courses">https://www.sku.ac.ir/Shahrekord-Courses</a></p> <p>Academic Calendar 2017-2018:</p> <p><a href="https://sku.ac.ir">https://sku.ac.ir</a></p> <p>Faculty of Agriculture</p> <p><a href="https://www.sku.ac.ir/en/Faculty/agriculture">https://www.sku.ac.ir/en/Faculty/agriculture</a></p> <p>Soil Department:</p> <p><a href="https://www.sku.ac.ir/en/Department/soil-science">https://www.sku.ac.ir/en/Department/soil-science</a></p>
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## B. Mobility numbers per academic year

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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	Student Mobility for Traineeships*
PL TORUN01	Shahrekord University, Shahrekord	4435	Soil and Water Sciences & Environmental Sustainability	3 <sup>rd</sup>	2 students/ term	n/a
Shahrekord University, Shahrekord	PL TORUN01	4435	Soil and Water Sciences & Environmental Sustainability	2 <sup>nd</sup> or 3 <sup>rd</sup>	4 students/ term	n/a

In every academic year, for the duration of this agreement, each institution will accept undergraduate and/or graduate students to fill a maximum of four (4) term placements pending on Erasmus + funding. Two (2) exchange students enrolling for one term of study each is equivalent to one exchange student enrolling for two (2) terms of study.

At the SKU, the academic period of study is divided into the following terms:

- Fall Term – End of September to January
- Spring Term – February to the mid- June

At NCU, the academic period of study is divided into the following two (2) terms:

- Winter Term – Early October to the end of January
- Spring Term – End of February to the end of June

The SKU and NCU will strive to keep the exchange in balance over a two (2) year period, and will endeavour to correct any imbalances in future years.

Students may do course work, research or a combination thereof. The option of a research opportunity is dependent upon the availability of suitable faculty supervisors for the duration of the exchange, and the host institution will make this determination.

Students conducting research at the SKU may be required to take ethics and safety training.

Participating students under the terms of the agreement shall be enrolled as non-degree or visiting students at the host institution for the duration of the exchange.

All participating students in this exchange are required to maintain insurance coverage, particularly health and accident insurance for the time spent abroad.

A student's stay at the host institution shall not exceed one academic year or twelve (12) months in duration.

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [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	Staff Mobility for Training
PL TORUN01	Shahrekord University, Shahrekord	4435	Soil and Water Sciences & Environmental Sustainability	3 x 5 days	1 x 5 days
Shahrekord University, Shahrekord	PL TORUN01	4435	Soil and Water Sciences & Environmental Sustainability	2 x 5 days	2 x 5 days

For the implementation of Erasmus Staff Teaching Mobility (STA) incoming NCU staff to the SKU is required to obtain an invitation letter from the International and Scientific Cooperation Office(ISCO) from the SKU and coordinate their mobility through International and Scientific Cooperation Office(ISCO).

For the implementation of STA incoming SKU staff to NCU is required to provide the Faculty Coordinator with proof of invitation letter within a reasonable timeframe and the Faculty Coordinator at NCU will in turn make stay arrangements.

### 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 English language skills at the start of the study or teaching period.

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruc- tion	Additional language of instruc- tion	Minimum English language proficiency requirements	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01	Soil and Water Sciences & Environmental Sustainability	Polish	English	B2	B2
Shahrekord University, Shahrekord	Soil and Water Sciences & Environmental Sustainability	Farsi	English	B2	B2

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**

As a result of this agreement neither party will incur any financial obligations resulting from actions of the other party without a prior agreement in writing to accept specific financial obligations.

Each Institution hereby certifies that it has sufficient insurance, or assets to self-insure in support of this indemnification obligation. Such insurance shall provide coverage for negligent acts, errors, or omissions and provide protection against bodily injury or property damage claims. It is expressly understood that each party shall be solely responsible for its own actions and such insurance/ collateral shall not extend to protect any other party.

