



## Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2018-2021<sup>2</sup> between institutions from programme and partner countries

#### [Minimum requirements]<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 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 <sup>4</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
NORTHWESTERN STATE UNIVERSITY OF LOUISIANA The United States of America	NATCHITOC HES		International Student Resource Center www.nsula.edu/international ph: +1(318) 357-5939  Dr. Marcus Jones marcusj@nsula.edu  Executive Vice President for University Affairs	www.nsula.edu www.nsula.edu/international Course Catalogue: http://connect.nsula.edu/prod/bw

<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.

			<b>Dr. Telba Espinoza-Contreras</b> Director, International Student Resource Center & Study Abroad	ckctig_p_disp_cat _term date
Uniwersytet Mikołaja Kopernika Toruniu  (Nicolaus Copernicus University Toruń)	PL TORUN01  w  in		Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax: +48 56 6114929, tel. 611 - 4929, -2246  Ewa Dąrkowska-Rybicka (ewader@umk.pl) - Erasmus Institutional Coordinator (STA, STT)  Małgorzata Grudzińska (incoming@erasmus.umk.pl) - Incoming students  Marta Wiśniewska Marta Błaszczuk (outgoing@erasmus.umk.pl); outgoing students  Martyna Malec (malec@umk.pl) - placements  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	ERASMUS Incoming Information:  <a href="http://www.umk.pl/en/erasmus/">http://www.umk.pl/en/erasmus/</a>  Lecture catalogue:  <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a>  Semester dates:  <a href="http://www.umk.pl/en/erasmus/downloads/">http://www.umk.pl/en/erasmus/downloads/</a>
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 4763	<a href="http://econ.umk.pl/">http://econ.umk.pl/</a>  <a href="http://econ.umk.pl/web/en/erasmus-program1">http://econ.umk.pl/web/en/erasmus-program1</a>

### B. Mobility numbers<sup>5</sup> 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]	TO <sup>7</sup> [Erasmus]	Subject area	Subject area name	Study cycle [short]	Number of student mobility periods
------------------------	------------------------------	-----------------	----------------------	---------------------------	---------------------------------------

<sup>5</sup> 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>

or city of the sending institution]	code or city of the receiving institution]	code * [ISCED 2013]	*	cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> *	Student Mobility for Studies <i>[total number of months of the study, periods or average duration*]</i>	Student Mobility for Traineeships* <i>[Not relevant]</i>
PL TORUN01	NATCHITOC HES	041	Business	1 <sup>st</sup> or 2 <sup>nd</sup> or 3 <sup>rd</sup>	3 students x 5 months [15months in total]	
NATCHITOC HES	PL TORUN01	041	Business	1 <sup>st</sup> or 2 <sup>nd</sup> or 3 <sup>rd</sup>	3 students x 5 months [15months 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.]*

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 <i>[total number of days of the teaching, periods or average duration*]</i>	Staff Mobility for Training *
PL TORUN01	NATCHITOC HES	041	Business	3 (3 x 5 days)	3 (3 x 5 days)
NATCHITOC HES	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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	Business	English	Polish	B2	B2
NATCHITO CHES	Business	English	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**<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,

<sup>6</sup> See Common European Framework of Reference for Languages

<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.

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](mailto:incoming@erasmus.umk.pl)  
International Programmes Department in Bydgoszcz, +48 52 5853691 [erasmus@cm.umk.pl](mailto: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 Toruń.

#### **Contact:**

an English-speaking psychologist [counselling@erasmus.umk.pl](mailto: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.

