



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021

between programme countries

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 and Erasmus code of the institution (and department, where relevant)	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA P LISBOA03	Institutional Coordinator: Prof. José Esteves Pereira International Relations Office Campus de Campolide / 1099-085 Lisboa, Portugal E-mail: erasmus@unl.pt Tel:+351 213 845 207 / Fax:+351 213 715 621	General: www.unl.pt
Faculdade de Ciências Sociais e Humanas	Academic Contact: Prof. Pedro Cortesão Casimiro Departamento de Geografia e Planeamento Regional Administrative Contact: Dr ^a Teresa Alonso Coordinator of Recruitment and Exchange Students Office -GRIA- Av. de Berna, 26-C / 1069-061 Lisboa, Portugal E-mail: erasmus@fcsih.unl.pt Tel:+351 217 908 332 / Fax:+351 217 908 303	General: www.fcsih.unl.pt Course Catalogue: www.fcsih.unl.pt/ensino
UNIwersYTET MIKOŁAJA KOPERNIKA W TORUNIU <i>(Nicolaus Copernicus University in Toruń)</i> PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. +48 56 611 -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/
Faculty of Earth Sciences	<i>Faculty coordinator:</i> Dr Przemysław Charzyński pecha@umk.pl	https://sites.google.com/site/charzynskiprzemyslaw/

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]	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]	Student Mobility for Traineeships
P LISBOA03	PL TORUN01	0532 (443)	Earth sciences (geography)	1 st , 2 nd	10 (2 students x 5 months)	-
PL TORUN01	P LISBOA03	0532 (443)	Earth sciences (geography)	1 st , 2 nd	18 (2 students x 9 months)	-

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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 duration]	Staff Mobility for Training
P LISBOA03	PL TORUN01	0532 (443)	Earth sciences (geography)	5 (1 teacher x 5 days, 8h min.)	-
PL TORUN01	P LISBOA03	0532 (443)	Earth sciences (geography)	10 (2 teachers x 5 days, 5h min.)	-

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 instruc- tion 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching
P LISBOA03		Portuguese	English	PT-A2 / EN-B2	
PL TORUN01	0532 (443)	Polish	English	English B1	English B2

The Course of Portuguese Language and Culture is offered all year at FCSH/UNL. Attendance is mandatory and at no cost for all incoming students of FCSH/UNL.

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

D. Additional requirements

P LISBOA03:

- Students have to attend at least one subject per semester, among the other courses (max. 36 ECTS credits per semester), in the Department of Geography and Regional Planning.
- The stay' period of students can only be testified according to our academic calendar: 4 or 5 months for one semester and 9 months for full academic year.

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.

² 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 [month]	Spring term [month]
P LISBOA03	Nominations: May 31 st Applications: June 30 th	Nomination: October 31 st Applications: November 30 th
PL TORUN01	June, 1 st	November, 1 st

P LISBOA03:

There is no on line nomination system. Student nominations and application documents to FCSH/UNL must be sent to the following e-mail address: erasmus@fcs.unl.pt.

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 six weeks.

3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **7 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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 LISBOA03: ECTS grading scale at FACULDADE DE CIÊNCIAS SOCIAIS E HUMANAS/UNL

ECTS Grade	% of successful students normally achieving the grade	Definition	Local Grade
A	10	EXCELENT – outstanding performance with only minor errors	20 ≥ n ≥ 17
B	25	VERY GOOD – above the average standard but with some errors	16 ≥ n ≥ 15
C	30	GOOD – generally sound work with a number of notable errors	14 ≥ n ≥ 13
D	25	SATISFACTORY – fair but with significant shortcomings	12 ≥ n ≥ 11
E	10	SUFFICIENT – performance meets the minimum criteria	n = 10
F	-	FAIL – considerable further work is required	n ≤ 9

PL TORUN01

Nicolaus Copernicus University	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.	

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.

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 LISBOA03	erasmus@fcs.unl.pt +351 217 908 332	http://www.fcs.unl.pt/aluno-internacional/erasmus-student
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl	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 LISBOA03	erasmus@fcs.unl.pt +351 217 908 332	http://www.fcs.unl.pt/aluno-internacional/erasmus-student
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl	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 LISBOA03	erasmus@fcs.unl.pt +351 217 908 332	http://www.fcs.unl.pt/aluno-internacional/erasmus-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/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
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	27 JAN. 2014	
PL TORUN01	Prof. dr hab. Wojciech Wysota Dean of Faculty of Earth Sciences <i>Nicolaus Copernicus University</i>	20/01/2014	 DZIEKAN <i>prof. dr hab. Wojciech Wysota</i>

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Scanned signatures are accepted.