

Erasmus+ Programme

Key Action 1

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

Inter-institutional agreement 2014/15-2020/21 between programme countries

Minimum requirements

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 (email, phone)	Website (eg. of the course catalogue)
Universidade da Madeira	P FUNCHAL03	Prof. José Manuel Baptista, Vice-Rector for International Relations Erasmus Institutional Coordinator Tel. +351 291 209 403; jose.manuel.baptista@reitoria.uma.pt Paula Barreto Mendonça - outgoing students; incoming students; placements - Erasmus Office - Colégio dos Jesuítas; 9000-081 Funchal Madeira; Phone: +351 291 209 475; Fax: +351 291 209 470; pbairreto@uma.pt	ERASMUS incoming information: International Office: http://qpc.uma.pt/index.php?option=com_content&view=article&id=63&Itemid=50&lang=en Lecture catalogue: http://www.uma.pt http://www.uma.pt/portal/modulos/cursos/index.php?NV_MOD=MODCURSO&NV_EAGR=EAGR_ENSINOLST&TPE SQ=PESQ_ENSINOLST&ID_M=EN&
Universidade da Madeira	P FUNCHAL03	Departmental coordinator: Prof. Mário Franco mariofb@uma.pt	
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus)	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-Rybička	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue:

University in Toruń)		(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	http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/
		Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 Paulina Gyrkow e-mail: erasmus@cm.umk.pl	http://www.cm.umk.pl/en/
Department of English	PL TORUN01	dr hab. Ariadna Strugielska Department of English Ul. Bojarskiego 1 87-100 Toruń ariadnas@umk.pl	ERASMUS incoming Information: http://www.malus.umk.pl/ang/en/

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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISOED]	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)
P-FUNCHAL03	PL TORUN01	0232	Languages and Philology	1 st and 2 nd	2 students x 5 months
PL TORUN01	P-FUNCHAL03	0232	Languages and Philology	1 st and 2 nd	2 students x 5 months

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 instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P FUNCHAL03	Modern Languages/Philology	English	Portuguese	B2	B2
PL TORUN01	Modern Languages/Philology	English	Polish	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each Institution [Links provided on the first page].

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.

D. Additional requirements

P FUNCHAL03

- Incoming Erasmus students are not allowed to register for courses/modules of study levels that differ from the one/s agreed in the present document.

- Incoming teaching staff must be individually accepted by the Course Director / Departmental Coordinator. The acceptance will be based on the candidate's working plan and its adequacy to the teaching program of each course.
- Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
- The University of Madeira welcomes students and staff with disabilities, providing information and assistance.

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:

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>

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.

E. Calendar

1. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P FUNCHAL03	June, 1st	December, 15 th
PL TORUN01	June, 1st	November, 1st

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

P FUNCHAL03: Nominated students receive by e-mail the application form that they have to complete within the deadline above. Once completed, they receive an acceptance letter by e-mail within a max. of 6 weeks.

A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.

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

1. Grading systems of the institutions

P FUNCHAL03:

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

http://uaa.uma.pt/index.php?option=com_content&view=section&layout=blog&id=66&Itemid=97&lang=pt

Not pass: 0 – 9

Pass: 10-20

UNIVERSIDADE DA MADEIRA	ECTS
19-20	A - Excellent
17-18	B - Very good
14-16	C - Good
11-13	D - Satisfactory
10	E - Sufficient
0-9	FX-F - Fail

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 *zai.* 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	Excellent
4,5 - 5	B	Very Good
4	C	Good
3,5	D	Satisfactory
3	E	Sufficient
2	F	Fail
Zai / 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 FUNCHAL03	Erasmus Assistant Officer: Paula Barreto Mendonça pbarreto@uma.pt	International Office: http://gpc.uma.pt/index.php?option=com_content&view=article&id=68&Itemid=56&lang=en
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/

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 FUNCHAL03	Erasmus Assistant Officer: Paula Barreto Mendonça pbarreto@uma.pt	International Office: http://gpc.uma.pt/index.php?option=com_content&view=article&id=68&Itemid=56&lang=en
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

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

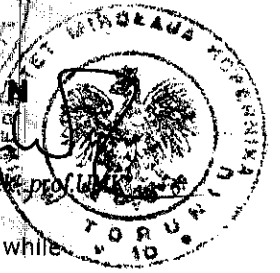
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P FUNCHAL03	Erasmus Assistant Officer: Paula Barreto Mendonça pbarreto@uma.pt	http://erc.uma.pt/index.php?option=com_content&view=article&id=241&Itemid=129&lang=en Social Services - Regulation Accommodation: http://www.sasuma.pt/portal/index.php?id=aregulaUK Accommodation Request: Mandatory http://www.sasuma.pt/portal/index.php?id=asolicitar
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 ²
P FUNCHAL03	Prof. José Manuel Baptista Vice-Rector for International Relations - Erasmus institutional Coordinator	17-3-2014	
PL TORUN01	Dean, prof. Adam Bednarek Faculty of Languages	24 MAR. 2014	 Dr hab. Adam Bednarek, prof. UAM

* At PL TORUN01 single-subject agreements are signed by the dean of the respected faculty, while multi-subject agreements by the Vice-rector for Education.



² Scanned signatures are accepted