



**Erasmus+ Programme, Inter-institutional agreement 2014-2021
between programme countries. Key Action 1 - Mobility for learners and staff
Higher Education, Student and Staff Mobility**

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)
Università del Salento	I LECCE01	Selene Mangialardo Head of the Student Mobility office selene.mangialardo@unisalento.it Administrative contact: Kelly Serbeti, Student Mobility Office Viale Gallipoli, 49, 73100 Lecce tel.: +39 0832 293566, fax: +39 0832 293369 programmi.europel@unisalento.it kelly.serbeti@unisalento.it	ERASMUS incoming information: http://unisalento.it/pmmanager.it/studenti/ Lecture catalogue: http://www.unisalento.it/web/guest/facolta
Faculty of Arts, languages and Cultural Heritage Faculti of Economics		Departmental Coordinators : Prof. Carlo Alberto Augieri Dip. di Studi Umanistici carlo.augieri@unisalento.it Prof. Hubert Houben Dip. di Beni Culturali hubert.houben@unisalento.it Prof. Vincenzo Gentile Dip. di Scienze dell'Economia vincenzo.gentile@unisalento.it	
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 (martasto@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/
[REDACTED]	PL TORUN01	[REDACTED]	

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	TO	Subject area code	Subject area name	Study cycle 1 st , 2 nd , 3 rd	Number of student mobility periods Student Mobility for Studies <i>(total number of months of the study periods or average duration)</i>
I LECCE01	PL TORUN01	41	Business and Administration		2 x 10 = 20
		23	Foreign Languages		2 x 6 = 12
		222	History		3 x 6 = 18
PL TORUN01	I LECCE01				See Apx. 2

Staff Mobility (STA and STT)

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods Staff Mobility for Teaching <i>(total number of days of teaching periods or average duration)</i>
I LECCE01	PL TORUN01			See Apx. 2
PL TORUN01	I LECCE01	41		1wek x 5 hours
		23		1 x 1wek x 5 hours
		222		1 x 1wek x 5 hours

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	Optional: Subject area	Language of instruction	Language of instruction	Recommended language of instruction level	
		1	2	Student Mobility for	Staff Mobility for Teaching
I LECCE01		Italian	English	B1*	B2
PL TORUN01		Polish	English	B2 For Language Dept. - see Apx.3	B2

(*) Is not required any specific language level but the selected students must have the necessary level to be able to attend lessons and sit exams.

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). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

D. Additional requirements

I LECCE01:

- Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty with copy sent to the Student Mobility Office (selene.mangialardo@unisalento.it) of the University of Salento
- In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Student Mobility Office: international.mobility@unisalento.it

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 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.

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]
I LECCE01	June, 30 th	October 31 st
PL TORUN01	June, 1st	November, 1st

I LECCE01:

Nominated students receive by e-mail their login details to our online application form that they have to complete within the deadline above. After having received the paper application (printed online application) the letter of admission will be send within a max of 6 weeks.

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

I LECCE01: For details please visit our webpages:

<http://unisalento.llpmanager.it/studenti/>
http://www.unisalento.it/web/guest/studies_abroad

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.	

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
I LECCE01	Monica Bettassa monica.bettassa@unisalento.it	https://www.internazionalizzazione.unisalento.it/student visa
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
I LECCE01	international.mobility@unisalento.it	http://unisalento.llpmanager.it/incoming/documenti/insurance.pdf
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

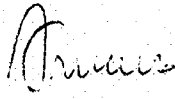

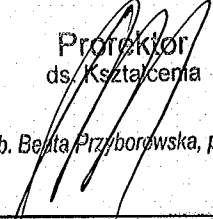
4. Housing

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
I LECCE01	Monica Bettassa monica.bettassa@unisalento.it Phone: +39 0832 293282 Fax: +39 0832 293369	http://unisalento.it/manager.it/studenti/
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 ¹
I LECCE01	Prof. Vincenzo Zara Rector		 
PL TORUN01	Prof. dr hab. Beata Przyborowska Vice-Rector for Education*	15.01. 2014	 Profektor ds. Kształcenia dr hab. Beata Przyborowska, prof. UMK

* 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.

¹ Scanned signatures are accepted

IIA ERASMUS+
 PL TORUN01 - I LECCE01
 Years 2014 - 2021

Appendix 2

Code	Subject	Faculty at NCU	Nr at NCU	Partner	Students PI > II	Months (sum)	Students II > PI	Teachers PI > II	Teachers II > PI
41	Business and administration	Ekonomia	WNEI2/19/P	LECCEU	2	20	2		1
23	Foreign languages / IT	WF	WFIZI/13/P	LECCEU	2	12	2		1
222	History and archaeology	Historia	WNIH7/1/P his	LECCEU	3	18	3		1
					7	50	7	4	3