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

[https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

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

- 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 support, guidance and advice on entry requirements to host country, 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 guidance 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 organizational 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.
- The host institution shall provide the home institution with official transcripts of the exchange students' academic performance. If students participating in the exchange would like a copy for personal use, they must formally request a transcript from the host institution, and shall be responsible for paying any fees charged for issuing transcripts.
- 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 is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

### **E. Additional requirements**

#### **PL TORUN01 :**

At the NCU inbound and outbound student mobility is coordinated through the International Programmes Office (IPO):

<http://www.umk.pl/en/erasmus/coordinators/>

Shahrekord University, SKU students who wish to take courses offered through a faculty other than the Faculty of Earth Sciences at NCU through this Erasmus agreement needs to obtain approval from the coordinator/dean of the respective NCU faculty.

- Shahrekord University, Shahrekord graduate students interested in writing a final B.A., B.Sc., M.A., M.Sc. thesis or Ph.D. dissertation at NCU through this Erasmus agreement should obtain approval from their supervisor and Department Head as well as international and Scientific Cooperation Office. Final theses and dissertations need to be defended at Shahrekord University, Shahrekord.
- NCU makes an effort to accommodate exchange students with disabilities and/or permanent illnesses. The International Programmes Office in cooperation with the Office for Students with Disabilities at NCU makes an effort to meet special needs:

<http://www.umk.pl/en/erasmus/students/applying/disabled/>

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:

<http://www.umk.pl/en/erasmus/life/guide/issues/#A2>

Health and safety is a high priority at NCU, therefore during Orientation Weeks NCU offers exchange students an emergency information package. NCU also provides students with a psychological help during their Erasmus stay in Torun.

Students can obtain access to an English speaking psychologist by emailing:  
[counselling@erasmus.umk.pl](mailto:counselling@erasmus.umk.pl)

### **Shahrekord University:**

At the Shahrekord University both inbound and outbound student mobility is coordinated through the International and Scientific Cooperation Office (ISCO):

<https://www.sku.ac.ir/en/Office/SICG>

All outbound Shahrekord University's students and teaching staff participating in Erasmus mobility must comply with the Policy on International Travel Risk Management including registering with the International Travel Registry (ITR).

NCU students wishing to participate in Erasmus mobility at the SKU shall be in good academic standing with their home institution.

Undergraduate students will have completed a minimum of one year of full-time study at the home institution prior to participation in the exchange. Some programs might require the completion of two (2) years of full time study.

NCU graduate students interested in writing a final B.A., B.Sc., M.A., M.Sc. thesis or Ph.D. dissertation at the SKU through this Erasmus agreement should obtain approval from their supervisor and Department Head. Final theses and dissertations need to be defended at NCU.

The Shahrekord University will make an effort to accommodate individuals requiring accommodation based on disability, religion, family status and gender identity. We encourage students requiring such accommodation(s) to register with Access and Equity Services:

<https://www.sku.ac.ir/Managements/ShowPage.aspx?ID=4081&ManagementID=1004>

At Shahrekord University, Student Wellness Centre offers urgent and non-urgent physical and mental

health care to Shahrekord University, Shahrekord students:

<https://sku.ac.ir>

## **F. Calendar**

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

Receiving institution	Autumn term	Spring term
PL TORUN01	June, 1st	November, 1st
Shahrekord University	April 1st	October 1st

- The receiving institution will send its decision within three (3) weeks.
- A Transcript of Records will be issued by the receiving institution no later than four (4) weeks after the assessment period has finished at the receiving HEI.
- This Erasmus inter-institutional agreement shall remain in effect for a period of four (4) years from the date it is signed. It may be amended, subject to the formal approval of the amendments by the authorized representatives of each institution.
- Either party may terminate this Erasmus inter-institutional agreement at any time during the term specified herein, provided at least one year written notice is provided to the other party. In the case of early termination of the agreement, the parties agree that any previously approved exchange shall continue and be completed as if the agreement had remained in force.

## G. Information

### 1. Grading systems of the institutions

#### At PL TORUN01:

NCU follows the European Credit Transfer System (ECTS) scheme, which means that credit units are allocated to course units, lectures, practical works, etc. at each faculty. Under the ECTS, 60 credit units can be obtained for the successful completion of a full time course load during an academic year and 30 credits are obtained for the successful completion of a full time course load in a given term.

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 earn half (0.5) marks indicated through a + or – sign.

