



# Erasmus+ Programme

## Key Action 1

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

## Inter-institutional agreement 2014-20[21] 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 of the institution (and department, where relevant)	Erasmus code	Contact details <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Università per Stranieri di Perugia	IPERUGIA06	Erasmus and mobility programs office : <a href="mailto:erasmus@unistrapg.it">erasmus@unistrapg.it</a> Phone: +39 075 5746301 - 303 - 266  administrative Erasmus coordinator: Fabrizio Focolari  Erasmus Institutional Coordinator Prof.ssa Federica Guazzini: <a href="mailto:fedirica.guazzini@unistrapg.it">fedirica.guazzini@unistrapg.it</a>	<a href="https://www.unistrapg.it/servizi/segreteria-e-uffici-per-la-didattica/erasmus-e-mobilita-internazionale">https://www.unistrapg.it/servizi/segreteria-e-uffici-per-la-didattica/erasmus-e-mobilita-internazionale</a>
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. 611 -4928, -2246  Ewa Derkowska-Rybicka ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) - Erasmus Institutional Coordinator (STA , STT)  Małgorzata Grudzińska ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students; placements  Marta Wiśniewska ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), Marta Błaszczuk	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>  Semester dates: <a href="http://www.umk.pl/en/cooperation/guide/calendar/">http://www.umk.pl/en/cooperation/guide/calendar/</a>

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

		(martaslo@umk.pl) - outgoing students; placements	
Faculty of History		Institute of Information Science and Book Studies Veslava Osińska, PhD (wiewo@umk.pl) tel. +48 56 6112392, tel/fax +48 56 6114415	<a href="http://www.inibi.umk.pl/english">http://www.inibi.umk.pl/english</a>

## 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 [ISCED]	Subject area name	Study cycle	Student Mobility for Studies	
					Students	Months (per student)
IPERUGIA06	PL TORUN01	0322 061	Library, Information Studies ICTs	1 <sup>st</sup> 2 <sup>nd</sup>	2	5
PL TORUN01	IPERUGIA06	0322 061	Library, Information Studies ICTs	1 <sup>st</sup> 2 <sup>nd</sup>	2	5

### Staff Mobility - STA

FROM	TO	Subject area code [ISCED]	Subject area name	Staff Mobility for Teaching	
				Teachers	Duration (Minimum Hours)
IPERUGIA06	PL TORUN01	220	Humanities	2	8
PL TORUN01	IPERUGIA06	220	Humanities	2	8

### Staff Mobility - STT

FROM	TO	Subject area code [ISCED]	Subject area name	Staff Mobility for Training	
				Staff	Duration (Minimum Weeks)
IPERUGIA06	PL TORUN01		To be decided	2	1
PL TORUN01	IPERUGIA06		To be decided	2	1

### 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 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
I PERUGIA06		Italian	English	Italian – B1 English – B1	Italian – B2 English – B2
PL TORUN01		Polish	English	B2	B2

### D. Additional requirements

#### IPERUGIA06

Incoming students and staff are offered the opportunity to follow for free courses in Italian Language and Culture. The courses are organized accordingly to the model of the Common European Framework of Reference for Languages (CEFR) in: Elementary (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2). Students who pass the final exam receive ECTS credits reported in the Transcript of Records.

The University for Foreigners has an internal commission for disability which provides upon request specific teaching services and technical aids either for students, administrative staff and teachers (<https://www.unistrapg.it/info-per/servizi-il-sostegno-degli-studenti-diversamente-abili/servizi>).

#### 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](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	Autumn term	Spring term
I PERUGIA06	31 <sup>st</sup> July	31 <sup>st</sup> December
PL TORUN01	June, 1st	November, 1st

### **PL TORUN01:**

#### **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 **1<sup>st</sup> of June** or **1<sup>st</sup> 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

**IPERUGIA06:** <https://www.unistrapg.it/servizi/segreterie-e-uffici-per-la-didattica/erasmus-e-mobilita-internazionale/erasmus-in-uscita/ects>

**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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I PERUGIA 06	Incoming Students: <a href="mailto:welcoming@unistrapg.it">welcoming@unistrapg.it</a> Outgoing Students: <a href="mailto:erasmus@unistrapg.it">erasmus@unistrapg.it</a>	<a href="http://www.unistrapg.it/en/prospectus/ilcc/entry-visa">www.unistrapg.it/en/prospectus/ilcc/entry-visa</a>
PL TORUN01	<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>

## 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I PERUGIA 06	Incoming Students: <a href="mailto:welcoming@unistrapg.it">welcoming@unistrapg.it</a> Outgoing Students: <a href="mailto:erasmus@unistrapg.it">erasmus@unistrapg.it</a>	<a href="http://www.unistrapg.it/en/services/secretariat-of-italian-courses/health-care">www.unistrapg.it/en/services/secretariat-of-italian-courses/health-care</a>
PL TORUN01	<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>


#### 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 PERUGIA06	Welcome Point Tel.: +39 075 57 46 211 /270 Fax: +39 075 57 46 270 E-mail: welcoming@unistrapg.it	<a href="http://www.unistrapg.it/en/services/accommodations">www.unistrapg.it/en/services/accommodations</a>
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)	<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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
I PERUGIA06	Professor Giovanni Paciullo Rector	26 FEB. 2014	
PL TORUN01	Prof. dr hab. Jacek Gzella, Dean of the Faculty of History	26.02.2014	Wydziału Nauk Historycznych <i>prof. dr hab. Jacek Gzella</i>

<sup>2</sup> Scanned signatures are accepted