

# 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)
Instituto Politécnico de Coimbra	P COIMBRA 02	Nuno Miguel Fonseca Ferreira Vice-President & International Relations Coordinator Phone: +351 239791262 E-mail: <a href="mailto:dga.sri@ipc.pt">dga.sri@ipc.pt</a>	<a href="http://internationalrelations.ipc.pt/index.htm">http://internationalrelations.ipc.pt/index.htm</a>
Escola Superior de Tecnologia da Saúde de Coimbra		Rui Branco Lopes International Relations Officer Phone: +351 239802430 E-mail: <a href="mailto:grici@estescoimbra.pt">grici@estescoimbra.pt</a>	<a href="http://www.estescoimbra.pt/en/contenidos/detalhe/id/99">http://www.estescoimbra.pt/en/contenidos/detalhe/id/99</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>Uniwersytet Mikołaja Kopernika w Toruniu (<i>Nicolaus Copernicus University in Toruń</i>)</p>	<p><b>PL TORU01</b></p>	<p>International Programmes Office, Nicolaus Copernicus University,  ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246</p> <p><b>Ewa Derkowska-Rybicka</b> (<a href="mailto:ewader@umk.pl">ewader@umk.pl</a>) - Erasmus Institutional Coordinator (STA , STT)</p> <p><b>Małgorzata Grudzińska</b> (<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) - incoming students; placements</p> <p><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>ERASMUS incoming information:  <a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/cooperation/erasmus/</a></p> <p>Lecture catalogue:  <a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</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>Faculty of Pharmacy</p>	<p><b>PL TORUN01</b></p>	<p><b>Faculty coordinator:</b> Dr hab. Inz. Konrad Misiura, prof. UMK <a href="mailto:kmisiura@cm.umk.pl">kmisiura@cm.umk.pl</a></p>	

## B. Mobility numbers<sup>5</sup> per academic year

*[Paragraph to be added, if the agreement is signed for more than one 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	TO	Subject area code *	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]			Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration *]	
P COIMBRA 02 PORTUGAL	PL TORUN 01 POLAND	0916	Pharmacy	1 <sup>st</sup>   2 <sup>nd</sup>	2x3 (6 months)	2x3 (6 months)
PL TORUN 01 POLAND	P COIMBRA 02 PORTUGAL	0916	Pharmacy	1 <sup>st</sup>   2 <sup>nd</sup>	2x3 (6 months)	2x3 (6 months)

*[\*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.]*

<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	TO	Subject area code *	Subject area name *	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		Staff Mobility for Teaching	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]					
P COIMBRA 02 PORTUGAL	PL TORUN 01 POLAND	To be defined accordingly	To be defined accordingly	1 mobility Min. 2 days (excl. travel days) Min. 8 hours teaching	1 mobility Min. 2 days (excl. travel days)
PL TORUN 01 POLAND	P COIMBRA 02 PORTUGAL	To be defined accordingly	To be defined accordingly	1 mobility Min. 2 days (excl. travel days) Min. 8 hours teaching	1 mobility Min. 2 days (excl. travel days)

### 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 instruc- tion 1	Language of instruc- tion 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]
P COIMBRA 02 PORTUGAL		Portuguese	English	Portuguese OR English: B1 recommended	Portuguese OR English: B2 recommended
PL TORUN 01 POLAND		Polish	English	B2	B2

### D. Additional requirements

#### P COIMBRA 02 | IPC - Escola Superior de Tecnologia da Saúde de Coimbra

- Partner institutions and incoming students must follow all procedures described at <http://www.estescoimbra.pt/en/conteudos/detalhe/id/99>
- There are no appropriate infrastructures for students and staff with disabilities.

<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>



## PL TORUN 01 | Nicolaus Copernicus University | Collegium Medicum

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.

- 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]
P COIMBRA 02 PORTUGAL	JULY 15 <sup>th</sup>	NOVEMBER 15 <sup>th</sup>
PL TORUN 01 POLAND	June, 1 <sup>st</sup>	November, 1 <sup>st</sup>

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

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>  
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 the 1<sup>st</sup> of November**.

2. The receiving institution **[P COIMBRA 02]** will send its decision within **2 weeks**.

The receiving institution **[PL TORUN 01]** will send its decision within **6 weeks**.

3. A Transcript of Records will be issued by the receiving institution **[P COIMBRA 02]** no later than **3 weeks** after the assessment period has finished at the receiving HEI.

A Transcript of Records will be issued by the receiving institution **[PL TORUN 01]** 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.

4. Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement.

This Agreement shall be effective for the period 2014-2021. If either institution wishes to terminate the agreement, one year's notice must be given in writing. For example, notice to terminate mobility from 2015/16 must be given by 1 September 2014. 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 COIMBRA 02 | IPC - Escola Superior de Tecnologia da Saúde de Coimbra**

ECTS GRADE SCALE	DEFINITION	LOCAL GRADE SCALE	%
A	EXCELLENT   outstanding performance with only minor errors	[20 - 16]	10
B	VERY GOOD   above the average standard but with some errors	[15]	25
C	GOOD   generally sound work with a number of notable errors	[14]	30
D	SATISFACTORY   fair but with significant shortcomings	[13]	25
E	SUFFICIENT   performance meets the minimum criteria	[12 - 11]	10
FX	FAIL   some work required before the credit can be awarded	n/a	
F	FAIL   considerable further work is required	n/a	

#### **PL TORUN 01 | Nicolaus Copernicus University | Collegium Medicum**

##### **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		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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA 02 PORTUGAL	Rui Branco Lopes Phone: +351 239802430 E-mail: <a href="mailto:grici@estescoimbra.pt">grici@estescoimbra.pt</a>	<a href="http://internationalrelations.lpc.pt/index.htm">http://internationalrelations.lpc.pt/index.htm</a>
PL TORUN 01 POLAND	<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:



Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA 02 PORTUGAL	Rui Branco Lopes Phone: +351 239802430 E-mail: <a href="mailto:grieci@estescoimbra.pt">grieci@estescoimbra.pt</a>	<a href="http://www.estescoimbra.pt/en/conteudos/detalhe/id/99">http://www.estescoimbra.pt/en/conteudos/detalhe/id/99</a>
PL TORUN 01 POLAND	<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>


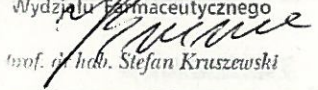
#### 4. Housing

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
P COIMBRA 02 PORTUGAL	Rui Branco Lopes Phone: +351 239802430 E-mail: <a href="mailto:grieci@estescoimbra.pt">grieci@estescoimbra.pt</a>	<a href="http://www.estescoimbra.pt/en/conteudos/detalhe/id/99">http://www.estescoimbra.pt/en/conteudos/detalhe/id/99</a>
PL TORUN 01 POLAND	<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/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>7</sup>
P COIMBRA 02 PORTUGAL	Nuno Miguel Fonseca Ferreira Vice-President & International Relations Coordinator	12/02/14	 OS DA PRESIDÊNCIA
PL TORUN 01 POLAND	Prof. dr hab. Stefan Kruszewski Dean of the Faculty of Pharmacy		DZIEKAN Wydział Farmaceutycznego  Prof. dr hab. Stefan Kruszewski

<sup>7</sup> Scanned signatures are accepted