



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)
Universidade do Porto	P PORTO02	Cristina Ferreira Director of International Office sri@reit.up.pt (+351) 220408034	www.up.pt
Faculty of Law		Faculty of Law Coordinator Pedro António Basto de Sousa Faculdade de Direito da Universidade do Porto Rua dos Bragas, 223 4050-123 Porto, Portugal Maria Manuela Sanches Gomes dos Santos T. (+351)22 2041673 – F (+351)22 2041672 – email: manuela@direito.up.pt	https://sigarra.up.pt/fdup/p/cur_geral.cur_inicio
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	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates:

		students; placements Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; placements	http://www.umk.pl/en/cooperation/guide/calendar/
Faculty of Law and Administration NCU Ul. Bojarskiego 3 87-100 Torun Poland	PL TORUN01	Faculty coordinator: Dr Piotr Chrzczonowicz, pch@umk.pl Tel. +48 56 611 40 38, fax +48 56 611 40 02 Vice dean for International Relations: Prof. dr Arkadiusz Lach, arkadl@umk.pl Tel. +48 56 611 40 02, fax +48 56 611 40 02	General information: http://www.law.umk.pl/index.php?lang=en#39 Courses in English: http://www.law.umk.pl/index.php?lang=en#551

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]	Subject area code [ISCED]	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 PORTO02	PL TORUN01	10.0/380	Law	2 nd and 3 rd	2x5=10
PL TORUN01	P PORTO02	10.0/380	Law	2 nd and 3 rd	2x5=10

[*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.]

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 PORTO02	PL TORUN01	10.0/380	Law	1 person(s) x min. 8 teaching hrs. Each	
PL TORUN01	P PORTO02	10.0/380	Law	2x5=10	

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO02		Portuguese		B1 Portuguese	B1 in Portuguese or B2 in English No certificate is required
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). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

D. Additional requirements

P PORTO02:

Incoming Erasmus students must take at least 3 subjects at the Faculty of Law, per semester

Incoming teaching staff must be individually accepted by the Faculty that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty. The teaching period cannot be scheduled during Summer (i.e. July-August) in the Academic year.

Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.

The SAED – (Serviço de Apoio ao Estudante com Deficiência) is a support service of the University which seeks to facilitate the integration of students with special education needs in the University of Porto. It aims to provide disabled students with the support they need to successfully accomplish their studies. Given the inner traits of the University of Porto, particularly its geographical organization and the autonomy of its schools, this support service is a network of offices and/or staff of different schools intending to monitor students with special needs enrolled in each school.

<http://sdi.letras.up.pt/default.aspx?pg=saedup.ascx&m=11>

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>

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

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 PORTO02	Applications to the 1st semester: 15 June Applications to the academic year: 15 June	Applications to the 2nd semester: 30 November
PL TORUN01	June, 1st	November, 1st

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

P PORTO02:

All students selected by their Home University, who intend to spend a period of studies at the U.Porto have to register online in order to get the username and password needed to access the Application

Form. All Application Forms MUST be submitted online.
http://sigarra.up.pt/up/en/WEB_BASE.GERA_PAGINA?p_pagina=122272

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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 PORTO02:

The University of Porto uses the ECTS Grading system. The number of ECTS credits for each course reflects the total number of hours a student is expected to devote to the course (in the form of lectures, homework, reading, essays, consultations, seminars, etc.). 60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. At the University of Porto, one credit corresponds to 27 hours of student total work.

1 full academic year = 60 credits

1 semester = 30 credits

Local Grades awarded on a scale of 0-20 (pass mark 10)

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient
0 to 9	Fail

ECTS Grades

The ECTS grading scale is based on the percentile (similar but not identical to the class rank) of a student in a given assessment, that is how was his/her performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Therefore, ECTS grade does not have a direct fixed correspondence to the local grade.

ECTS Grade Nota ECTS	% of students who have achieved this grade % de alunos que obtiveram esta nota
A	10
B	25
C	30
D	25
E	10
FX	-

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	Excellent
4,5 - 5	B	Very Good
4	C	Good
3,5	D	Satisfactory
3	E	Sufficient
2	F	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 PORTO02	Teresa Medeiros Tel: +351 22 040 80 56 E-mail: incoming.mobility@reit.up.pt	http://sigarra.up.pt/up_uk/web_base.gera_pagina?p_pagina=122271
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	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 PORTO02	Teresa Medeiros Tel: +351 22 040 80 56 E-mail: incoming.mobility@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122275
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/cooperation/guide/issues/#A2


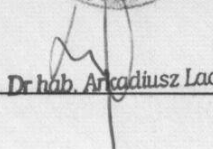
4. Housing

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 PORTO02	Teresa Medeiros Tel: +351 22 040 80 56 E-mail: incoming.mobility@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122274
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	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 PORTO02 <i>Pelo</i>	Pedro António Basto de Sousa Local Coordinator	<i>03/12/2013</i>	 PRODZIEKAN
PL TORUN01	Prof. dr Arkadiusz Lach, Vice-dean for International Relations at the Faculty of Law and Administration	<i>13.01.14</i>	 Dr hab. Arkadiusz Lach 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.

² Scanned signatures are accepted