

# 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

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

Universidade de Coimbra P COIMBRA 01	Nicolaus Copernicus University in Toruń PL TORUN01
<p><b>Filomena Marques de Carvalho</b> ERASMUS Institutional Coordinator International Relations Unit, University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026 3001-401 COIMBRA, Portugal Phone: +351 239 857 003, Fax: +351 239 857 002 Email: <a href="mailto:dri@uc.pt">dri@uc.pt</a></p> <p><b>Maria Teresa Silva</b>   Incoming Students <a href="mailto:mteresa@uc.pt">mteresa@uc.pt</a></p> <p><b>Ana Isabel Ferreira</b>   Outgoing Students <a href="mailto:anisabel@uc.pt">anisabel@uc.pt</a></p> <p><b>Ana Machado</b>   Teaching Staff / Staff Exchange <a href="mailto:dri.mobilidade@uc.pt">dri.mobilidade@uc.pt</a></p> <p><b>Bilateral Agreements:</b> <a href="mailto:dri.projects@uc.pt">dri.projects@uc.pt</a></p> <p><b>Website:</b> <a href="http://www.uc.pt/en/driic">http://www.uc.pt/en/driic</a></p> <p><b>Information for Incoming students:</b> <a href="http://www.uc.pt/en/driic/mobilidade/in/">http://www.uc.pt/en/driic/mobilidade/in/</a> <b>Course Catalog:</b> <a href="http://www.uc.pt/en/ects/catalogo">http://www.uc.pt/en/ects/catalogo</a> <b>Academic Calendar:</b> <a href="http://www.uc.pt/en/ects/info_inst/calendario_academico/">http://www.uc.pt/en/ects/info_inst/calendario_academico/</a></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:martasio@umk.pl">martasio@umk.pl</a>) - outgoing students; placements</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>

**Contact Details:**

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ERASMUS Academic Coordinator

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**Contact Details:**

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Faculty of Economics Sciences and Management  
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87-100 Torun, Poland

Phone: +48 56 611 4627

e-mail: [erasmus\\_plus@econ.umk.pl](mailto:erasmus_plus@econ.umk.pl)

[www.econ.umk.pl/](http://www.econ.umk.pl/)

## B. Mobility numbers<sup>1</sup> per academic year

### STUDENT MOBILITY:

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeship s *
P COIMBRA01	PL TORUN01	041	Business and Administration	1 <sup>st</sup> / 2 <sup>nd</sup>	2 [12 months in total]	—
PL TORUN01	P COIMBRA01	041	Business and Administration	1 <sup>st</sup> / 2 <sup>nd</sup>	2 [12 months in total]	—

**041/Business and Administration** (includes the following detailed fields: 0411/0412/0413 and 0414)

*[\*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>1</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>)



## TEACHING/STAFF MOBILITY:

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 COIMBRA01	PL TORUN01	041	Business and Administration	1/1 week [maximum]	—
PL TORUN01	P COIMBRA01	041	Business and Administration	1/1 week [maximum]	—

**041/Business and Administration** (includes the following detailed fields: 0411/0412/0413 and 0414)

## 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>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P COIMBRA01		Portuguese	English	B1 / B2	_/B2
PL TORUN01		Polish	English	B1 / B2	_/B2

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

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

### P COIMBRA01:

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

The University of Coimbra offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public

<sup>2</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>

transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**

Colégio de S. Jerónimo  
Largo de D. Dinis  
Apartado 3026  
3001-401 Coimbra  
Telefone: +351 239 857000  
E-mail: [atped@ntp.uc.pt](mailto:atped@ntp.uc.pt)

[http://www.uc.pt/en/sasuc/Quick\\_search/Integration\\_Counselling/nee](http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee)

## **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)

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](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 COIMBRA01	June, 1st	November, 1st
PL TORUN01	June, 1st	November, 1st

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

### P COIMBRA01:

- Partner institutions should send nominations to Regina Freitas [dri.intstudy@uc.pt](mailto:dri.intstudy@uc.pt)
- Online applications at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

2. The receiving institution will send its decision within **6 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]

### PL TORUN01:

2. The receiving institution will send its decision within **6 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

**This agreement shall remain in force until the end of the Programme (2020/21).** However, in the event of unilateral termination, a notice of at least one academic year should be given. 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 COIMBRA01:** [http://www.uc.pt/en/ects/info\\_inst/sg-ma/](http://www.uc.pt/en/ects/info_inst/sg-ma/)



### Grading scheme and, if available, grade distribution guidance

1. The final assessment of a course unit is expressed by a grade on a scale of whole numbers from 0 to 20, with 10 as the minimum passing grade, as well as its European equivalent rating.
2. The final classification is expressed in the range 10-20 on a numerical scale from 0 to 20, as well as its European equivalent of comparability of classification. The final grade is calculated using the weighted average number of ECTS for each outcome eligible for approval for the determination of graduation.
3. The final classification can be accompanied by a qualitative definition on the following scale: Sufficient (10-12), Satisfactory (12-13), Good (14-15), Very Good (16 and 17), excellent (18-20).
4. The scale is based on the ECTS association of a numerical definition (percentile) with the levels A, B, C, D and E, according to the following table

ECTS Grade	Definition	% of successful students normally achieving the grade
A	EXCELLENT	10
B	VERY GOOD	25
C	GOOD	30
D	SATISFACTORY	25
E	SUFFICIENT	10
FX	FAIL	—
F	FAIL	—

The classification scale ECTS is based on the distribution of results obtained in the range 10-20 for all students in a course or in the final course corresponding to the three academic years prior to the result given a minimum of 30 successful students or graduates. Where it is not possible to obtain the minimum number of elements in the distribution are considered the four, or five school years prior to distribution to complete at least 30 elements. In distribution of results are only considered grades for evaluation.

#### ECTS credits:

one semester	one full academic year
<b>30 ECTS credits</b>	<b>60 ECTS credits</b>

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>3</sup>. 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.]*

#### 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).

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<sup>3</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA01	<a href="mailto:dri.intstudy@uc.pt">dri.intstudy@uc.pt</a>	<a href="http://www.uc.pt/en/driic/mobilidade/ac/">http://www.uc.pt/en/driic/mobilidade/ac/</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/iss/ues/#A1">http://www.umk.pl/en/cooperation/guide/iss/ues/#A1</a>  <a href="http://www.msz.gov.pl/en/travel_to_poland/">Polish Ministry of Foreign Affairs 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 COIMBRA01	<a href="mailto:dri.intstudy@uc.pt">dri.intstudy@uc.pt</a>	<a href="http://www.uc.pt/en/ects/info_caracter_geral/">http://www.uc.pt/en/ects/info_caracter_geral/</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<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 COIMBRA01	<b>Núcleo de Alojamentos</b> R.Oliveira Matos, 27 3000-305 Coimbra Tel:+351 239 101 282 Email: <a href="mailto:alojamentos@sas.uc.pt">alojamentos@sas.uc.pt</a> <a href="mailto:mobility_alojam@sas.uc.pt">mobility_alojam@sas.uc.pt</a>	<a href="http://www.uc.pt/go/accommodation">www.uc.pt/go/accommodation</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<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>4</sup>
P COIMBRA01	<b>Filomena Marques de Carvalho</b> ERASMUS Institutional Coordinator	05-12-2014	 
PL TORUN01	<b>Dr hab. Jerzy Boehlke, prof. UMK</b> Vice-Dean Responsible for International Cooperation		 Przewodniczący ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK

<sup>4</sup> Scanned signatures are accepted.