### **Northwestern State University of Louisiana**

#### **Student mobility**

##### **Nomination:**

The institution of origin must send a list of the exchange students selected to study at Northwestern State University by e-mail ([contrerast@nsula.edu](mailto:contrerast@nsula.edu)). The information required is the following:

- **Student's first and last names**
- **Subject area of study**
- **Official student's e-mail address**
- **Specific semester of attendance:**
  - First semester (August – December) of YYYY



- o Second semester (January – May) of YYYY

**Application Procedure and Admission:**

1. The ISRC will send out an e-mail to the students with the application packet and instructions.
2. Each student must complete the application packet and send it electronically to the International Student Resource Center. If students are unable to provide proof of English proficiency, they will need to make an appointment with the ISRC for a video-conference call.
3. The NSU Office of Admissions will admit each student as non-degree seeking visitor student.
4. Once admitted, an NSU ID number will be created for each student.
5. The ISRC will create the form DS-2019 (Certificate of Eligibility for Exchange Visitor Status J-Nonimmigrant). The original DS-2019 form will be mailed to the International office of the home institution.
6. Once the student has the SEVIS number created with the form DS-2019, the student must pay the SEVIS I-901 Fee at <https://www.fmjfee.com/i901fee/index.html> before the visa interview. A receipt of this payment must be taken to the visa interview.
7. The students will need to schedule a VISA appointment at the nearest US Embassy. For more information on the J-1 VISA application process, please visit; <https://travel.state.gov/content/travel/en/us-visas/study/exchange.html>.
8. Students must notify the ISRC whether the visa was approved or denied.
9. The ISRC will send an e-mail with instructions to search and choose the courses that they will take at NSU.
10. Students will notify the ISRC via e-mail on what courses they want to take and the ISRC will do the initial registration of classes.
11. The ISRC will send an e-mail confirming the student's username and password.
12. Students must notify the ISRC of their travel dates and arrangements, so the airport pick up can be accommodated. In order for the ISRC to arrange an airport pick-up the student must arrive at either 1) Alexandria International Airport (Louisiana), or 2) Shreveport Regional Airport (Louisiana). Students have also arrived at Louis Armstrong New Orleans International Airport and then have taken a Greyhound Bus to travel to Alexandria, Louisiana, where the ISRC can pick them up.
13. J-1 visitor students can enter the United States 30 days prior to the start of the program date indicated on the form DS-2019. However, you may arrive Natchitoches 1 week prior to the residence halls opening. J-1 Exchange visitors may stay in the country until 30 days after the program end date indicated on the form DS-2019.
14. Students must report to the ISRC upon arrival.

**Nomination Deadlines:**

For Spring Semester (January – May), application is open from April 15<sup>th</sup> – June 1<sup>st</sup>. For Fall Semester (August – December), application is open from October 1<sup>st</sup> – November 1<sup>st</sup>.

**Admission:**

Northwestern State University will send the acceptance letters and form DS-2019 Certificate of Eligibility of the students to the home university once the corresponding application period is closed.

Further information on the following site: [www.nsula.edu/international](http://www.nsula.edu/international)

**Arrival dates and Orientation:**

All students are expected to attend the Orientation Session scheduled for the Friday before classes start. The date and more details of the Orientation Session will be communicated by e-mail once the students have been accepted. The students have to be at Northwestern State University on time to attend the first day of classes. Although it is advised to arrive a week earlier.

**Workload:**

To be in compliance with J-1 Exchange Visitor regulations, students must maintain full-time status and be enrolled for at least 12 credit hours (4 classes) and of those 12 credit hours at least 9 have to be of face to face classes. The maximum credits allowed to register is 21.

**Health Insurance:**

To be in compliance with J-1 Exchange Visitor regulations, students must submit proof of adequate health insurance that meets the minimum requirements. If not, students will be automatically enrolled and charged in the health plan provided for International students through NSU. Minimum requirements will be communicated to the accepted students.

**Learning Agreement:**

Exchange students must send the Learning Agreement which contains the list of courses that they intend to study at Northwestern State University. The Learning Agreement has to be accepted by the academic advisors of both the home and the host institution.

**Assessment and transcript of records:**

Exchange students following courses at the NSULA are expected to undertake the same academic work and type of assessments as home students. The assessment is carried out through exams, exams plus course work, or any other requirement established by the teacher.