Some courses are evaluated on a *zal.* or *zaliczenie* (EN. ‘pass’) basis indicating that the student has successfully and regularly attended the course and passed the class.

Uniwersytet Mikołaja Kopernika w Toruniu	ECTS	
	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.	

At Shahrekord University:



The Shahrekord University grading system is that Iranian grading system which is similar to that of France's in secondary schools and universities; the passing grade is 10. Iranian grades are not convertible to the 4.0 scale GPA directly. Usually a grade of more than 16/20 is considered excellent. The following table is most commonly used by world institutions and universities to convert from the Iranian grading system.

Grades at the SKU are expressed through a system on a scale from 0 to 20. The minimum passing grade for all courses at the SKU is 10.

Grade	Scale 1	Scale 2	Description	Mentioned
16-20	A	4	Excellent	Highest distinction
14-15.99	B	3	Very Good	Higher distinction
12-13.99	C	2	Good	Distinction
10-11.99	D	1	Acceptable	
0-9.99	F	0	Fail	

## 2. Visa

The sending and receiving institutions will provide support, guidance and advice when required, on entry requirements 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	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<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>
Shahrekord University, Shahrekord	Iran Ministry of Foreign Affairs  <a href="mailto:info@mfa.gov.ir">info@mfa.gov.ir</a> Tel.: +98 21-66739191	<a href="http://en.mfa.ir">http://en.mfa.ir</a>  <a href="http://www.mfa.gov.ir/index.aspx?fkeyid=&amp;siteid=452&amp;pageid=27704">http://www.mfa.gov.ir/index.aspx?fkeyid=&amp;siteid=452&amp;pageid=27704</a>

## 3. Insurance

The sending and receiving institutions will provide guidance 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	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>
Shahrekord University, Shahrekord	International and Scientific Cooperation Office <a href="mailto:isco_sku@yahoo.com">isco_sku@yahoo.com</a> <a href="mailto:intl_ofic@cha.sku.ac.ir">intl_ofic@cha.sku.ac.ir</a> Tel.: +98 38-32321648	<a href="http://ihio.gov.ir/portal/Home/Default.aspx?CategoryID=6aca54d3-3152-4b7d-ae37-61eee4c803be">http://ihio.gov.ir/portal/Home/Default.aspx?CategoryID=6aca54d3-3152-4b7d-ae37-61eee4c803be</a>

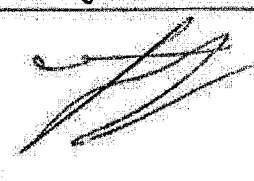
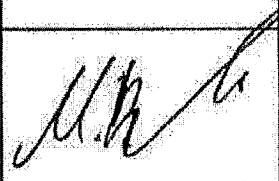
#### 4. Housing


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 or city]	Contact details (e-mail, phone)	Website for information
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a>
Shahrekord University, Shahrekord	International and Scientific Coopération Office  <a href="mailto:isco_sku@yahoo.com">isco_sku@yahoo.com</a> <a href="mailto:intl_ofic@cha.sku.ac.ir">intl_ofic@cha.sku.ac.ir</a> Tel.: +98 38-32321648	International and Scientific Coopération Office : <a href="https://www.sku.ac.ir/Office/SICG">https://www.sku.ac.ir/Office/SICG</a>

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL TORUN01	<b>Vice-Rector for for International Cooperation and Economic Environment Liaison Professor Wojciech Wysota</b>	08.01. 2019	Prorektor ds. Współpracy z Zagranicą i Otoczeniem Gospodarczym prof. dr hab. Wojciech Wysota
Shahrekord University, Shahrekord	<b>Vice- Chancellor of Research and Technology Prof. Dr. Reza Khoshsiar</b>	Oct. 15. 2018	
Shahrekord University, Shahrekord	<b>Head of International and Scientific Coopération Office Dr. Mohsen Bahmani</b>	Oct. 15 2018	

<p><b>Institution stamp</b></p> <p>Uniwersytet Mikołaja Kopernika w Toruniu 87-100 Toruń, ul. Gagarina 11 NIP 879-017-72-91 REGON 000001324 (1813)</p>	<p><b>Institution stamp</b></p> 
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