

Erasmus+ Programme

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

Inter-institutional agreement from 2014/2015 to 2020/2021 between programme countries

[Minimum requirements]

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Institutional Contact details (name, address, phone, fax, email) + Other contact relevant to the stipulation of the agreement (if any)	Subject Area Contact details (name, address, phone, fax, email)	Website (eg. of the course catalogue)
ALMA MATER STUDIORUM – UNIVERSITA' DI BOLOGNA	I BOLOGNA01	Giovanna Filippini – Head of International Relations European Mobility Office General Administration – International Relations Division - Via Zamboni 33 – 40126 Bologna Phone: +39 0512088100 Fax: +39 0512086174 E-mail: erasmus@unibo.it	Renzo Tosi Facolta' di Lettere e Filosofia Phone: +39 051 20 9 8530 Fax: Email: renzo.tosi@unibo.it	www.unibo.it www.unibo.it/CourseUnits
UNIWERSYTET MIKOLAJA KOPERNIKA - UNIVERSITAS NICOLAI COPERNICI	PL TORUN01	Derkowska-Rybicka Ewa 5 Gagarin St. PL87-100 Torun POL Phone: +48-56 611 4929/8, Fax: +48-56 611 4929 E-mail: ewader@umk.pl OTHER CONTACT: Katedra Italianistyki ul. Bojarskiego 1, PL - 87100 Toru Phone: +48 56 6113555 Fax: + 48 56 6113556 E-mail: alicjaraczynska@umk.pl	Bartosz Awianowicz ul. Fosa Staromiejska 3 87100 Toru POLONIA Phone: +48 56 6113525 Fax: +48 56 6113507 E-mail: bartosz.awianowicz@umk.pl	www.umk.pl http://www.umk.pl/en/cooperation/erasmus/students/study/

B. Mobility numbers per academic year

The number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters. Each party will take this into consideration when organizing students selection.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Campus	Study cycle [short cycle, 1st, 2nd or 3rd]	Number of students for Studies	
						Total number of students	Months (each) Min. 3 – Max. 12
PL TORUN01	I BOLOGNA01	222	Languages and Philological Sciences	Bologna	1st 2nd 3rd	7	6
I BOLOGNA01	PL TORUN01	222	Languages and Philological Sciences	TORUN	1st 2nd 3rd	3	5

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Campus	Number of staff mobility for Teaching		
					Number of staff members	Duration in weeks (max. 6 weeks)	Number of teaching hours per week (Min. 5)
PL TORUN01	I BOLOGNA01	222	Languages and Philological Sciences	Bologna	2	1	8
I BOLOGNA01	PL TORUN01	222	Languages and Philological Sciences	TORUN	2	1	8

Termination and modification of the agreement

In case of changes, the partners can amend the agreement (part B) and/or the attached info sheet data, which form an integral part of the agreement, at one academic year written notice, by sending an email to the institutional contact listed in part A. This means that a unilateral decision to modify the agreement must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1. Only in case of change of part B the drawing up/stipulation of a new agreement is required.

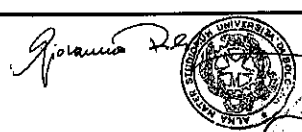

The agreement may be terminated by either side at one academic year written notice by sending an email to the institutional contact listed in part A. This means that a unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 20XX but it will only take effect as of 1 September 20XX+1.

The participants already nominated by their home university at the date of notice shall be permitted to complete the program.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

The effective implementation of this agreement is subject to the award of the Erasmus University Charter to each of the participating institutions. Failure to secure a valid Charter by one or both institutions shall result in automatic termination of the agreement.

C. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
I BOLOGNA01	Giovanna Filippini (Head of International Relations)	12/12/2013	
PL TORUN01	Dean prof. Adam Bednarek Faculty of Languages	12.12.2013r.	DZIEKAN 

In attachment: Bologna and partner info sheet

¹ Scanned signatures are accepted

BOLOGNA INFO SHEET

Institution: Alma Mater Studiorum - Università di Bologna **Country:** Italy

Erasmus code: IBOLOGNA 01

Website: www.unibo.it

Head of Institution: Prof. Ivano Dionigi (Rector)

LLP/ERASMUS Institutional Coordinator: Prof. Carla Salvaterra (Vice-Rector)

International Relations: Dr. Giovanna Filippini (Head)

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I BOLOGNA01		Italian	English	Italian A2 English B1	

For more details on the language of instruction, see the course catalogue: www.unibo.it/CourseUnits

Additional requirements

Exchange students will normally be permitted to enter courses at I BOLOGNA01 unless these courses are subject to restricted enrolments.

