



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014/15-2020/21
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	Contact details (email, phone)	Website (eg. of the course catalogue)
Instituto Politécnico de Beja (Polytechnic Institute of Beja)	P BEJA01	Institutional contact details: Prof ^o Nuno Loureiro - Pro-President for International Relations (gri@ipbeja.pt) International Relations Office Contact person: Maria Cristina Palma Address: Rua Pedro Soares, APT. 6155 7800-295 Beja PT Tel.: +351 284 314 400 * cristina.palma@ipbeja.pt Academic Contacts for Social Sciences: Prof. ^a Ana Isabel Fernandes (afernandes@ipbeja.pt) Prof. ^a Sandra Saúde (ssaude@ipbeja.pt)	ERASMUS incoming information: https://www.ipbeja.pt/servicos/gmc/Paginas/International%20Students%20(Erasmus).aspx Lecture catalogue: https://www.ipbeja.pt/en/Courses/Pages/Graduate%20Courses.aspx Semester dates: 1 st semester: end of September – end of January (4 months) 2 nd semester: end of February – end of June (4 months) 2 nd chance evaluation: 1 st semester: February 2 nd semester: July
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)	PL TORUN01	International Programmes Office, 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 Institutional Coordinator (STA, STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements Marta Wiśniewska (mawi@umk.pl), Marta Błaszczyk (martaslo@umk.pl) - outgoing students; placements	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/
		Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 Paulina Gyrkow e-mail: erasmus@cm.umk.pl	http://www.cm.umk.pl/en/
Faculty of	PL TORUN01	Faculty coordinator:	http://www.umk.pl/en/cooperation/

Humanities		Prof. Zbigniew Nerczuk Faculty of Humanities Erasmus Co-ordinator Fosa Staromiejska 1a 87-100 Toruń Poland Tel. (+48) 56 611 36 23 Fax. (+ 48) 56-611-36-32	tion/erasmus/
------------	--	---	-------------------------------

B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Student Mobility (SMS)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code [ISC ED]	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]
P BEJA01	PL TORUN01	0310	Social and Behavioural Sciences	1,2	3 students (18 months)
PL TORUN01	P BEJA01	0314	Sociology and cultural studies	1, 2	3 students (18 months)

[*Optional: subject area 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.]

Staff Mobility (STA and STT)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods Staff Mobility for Teaching Staff Mobility for Training * [total number of days of teaching periods or average duration *]	
P BEJA01	PL TORUN01	0310	Social and Behavioural Sciences	2 (5 h per week)	
PL TORUN01	P BEJA01	0314	Sociology and cultural studies	2 (5 h per week)	

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	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ¹ Student Mobility for Studies [Minimum Staff Mobility for Teaching [Minimum recommended level: B2]	
--------------------------------------	---------------------------	-----------------------------------	-----------------------------------	---	--

¹ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

code]		recommended level: B1]			
P BEJA01		Portuguese	English	Portuguese: B1 or English: B1	Portuguese: B2 or English: B2
PL TORUN01		Polish	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].

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking).

D. Additional requirements

P BEJA01: Annex 1 – IPBeja Erasmus+ Info-Sheet (section, C, D, E F)

The Polytechnic Institute of Beja provides the following support to incoming students:

Logistic and Integration Support:

- Lisbon airport pick up service (specific dates each semester);
- NEXT - *Buddy mentor* support;
- Welcome meeting (social and academic integration in the Polytechnic) and farewell activities;
- Accommodation in the Students Residence (165€ month/double rooms). Residence facilities and services: common rooms (to socialize and equipped with refrigerator and microwave (simple meals); study rooms (internet linked); weekly laundry service (towels and sheets provided by the residence); cleaning service; clothes washing (requiring the previous purchasing of tickets to use the washing/drying machine = 6Kgs).

Administrative Support (paperwork):

- Useful information and administrative support (pre and post arrival): Application procedures; academic issues (learning agreements and transcript of records, certificates and other documents).

Academic and Cultural Support:

- *Intensive Portuguese Course as a Foreign Language* (beginners and elementary level) – 60h / 4 ECTS, by the Language and Cultural Centre (clc@ipbeja.pt). The programme is taking place in the beginning of each semester and is free for Erasmus students;
- Mobility Academic Coordinator by programme (academic integration);
- Cultural activities.

International Office contact person for incoming students: Alexandra Guerreiro (alexandra.guerreiro@ipbeja.pt).

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 Toruń, +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 Toruń 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 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.

E. Calendar

1. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P BEJA01	15 th May	15 th November
PL TORUN01	June, 1 st	November, 1 st

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

P BEJA0: Annex 1 – IPBeja Erasmus+ Info-Sheet (section E)

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**.

2. The receiving institution will send its decision within 6 weeks.

Transcript of Records

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, given that the transcript form and all relevant course work documents have been submitted by the student.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

P BEJA01: Assessment System and ECTS Grading Scale:

https://www.ipbeja.pt/servicos/gmc/Documents/RECONHECIMENTO%20ACAD%C3%89MICO/2013_2014/Tabela%20de%20convers%C3%A3o%20ECTS_2013_14_en_pt.pdf

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	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.	

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]	Contact details (email, phone)	Website for information
P BEJA01	International Relations Office gri@ipbeja.pt Annex 1 – IPBeja Erasmus+ Info-Sheet (section F)	Those students who are not from the European Union and would like to stay longer than three months in Portugal must apply for the corresponding visa at the Portuguese Embassy. More information on the Foreigners and Frontiers Service: http://www.sef.pt/portal/V10/EN.aspx/page.aspx#0
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/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/

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]	Contact details (email, phone)	Website for information
P BEJA01	International Relations Office gri@ipbeja.pt Annex 1 – IPBeja Erasmus+ Info-Sheet (section F)	European Health and Security Card (compulsory for European students); Health insurance covering the access to the Portuguese health care (compulsory for extra-Europe students); In addition, all students may benefit from a school insurance, which covers all accidents that occur at the Polytechnic's facilities during the formally organized curricular activities and on the way to and back from the university and the official residence. This insurance is compulsory and must be taken upon enrolment at the International Relations Office (GRI) of IPBeja, requiring the payment of approximately 3€/student.
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/cooperation/guide/issues/#A2




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]	Contact details (email, phone)	Website for information
P BEJA01	International Relations Office gri@ipbeja.pt Annex 1 – IPBeja Erasmus+ Info-Sheet (section F)	The Social Services of the IPBeja are providing incoming students with a student's residence accommodation, under availability and following conditions: 165€ month/double rooms.
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/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
P BEJA01	Prof ^o Nuno Loureiro Pro-President for International Relations	11/12/2013	  IPBeja INSTITUTO POLITÉCNICO DE BEJA
PL TORUN01	Prof. Andrzej Szahaj Dean of the Faculty		 Dziekan Wydziału Humanistycznego <i>prof. dr hab. Andrzej Szahaj</i>

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

² Scanned signatures are accepted