



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 of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITECNICO DO PORTO	P PORTO 05	Prof. Rosário Gambôa, President Presidency Services Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Carla Carneiro Head of International Relations Office Presidency Services Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Tel.: +351 225 571 000/74 Fax: +351 225 020 772 Email: gcri@sc.ipp.pt	https://www.ipp.pt/guiaects/guia_ects.aspx
Instituto Superior de Contabilidade e Administração do Porto (ISCAP) School of Accounting and Administration of Porto		Head of International Relations Office Mrs. Alexandra Albuquerque Email: gri.iscap.coord@eu.ipp.pt INCOMING Mobility: Mrs. Ana Monteiro Email: gri3@iscap.ipp.pt OUTGOING Mobility: Mrs. Carla Carneiro Email: gri@iscap.ipp.pt T.: +351 22 905 00 50 F.: +351 22 902 58 99	Website: http://iscap.ipp.pt Exchange Program: http://iscap.ipp.pt/gri/drupal/?q=courses Course Catalog (PT): http://www.iscap.ipp.pt/site/php/cursos.php?curs=4

NICOLAUS COPERNICUS UNIVERSITY		International Programmes Office, 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 students; placements (Incoming@erasmus.umk.pl) Marta Wiśniewska (mawi@umk.pl), outgoing students; placements	http://www.umk.pl/en/cooperation/erasmus/students/
Faculty of Political Science and International Studies	PL TORUN 01	dr hab. Dariusz Góra-Szopiński e-mail: chopin@umk.pl	
Faculty of Languages		dr hab. Ariadna Strugielska (English philology) e-mail: ariadnas@umk.pl dr Maciej Pławski (German philology)e-mail: plawski@umk.pl	
Faculty of Economics Sciences and Management		Faculty Erasmus Coordinator Magdalena Kalinska Ul Gagarina 13A 87-100 Torun, Poland email: erasmus@econ.umk.pl	

B. Mobility numbers¹ 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	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/total number of months	SMT/total number of months
PL TORUN 01	P PORTO05	041	Business Administration	1 st 2 nd	10 (2 students x 5 months OR 1 students X 10months)	Up to 4 months
P PORTO05	PL TORUN 01	041	Business Administration	1 st	10 (2 students x 5 months OR 1 students X 10months)	Up to 4 months

¹ 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>

PL TORUN 01	P PORTO05	023	Languages (English, German)	1 st	10 (2 students x 5 months OR 1 students X 10months)	Up to 4 months
P PORTO05	PL TORUN 01	023	Languages (English, German)	1 st	10 (2 students x 5 months OR 1 students X 10months)	Up to 4 months
PL TORUN 01	P PORTO05	312	Political Sciences	1st	10 (2 students x 5 months OR 1 students X 10months)	Up to 4 months
P PORTO05	PL TORUN 01	312	Political Sciences	1st	10 (2 students x 5 months OR 1 students X 10months)	Up to 4 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.]*

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 average days	Staff Mobility for Training/total number of average days
PL TORUN 01	P PORTO05	041 023	Business Administration Languages Political Sciences	2/5	2/5
P PORTO05	PL TORUN 01	041 023	Business Administration Languages Political Sciences	2/5	2/5

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 ²	
				Student Mobility for Studies	Staff Mobility for Teaching Studies
PL TORUN 01	Exchange Program	English		B2	B2
P PORTO 05	All Regular Programs	Portuguese	English (only for STA)	B1	B1
	Exchange Program ³	-----	English	B1	B1

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

D. Additional requirements

P PORTO05:

- Application Procedures: <http://iscap.ipp.pt/gri/drupal/?q=node/164#overlay-context=mobility%3Fq%3Dmobility>
- Application documents received after application deadlines will not be accepted.
- Students who wish to apply beyond the contracted numbers, can apply as fee-paying exchange students.
- Exchange studies for PhD students are organized according to individual plans.
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.

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/>

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>

³ Please check it here: <http://iscap.ipp.pt/gri/drupal/?q=courses>.

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.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL TORUN 01	1 June	1 November
P PORTO05	1 June	1 November

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

2. :

PL TORUN 01: Will send its decision within 5 weeks

P PORTO05: Will send its decision within 5 weeks

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.




F. Information

	P PORTO05	PL TORUN 01
WWW for Incoming Students	http://iscap.ipp.pt/gri/drupal/?q=node/164#overlay-context=mobility%3Fq%3Dmobility	http://www.umk.pl/en/cooperation/erasmus/students/
WWW Course Catalogue	http://iscap.ipp.pt/gri/drupal/?q=courses	http://www.umk.pl/en/cooperation/erasmus/students/study/
Housing ⁴	COMAP – Committee for International Students http://www.comap-portugal.com/accommodation/	http://www.umk.pl/en/cooperation/guide/accommodation/

⁴ The receiving Institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

Contact details	Email: comap@comap-portugal.com	incoming@erasmus.umk.pl	
WWW Visa Information ⁵	http://www.sef.pt/portal/V10/EN/asp/da/ge.aspx	http://www.umk.pl/en/cooperation/guide/issues/#A1	
Contact details	gri3@iscap.ipp.pt	incoming@erasmus.umk.pl	
WWW Insurance Information ⁶	European Commission (Employment, Social Affairs & Inclusion)	http://www.umk.pl/en/cooperation/guide/issues/#A2	
Contact details	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: gri3@iscap.ipp.pt	incoming@erasmus.umk.pl	
ECTS Users' Guide ⁷	18 to 20	Excellent	http://www.umk.pl/en/cooperation/guide/grading/
	16 and 17	Very good	
	14 and 15	Good	
	10 to 13	Sufficient	
	0 to 9	Fail	
WWW Students and Staff with Disabilities Contact details	Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.	http://www.umk.pl/en/cooperation/erasmus/students/disabled/ incoming@erasmus.umk.pl	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
PL TORUN 01	Prof. Beata Przyborska Vice-Rector for Education	17.03.2014	<p>Prorektor ds. kształcenia</p> <p><i>dr hab. Beata Przyborska, prof. UMK</i></p> 
P PORTO05	Prof. Rosário Gambôa, President		 

⁵ 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 ECHE.

⁶ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

⁷ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

⁸ Scanned signatures are accepted