Credits will only be awarded to the students who successfully complete the courses by passing the examinations or other assessments. Northwestern State University will issue the students' official Transcript of Records with the mark or grade obtained in each course; and will send it to the home institutions.

**Course Catalogue:**

At Northwestern State University, courses are taught in English. The list of courses offered each semester can be found here: [https://connect.nsula.edu/prod/bwckctlg.p\\_disp\\_cat\\_term\\_date](https://connect.nsula.edu/prod/bwckctlg.p_disp_cat_term_date)

**Staff mobility**

**Nomination:**

The Institution of origin must send by e-mail the nomination of the staff selected to perform at the Nicolaus Copernicus University the mobility for teaching or training ([contrerast@nsula.edu](mailto:contrerast@nsula.edu)). The information required is the following:

- Name and surname
- Subject Area (according to the Bilateral Agreement)
- Period of stay

**Application Procedure:**

The personnel selected needs to complete the application Form and enclose the following documents:

- o Passport
- o proposal of the Mobility Agreement (approved by the home institution)

**Deadlines:** at least 2 months before performing the activity

**Admission:** Northwestern State University will send the acceptance along with the Mobility Agreement duly signed by the NSULA representatives.

**Workload for teaching staff mobility:** 8 contact hours in class.

**Certificate:** The personnel will receive a certificate from Northwestern State University stating the Erasmus+ mobility.

**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
NATCHITOCHEs	June, 1st	November, 1st

*[\* 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' guide<sup>6</sup>. 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 *zaliczenia* (EN. 'pass') which means that their workload was satisfactory and they have passed the course.

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.	

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

**NORTHWESTERN STATE UNIVERSITY OF LOUISIANA:**

Credits at NSU are reported in semester hours. Letter grades based on the quality of work are assigned in most courses at NSU. Grades generally used are A (4.0 - excellent), B (3.0 - good), C (2.0 - average), D (1.0 - poor), and F (0.0 - failure).

**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
<b>PL TORUN01</b>	<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>
<b>NATCHITOCHE</b>	Inbound and outbound students <a href="mailto:contrerast@nsula.edu">contrerast@nsula.edu</a> Northwestern State University Natchitoches campus (318) 357-5939	<a href="http://www.nsula.edu/international">www.nsula.edu/international</a>  <a href="https://travel.state.gov/content/travel/en/us-visas/study.html">https://travel.state.gov/content/travel/en/us-visas/study.html</a>

**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
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>

	<u>erasmus@cm.umk.pl</u> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	
<b>NATCHITOCES</b>	Inbound and outbound students <u>contrerast@nsula.edu</u> Northwestern State University Natchitoches campus (318) 357-5939	<u>www.nsula.edu/international</u>  If Exchange students do not provide proof of insurance that complies with U.S. regulations for Exchange Visitors, UA students will be automatically added and charged for the NSU health insurance for international students.


#### 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
<b>PL TORUN01</b>	<u>incoming@erasmus.umk.pl</u> Tel. Toruń campus (+48 56 611 4928)  <u>erasmus@cm.umk.pl</u> Tel. Collegium Medicum In Bydgoszcz (+48 52 585 3691)	<u>http://www.umk.pl/en/erasmus</u>  <u>http://www.umk.pl/en/erasmus/life/guide/accommodation/</u>
<b>NATCHITOCES</b>	Inbound and outbound students <u>contrerast@nsula.edu</u> Northwestern State University Natchitoches campus (318) 357-5939	<u>https://www.nsula.edu/campushousing/</u>

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature
<b>PL TORUN01</b>	Professor Wojciech Wysota  Vice-Rector for International Cooperation	5.12. 2018	Prorektor ds. Współpracy z Zagranicą i Ciożeniem Gospodarczym  prof. dr hab. Wojciech Wysota



	and Economic Environment Liaison		
<b>NATCHITOCHES</b>	Dr. Chris Maggio President, Northwestern State University	12/7/11	J. Phelloggi

\* 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.