



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme 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 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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSITA' DEGLI STUDI DI FIRENZE	I FIRENZE01	e-mail: erasmusplus@adm.unifi.it Tel. +39 055 2757682-7690	<a href="http://www.unifi.it">http://www.unifi.it</a>
Uniwersytet Mikołaja Kopernika w Toruniu ( <i>Nicolaus Copernicus University in Toruń</i> )	<b>PL TORUN01</b>	<b>International Programmes Office, Nicolaus Copernicus University,</b> ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 <b>Ewa Derkowska- Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) –	ERASMUS incoming information: <a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/cooperation/erasmus/</a>  Lecture catalogue: <a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<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> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Erasmus Institutional Coordinator (STA , STT)  <b>Małgorzata Grudzińska</b>  (incoming@erasmus.umk.pl) - incoming students; placements  <b>Marta Wiśniewska</b>  (<a href="mailto:mawi@umk.pl">mawi@umk.pl</a>), <b>Marta Błaszczuk</b>  (<a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a>) - outgoing students; placements</p> <p>Collegium Medicum in Bydgoszcz (medical sciences):  International Programmes Department  ul. M. Curie Skłodowskiej 9,  85-067 Bydgoszcz  tel. (52) 585-36-91  <b>Paulina Gyrkow</b>  e-mail:  <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a></p>	<p>Semester dates:  <a href="http://www.umk.pl/en/cooperation/guide/calendar/">http://www.umk.pl/en/cooperation/guide/calendar/</a></p> <p>Collegium Medicum  <a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a></p>
Faculty of Medicine	<b>PL TORUN01</b>	<p><b>Faculty coordinator:</b>  Dr hab. Katarzyna Pawlak-Osińska, prof.  UMK  osinska1@wp.pl</p>	
Faculty of Health Sciences	<b>PL TORUN01</b>	<p><b>Faculty coordinator:</b>  dr Pawel Zalewski  p.zalewski@cm.umk.pl</p>	

## B. Mobility numbers<sup>5</sup> 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 September in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code*[ISCED]	Study cycle [short cycle, 1st, 2nd or 3rd] *	Language of instruction	Recommended language level	Student Mobility for Studies			Contact person	Ref.	Notes
						Nr students	Nr months	Total months			
I FIRENZE01	PL TORUN01	9023	1,2	IT	B1	1	9	9	DELLA CORTE		DIETISTICA
PL TORUN01	I FIRENZE01	9023	1,2			1	9	9	TAJCHERT		DIETISTICA
I FIRENZE01	PL TORUN01	721	1,2	IT	B1 lectures B2 internships	1	9	9	CORRADETTI	Dipartimento di Neuroscienze, Psicologia, Area del Farmaco e Salute del Bambino (NEUROFARBA)	MEDICINA
PL TORUN01	I FIRENZE01	721	1,2			1	9	9	TAJCHERT		MEDICINA
I FIRENZE01	PL TORUN01	723	1,2	IT	B1	1	9	9	MARESCA	CORSO DI LAUREA IN FISIOTERAPIA	FISIOTERAPIA
PL TORUN01	I FIRENZE01	723	1,2			1	9	9	TAJCHERT		FISIOTERAPIA

<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>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code* [ISCED]	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]			Contact person*	Ref.	Notes
			Number of staff mobility periods					
			Nr staff	Nr weeks	Total weeks			
PL TORUN01	I FIRENZE01	9023	1	1	1	TAJCHERT		DIETISTICA
I FIRENZE01	PL TORUN01	9023	1	1	1	DELLA CORTE		DIETISTICA
PL TORUN01	I FIRENZE01	723	1	1	1	TAJCHERT		FISIOTERAPIA
I FIRENZE01	PL TORUN01	723	1	1	1	MARESCA	CORSO DI LAUREA IN FISIOTERAPIA	FISIOTERAPIA

## 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I FIRENZE01	See mobility section B	See mobility section B	See mobility section B	See mobility section B	Address School Erasmus coordinators at: <a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a>
PL TORUN01		Polish	English	<b>B2</b>	<b>B2</b>

### PL TORUN 01:

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.

