



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-2021² 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 Toruń)	PL TORUN01		Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 - 4928, -2246 Ewa Derkowska-Rybicka (ewader@umk.pl) - Erasmus	ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en

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

² Higher education institutions have to agree on the period of validity of this agreement.

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

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

			<p>Institutional Coordinator (STA, STT)</p> <p>Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students</p> <p>Marta Wiśniewska Marta Błaszczuk (outgoing@erasmus.umk.pl); outgoing students</p> <p>Martyna Małec (małec@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>	<p>/erasmus/courses/</p> <p>Semester dates: http://www.umk.pl/en/erasmus/downloads/</p>
Faculty of Economic Sciences and Management	PL TORUN01	<i>Vice-Dean for International Relations: Prof. A. Glińska-Noweś</i>	<p>Aldona Glińska-Noweś e-mail : international.econ@umk.pl tel. 00 48 56 611 4783</p>	<p>http://econ.umk.pl/</p> <p>http://econ.umk.pl/web/en/erasmus-program1</p>
Modern University for Business and Science (M.U.B.S)	<i>Beirut</i>	<i>Nidal Nassar</i>	<i>Mobility Coordinator</i>	http://www.mubs.edu.lb/en/academics_mubs/catalogue.aspx
Modern University for Business and Science	<i>Beirut</i>	<i>Professor Bassem Kaissi</i>	<i>Institutional Contact Person</i>	http://www.mubs.edu.lb/oia/index/about.aspx

B. Mobility numbers⁵ per academic year

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

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

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant]
PL TORUN01	Beirut	041	Business	1 st or 2 nd or 3 rd	3 students x 5 months [15 months in total]	
Beirut	PL TORUN01	041	Business	1 st or 2 nd or 3 rd	3 students x 5 months [15 months in total]	

*[*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.]*

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>

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 <i>[total number of days of the teaching periods or average duration*]</i>	Staff Mobility for Training *
PL TORUN01	Beirut	041	Business	3 (3 x 5 days)	3 (3 x 5 days)
Beirut	PL TORUN01	041	Business	3 (3 x 5 days)	3 (3 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 <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
PL TORUN01	Business	English	Polish	B2	B2
M.U.B.S Beirut	Business	English		B2	B2

⁶ See Common European Framework of Reference for Languages

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:

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

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

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
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 MUBS- Beirut:

The university grading system uses a series of letters to which grade quality points are assigned.

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

Grade	Quality Points
A+	4.0
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D and D-	1
F	0

- Grade A indicates work of excellent quality. It is valued at four quality points for each credit hour.
- Grade B indicates work of good quality. It is valued at three quality points for each credit hour.
- Grade C indicates a satisfactory achievement. It is valued at two quality points for each credit.
- Grade D indicates the minimum passing grade, and is indicative of poor performance. It is valued at one quality point for each credit hour.
- Grade F indicates an unsatisfactory performance in the course. It has zero quality points. No credit will be added to the student's record.

2. Visa

The sending and receiving Institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/
M.U.B.S - Beirut	Nidal Nassar (9611371885) Nidal.nassar@mubs.edu.lb	http://mubs.edu.lb/oia/index/about.aspx

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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 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
M.U.B.S - Beirut	Nidal Nassar Nidal.nassar@mubs.edu.lb 9611371885	http://mubs.edu.lb/oia/index/about.aspx

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/

M.U.B.S - Beirut	Nidal Nassar Nidal.nassar@mubs.edu.lb 9611371885	http://mubs.edu.lb/oia/index/about.aspx
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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL TORUN01	Professor Wojciech Wysota Vice-Rector for International Cooperation and Economic Environment Liaison	21 Nov. 2018	Proroktor ds. Współpracy z Zagranicą i Otoczeniem Gospodarczym prof. dr hab. Wojciech Wysota
M.U.B.S - Beirut	Professor Bassem Kaissi Vice President for International Affairs	21 Nov. 2018	 M.U.B.S Modern University for Business & Science الجامعة الحديثة للإدارة والعلوم

* 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.