



ERASMUS+ PROGRAMME

Key Action 1

- Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-Institutional agreement for the academic years: 2014-2021

A. Information about higher education institutions

Between (Name of the institution and department, where relevant)	Erasmus CODE	Universidade da Beira Interior
	P COVILHA01	
Contact details (name, email, phone, website)	Prof. Doutor João Manuel Messias Canavilhas – Vice Rector and LLP/Erasmus Institutional Coordinator Convento de Santo António – 6201-001 Covilhã – Portugal Tel.: +351275242056 / +351275329253 Email: vrensino@ubi.pt / erasmus.mobilidade@ubi.pt	
And (Name of the institution and department, where relevant)	Erasmus CODE	Nicolaus Copernicus University
	PL TORUN01	
Contact details (name, email, phone, website)	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 http://www.umk.pl/en/cooperation/erasmus/	
Institutional contact person (name, address, phone, fax, e-mail)	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 Błaszczuk (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/	

The institutions named above 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.

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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED code]	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*]
PL TORUN01	P COVILHA01	14.2 (0314)	Sociology	1 st cycle	2x6
P COVILHA01	PL TORUN01	14.2 (0314)	Sociology	1 st cycle	2x6

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 [total number of days of teaching periods or average	Staff Mobility for Training *

				duration *)	
PL TORUN01	P COVILHA01	14.2 (0314)	Sociology	1x5 days (8 hours)	1x5 days (8 hours)
P COVILHA01	PL TORUN01	14.2 (0314)	Sociology	1x5 days (8 hours)	1x5 days (8 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 [Erasmus code]	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]
PL TORUN01	Polish	English	B2	B2
P COVILHA01	Portuguese	English	B1 (No Certificate Required)	B2 (No Certificate Required)

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

University of Beira Interior (P COVILHA01):

The University of Beira Interior has The "Erasmus Student Network (ESN)". The ESN Covilha is an international nonprofit organization. Its mission is to represent the international students, providing opportunities for cultural knowledge and personal development based on the principle of mutual aid of the students. ESN is active in 36 countries and is constituted by 12,000 members of 396 sections, which work voluntarily with the Universities providing service to 150,000 students. They will help incoming students with practical issues such as, registration procedures, open a bank account, etc.

Language courses: UBI organises Erasmus Intensive Language Courses - EILC (summer and winter editions) aimed at providing foreign students the opportunity to get familiar with Portuguese language, culture and society before their studies in UBI start.

During the academic year, Portuguese language lectures will take place twice a week. Each student is welcome to attend this language course but these lectures are not a substitute for EILC, but a way to develop the autonomy and the Portuguese language knowledge of each student.

The University of Beira Interior welcomes students and staff with disabilities and provides an information and assistance center.

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.

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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term	Spring term
PL TORUN01	June, 1 st	November, 1 st
P COVILHA01	31 st June	31 st October

2. The receiving institution will send its decision within 5 weeks after the deadline.
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.
4. Termination of the agreement: the agreement can be modified or terminated unilaterally, as long as at least a one academic year notice is given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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

Although a brief overview is provided in this agreement, more detailed information is sent to the nominees in order for them to prepare their exchange.

1. Grading system of the institutions:

University of Beira Interior (P COVILHA01):

<https://www.ubi.pt/Entidade.aspx?id=ECTS> Information Package Course Catalogue

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:

Receiving institution [Erasmus code]	Contact details	Website for information
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/
P COVILHA01	Dra. Sofia Lemos Office of Internationalization, Internships and Careers Tel.: +351275242056 Email: erasmus.mobilidade@ubi.pt	https://www.ubi.pt/Entidade.aspx?id=ECTS_Information_Package_Course_Catalogue

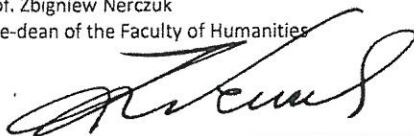


3. Insurance
a) In the case of students from the European Economic Area, they must obtain the European Health Card in their country of origin, prior to departure.
b) Students not fitting into the category detailed in a) must obtain private insurance.
The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.
Exchange students are not given insurance cover automatically, unless specified. Information and assistance can be provided by the following contact points and information sources:

Receiving institution [Erasmus code]	Contact details	Website for information
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
P COVILHA01	Dra. Sofia Lemos Office of Internationalization, Internships and Careers Tel.: +351275242056 Email: erasmus.mobilidade@ubi.pt	https://www.ubi.pt/Entidade.aspx?id=ECTS_Information_Package_Course_Catalogue

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:

Receiving institution [Erasmus code]	Contact details	Website for information
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/
P COVILHA01	D. Filomena Dias Tel.: +351275319700 (ext. 2802). Email: fdias@ubi.pt	https://www.ubi.pt/Entidade.aspx?id=ECTS_Information_Package_Course_Catalogue or https://www.ubi.pt/Entidade.aspx?id=SASUBI_Alojamento

SIGNATURES OF THE INSTITUTIONS (legal representatives):

Name and Erasmus code of Institution: Nicolaus Copernicus University PL TORUN01 Name and function of the official representative:		Name and Erasmus code of Institution: Universidade da Beira Interior P COVILHA01 Name and function of the official representative: Prof Doutor João Manuel Messias Canavilhas	
Signature:	Prof. Zbigniew Nerczuk Vice-dean of the Faculty of Humanities 	Signature:	
Date:	26 I 2014	Date:	28/11/2014
Stamp:		Stamp:	