<sup>6</sup> 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>

## D. Additional requirements

Università degli Studi di Firenze:

- a- Application forms for incoming students are available in the official website: [www.unifi.it](http://www.unifi.it) –under Section: Students from Abroad/ Incoming Erasmus students
- b- There is no official application deadline in UNIFI, but some Schools may ask for it due to organizational reasons, so please address the Erasmus coordinator of the hosting School when nominating your outgoing students (contact list available at: <http://www.unifi.it/cmpro-v-p-743.html>).
- c- Incoming Erasmus students can attend one Italian Language course without paying any fees, but courses are offered starting from A2 level, considering the basic A1 level as acquired. To register to this course students should fill an on-line application available at: <http://www.unifi.it/itacla/>
- d A knowledge of the Italian language corresponding to B1 level is strongly recommended to attend courses in Italian. Officially no certification is required, but some Schools may ask for it, so please address the Erasmus coordinator of the hosting School (<http://www.unifi.it/cmpro-v-p-743.html>) for further information on language certification requirements when nominating your outgoing students.
- e Student mobility for placement purposes (SMP) is possible only upon specific or individual agreement (Letter of Intent) between the sending and the hosting School/Department.
- f For the implementation of staff training mobility (STT) a letter of invitation, issued by a contact person in UNIFI, is required.
- g Students and staff with disabilities may ask in advance information on available supports at: [cespd@unifi.it](mailto:cespd@unifi.it) ([www.cedis.unifi.it](http://www.cedis.unifi.it))

### PL TORUN 01

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](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/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](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.

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I FIRENZE01	There is no official deadline but please address the Erasmus Coordinator ( <a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a> ) of the hosting School when nominating your students to UNIFI, because terms may be set for organizational reasons.	
<b>PL TORUN01</b>	<b>June, 1<sup>st</sup></b>	<b>November, 1<sup>st</sup></b>

2. The receiving institution will send its decision within 4 weeks after the application term set by the School.
3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Modification and/or Termination of the agreement

*In the event of amendments or unilateral termination of existing inter-institutional agreements a notice of at least one academic year should be given. This means that also 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.*

*In case of any change of section B (mobility numbers) the signature of a new Inter-institutional Agreement is required.*

*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."*

### **PL TORUN01:**

1. 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>
2. The online application should be submitted by the students by **the 1<sup>st</sup> of June or the 1<sup>st</sup> of November**.
3. The receiving institution will send its decision within 6 weeks.
4. 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

	I FIRENZE01	Erasmus code
WWW for Incoming Students	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a>	PL TORUN01
WWW Course Catalogue	<a href="http://www.unifi.it/cmpro-v-p-9488.html">http://www.unifi.it/cmpro-v-p-9488.html</a>	Lecture catalogue: <a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</a>
Housing <sup>7</sup>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	<a href="http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation">http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</a> <a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a> <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)
WWW Visa Information <sup>8</sup>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	<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/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/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>
WWW Insurance Information <sup>9</sup>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	<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/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>
Grading System <sup>10</sup>	UNIFI adopts a system compatible with ECTS. The grading system ranges from 0 to 30, with 18 as passing grade. A "cum laude" may be added to the highest grade (30) as a mention of special distinction. Under this frame work each School adopts its own conversion tables. UNIFI is currently working on the introduction of the ECTS system.	More information below the table
Contact details	<a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a>	<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)

- <sup>7</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.
- <sup>8</sup> 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 ECHE.
- <sup>9</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- <sup>10</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

✓WW Students and Staff with Disabilities

[www.cedis.unifi.it](http://www.cedis.unifi.it), (Centro Studi e Ricerche per le Problematiche della Disabilità), [cespd@unifi.it](mailto:cespd@unifi.it)

ERASMUS incoming information:  
<http://www.umk.pl/en/cooperation/erasmus/>

### Grading system PL TORUN 01

#### PL TORUN01:

##### ECTS Credits:

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.

**GRADES:** The Student Exchange Office recommends the following grading equivalency table:

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.	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>11</sup>
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector		 
PL TORUN01	Prorektor for Education dr hab. Beata Przyborowska, prof. UMK		 Prorektor ds. Kształcenia dr hab. Beata Przyborowska, prof. UMK

<sup>11</sup> Scanned signatures are accepted