



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

[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)
Università degli Studi di Macerata	I MACERAT01	<p>Prof. Uoldelul CHELATI DIRAR Institutional Coordinator: @: uoldelul@unimc.it ; @: cri@unimc.it</p> <p>Antonella TIBERI Head of the International office:</p> <p>Ufficio Rapporti Internazionali Via pescheria vecchia, snc 62100 Macerata – Italia Head of the International office: @: cri@unimc.it @: antonella.tiberi@unimc.it</p> <p>Tel. +39 0733 2586040 Fax +39 0733 2586039</p> <p>Prof.ssa Paola PERSANO Erasmus departmental coordinator for Political Sciences</p>	<p>University website http://www.unimc.it/it</p> <p>Erasmus incoming home page http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students</p> <p>Department home page http://spocri.unimc.it/it</p>

		& Journalism and information Department of Political Sciences, Communication and International Relations Via Don Minzoni, 2 – 62100 Macerata – Italia@: paola.persano@unimc.it Tel. + 39 0733 2582701 Fax +39 0733 2582755	
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Torun)</i> Faculty of Political Sciences and International Studies ul. Batorego 39 L 87-100 Torun, Poland	PL TORUN01	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Torun, Poland tel/fax. +48 56 611 4929 tel. +48 56 611 4928, 611 2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Malgorzata Grudzinska (incoming@erasmus.umk.pl) – incoming students, placements Departmental coordinator: Dariusz Gora-Szopinski, PhD (chopin@umk.pl) tel. +48 56 611 2120 fax +48 56 611 2119	ERASMUS incoming information: http://umk.pl/en/erasmus/students/ Lecture catalogue: http://umk.pl/en/erasmus/courses/ Courses in foreign languages: www.wpism.umk.pl/studia/international/erasmus-foreign-students-info.html

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 November 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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Total number of students	Total number of months
I MACERAT01 ¹	PL TORUN01	0312 (ISCED 2013)	Political sciences and civics	1 st , 2 nd	2 students	12 (6+6)

¹ The Student mobility for traineeships is not included in this Agreement as there is a specific procedure for the selection of incoming students for traineeships (please contact: cri@unimc.it).

		032 (ISCED 2013)	Journalism and information	1 st , 2 nd	2 students	12 (6+6)
I MACERATA01	PL TORUN01	0312 (ISCED 2013)	Political sciences and civics	1 st , 2 nd	2 students	12 (6+6)
		032 (ISCED 2013)	Journalism and information	1 st , 2 nd	2 students	12 (6+6)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Number of <u>staff</u> mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
				Total number of days of teaching periods or average duration	
I MACERAT01	PL TORUN01	0312 /032 (ISCED 2013)	Political sciences and civics / Journalism and Information	2 persons x 5 days each (min. 2 days plus travel time, min. 8 hours)	
		Not yet known To be decided	Not yet known To be decided		2 persons (min. 2 days plus travel time)
PL TORUN01	I MACERAT01	0312 /032 (ISCED 2013)	Political sciences and civics / Journalism and information	2 persons x 5 days each (min. 2 days plus travel time, min. 8 hours)	
		Not yet known To be decided	Not yet known To be decided		2 persons (min. 2 days plus travel time)

C. Recommended language skills

The sending institution, following the 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	
				Student Mobility for Studies	Staff Mobility for Teaching
				Minimum recommended level: B1	Minimum recommended level: B2

I MACERAT01	PL TORUN01	Italian	English (where indicated – few courses)	B1 Italian ² B1 English	B1 Italian B1 English
PL TORUN01	I MACERAT01	Polish	English	B2 English	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

I MACERAT01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: cri@unimc.it.

PL TORUN01:

- 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. The list of Erasmus coordinators at NCU is available at: <http://umk.pl/en/erasmus/coordinators/list/>
- 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://umk.pl/en/erasmus/students/applying/disabled/>
Contact: International Programmes Office, +48 56 6114928, incoming@erasmus.umk.pl
- Additional Information on medical care at NCU in Toruń is available at: www.umk.pl/en/erasmus/life/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. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
I MACERAT01	30 th June	30 th October

² International students who cannot provide a certificate for Italian (B1 of the European Framework) should attend a 50-hour intensive course free of charge.

PL TORUN01	June 1 st	November 1 st
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I MACERAT01:

2. 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).
The UNIMC will send its decision within 4 weeks from the nominations.
 The students accepted will receive a Welcome e-mail and useful information for their future stay at the University of Macerata.

Then the students should apply according to the procedure given on:

<http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/administrative-procedures/before-arrival>.

The online application should be submitted by the students by the **30th of June or 30th of October.**

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,** given that the transcript form and all relevant course work documents have been submitted by the student. The International Office will not be responsible for the delay of the registration of grades by each professor.

4. Termination of the agreement

The above parties agree to co-operate in the activities shown below within the Erasmus + programme. Both parties agree to abide by the principles and conditions set out in the Guidelines for Applicants and Erasmus Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation 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

1. Grading systems of the institutions

I MACERAT01:

<http://www2.unimc.it/ateneo/centri-di-ateneo/cri/erasmus/in-entrata-incoming-students/didattica-didactics/italian-university-system>

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	Excellent
4,5		B	Very Good
4		C	Good
3,5		D	Satisfactory
3		E	Sufficient
2		F	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
I MACERAT01	cri@unimc.it	http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/default.htm?LANG=EN http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/practical-information/police-registration
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 6114928	www.umk.pl/en/erasmus/life/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
I MACERAT01	cri@unimc.it	http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/practical-information/italian-health-care-system
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/erasmus/life/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:


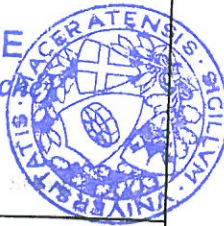

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I MACERAT01	cri@unimc.it	http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/accommodation
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/erasmus/life/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)³

Institution [Erasmus code]	Name, function	Date	Signature ⁴
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³ At PL TORUN01, single-subject agreements are signed by the dean of relevant faculty, while multi-subject agreements by the Vice-rector for Education.

⁴ Scanned signatures are accepted.

I MACERAT01	Prof. Luigi Lacchè, Rector	01/12/2014	<p>IL RETTORE Prof. Luigi Lacchè</p>   <p>Signature and Stamp</p>
PL TORUN01	Prof. Roman Bäcker, Dean	01/12/2014	<p>Dziekan</p>  <p>Prof. dr hab. Roman Bäcker</p> <p>Signature and Stamp</p>


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