I BOLOGNA01 provides a reception service to meet the needs of students and staff with disabilities www.unibo.it/DisabledStudents.

Calendar

1. Student nominations and applications must reach I BOLOGNA01 by:

Nomination		Application	
Autumn term* [day/month]	Spring term* [day/month]	Autumn term* [day/month]	Spring term* [day/month]
31 July	15 December	////	////

Student nominations must be sent to the following e-mail address: incoming.diri@unibo.it

2. I BOLOGNA01 will send its decision about acceptance to nominated students within five weeks upon receipt of nominations.

3. A Transcript of Records will be issued by I BOLOGNA01 no later than five weeks after student departure.

Information

1. Grading systems of the institutions

The ECTS grading tables of I BOLOGNA01 are available at the following page:
www.unibo.it/ECTSgradingscale

2. Visa

I BOLOGNA01 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:

Contact details (email, phone)	Website for information
Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

3. Insurance

I BOLOGNA01 will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

I BOLOGNA01 students are covered by an accident and third party liability insurance.

I BOLOGNA01 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:

Contact details (email, phone)	Website for information
Incoming Students Office Phone number: +39 051 2088101 e-mail address: incoming.diri@unibo.it	www.unibo.it/exchangestudents

4. Housing

I BOLOGNA01 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:

Contact details (email, phone)	Website for information
Student Accommodation and Information Service (SAIS) Phone number: +39 051 254423 E-mail address: sais@ceur.it	www.sais.ceur.it

PARTNER INFO SHEET

Institution: UNIWERSYTET MIKOLAJA KOPERNIKA - UNIVERSITAS NICOLAI COPERNICI

Country: Poland

Erasmus code: PL TORUN01

Website: www.umk.pl

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:

Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
		Italian	Italian B2	Italian B2
	Polish		Polish B2	Polish B2
		English	English B2	English B2

For more details on the language of instruction, see the course catalogue: <http://www.umk.pl/en/cooperation/erasmus/students/study/>

Additional requirements

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

PL TORUN01:

The list of Erasmus coordinators at NCU is available at <http://www.umk.pl/en/cooperation/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/cooperation/erasmus/students/disabled/>

Contact:

International Programmes Office in Toru, +48 56 6114928 incoming@erasmus.umk.pl

International Programmes Department in Bydgoszcz, +48 52 5853691 erasmus@cm.umk.pl

Additional information on medical care at NCU in Toru is available at <http://www.umk.pl/en/cooperation/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.

Calendar

1. Student nominations and applications must reach PL TORUN01 by:

Nomination		Application	
Autumn term* [day/month]	Spring term* [day/month]	Autumn term* [day/month]	Spring term* [day/month]
		01 June	01 November

Notes: PL TORUN01:

Partner institutions should send their nominations by email (pls. give student's first and family name, e-mail, area of studies and semester of Erasmus scholarship).

Students should apply according to the procedure given on <http://www.umk.pl/en/cooperation/erasmus/students/application>

The online application should be submitted by the students by the 1st of June or 1st of November.

On line nomination system: No

Incoming Student Office

General Administration

Office: Biuro Programów Międzynarodowych

E-mail address: incoming@erasmus.umk.pl

Additional E-mail address: +48 56 611 2246

Phone:

Fax:

Web site:

2. PL TORUN01 will send its decision about acceptance to I BOLOGNA01 within 6 weeks starting from starting from receipt of nominations or application deadline.

3. A Transcript of Records will be issued by PL TORUN01 no later than 5 weeks after the assessment period has finished at the receiving HEI, given that the transcript form and all relevant course work documents have been submitted by the student. .

Information

1. Grading systems of the institutions

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

Grade

5

4,5

4

3,5

ECTS

Grade Predicate

A VERY GOOD

B Better than good

C Good

D Better than satisfactory

3
2
Zal / Pass
attended the course.

E Satisfactory
F Unsatisfactory / Fail
Participation; i.e. the student has successfully and regularly

2. Visa

PL TORUN01 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:

Contact details (email, phone)	Website for information
Office: Toru campus Phone number: +48 56 611 4928 E-mail address: incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/

3. Insurance

PL TORUN01 will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

PL TORUN01 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:

Contact details (email, phone)	Website for information
Office: Toru campus Phone number: +48 56 611 4928 E-mail address: incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/guide/issues/#A2

4. Housing

PL TORUN01 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:

Contact details (email, phone)	Website for information
Office: Toru campus Phone number: +48 56 611 4928 E-mail address: incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/

5. Further information