



## 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)
Instituto Politécnico de Leiria	PLEIRIA01	<p><u>Institutional Coordinator<sup>1</sup>:</u> Prof. Nuno André O. Mangas Pereira President Polytechnic Institute of Leiria Rua General Norton de Matos 2411-901 Leiria</p> <p>Tel: +244860448 Email: gmci@ipleiria.pt ERASMUS Institutional Coordinator</p> <p>.....</p> <p><b><u>Contact Details for Student Mobility / Nomination:</u></b></p> <p>International Office tel: +351 244 860448</p> <p><b>Incoming Students</b> Naide Martins <a href="mailto:naide.martins@ipleiria.pt">naide.martins@ipleiria.pt</a></p> <p><b>Outgoing Students/Bilateral Agreements</b> Ana Silva <a href="mailto:ana.silva@ipleiria.pt">ana.silva@ipleiria.pt</a></p> <p><b><u>Contact Details for Staff Mobility (if applicable):</u></b> Ana Boa-Ventura <a href="mailto:acecilia@ipleiria.pt">acecilia@ipleiria.pt</a></p>	<a href="http://www.ipleiria.pt/internacional/">http://www.ipleiria.pt/internacional/</a>

Uniwersytet Mikołaja Kopernika w Toruniu  ( <i>Nicolaus Copernicus University in Toruń</i> )	<b>PL TORUN01</b>	International Programmes Office, Nicolaus Copernicus University,  ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, - 2246, -4788  <b>Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA , STT)  <b>Małgorzata Grudzińska</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students;  <b>Marta Wiśniewska</b> ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), <b>Marta Błaszczyk</b> ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) - outgoing students; <b>Martyna Malec</b> ( <a href="mailto:malec@umk.pl">malec@umk.pl</a> ) – traineeships	ERASMUS incoming information:  <a href="http://www.umk.pl/en/erasmus/">http://www.umk.pl/en/erasmus/</a>  Lecture catalogue:  <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a>  Semester dates:  <a href="http://www.umk.pl/en/erasmus/life/guide/calendar/">http://www.umk.pl/en/erasmus/life/guide/calendar/</a>
		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>	<a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a>
Faculty of Economic Sciences and Management	<b>PL TORUN01</b>	<i>Faculty coordinator:</i> Dr Magdalena Kalińska Exchange Programme Coordinator  Barbara Józwik Exchange Programme Assistant  Ul. Gagarina 13a 87-100 Toruń, Poland  Phone: +48 56 611 4783 e-mail: <a href="mailto:erasmus_plus@econ.umk.pl">erasmus_plus@econ.umk.pl</a> <a href="http://www.econ.umk.pl">www.econ.umk.pl</a>	<a href="http://www.econ.umk.pl/529,erasmus-program.html">http://www.econ.umk.pl/529,erasmus-program.html</a>



## 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 [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	Student Mobility for Traineeship s
PLEIRIA01	PL TORUN01	04.0	Business Studies and Management Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students (10 months)	1 student (6 months)
		04.2	Business Studies with Technology			
		04.3	Accountancy, Financial Management			
		04.7	Marketing and Sales Management			
		14.3	Economics			
PL TORUN01	PLEIRIA01	04.0	Business Studies and Management Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students (10 months)	1 student (6 months)
		04.2	Business Studies with Technology			
		04.3	Accountancy, Financial Management			
		04.7	Marketing and Sales Management			
		14.3	Economics			



[\*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.]

### Staff Mobility (STA and STT)

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 *
PLEIRIA01	PL TORUN01	04.0	Business Studies and Management Sciences	2 X 1 week	2 X 1 week
		04.2	Business Studies with Technology		
		04.3	Accountancy, Financial Management		
		04.7	Marketing and Sales Management		
		14.3	Economics		
PL TORUN01	PLEIRIA01	04.0	Business Studies and Management Sciences	2 X 1 week	2 X 1 week
		04.2	Business Studies with Technology		
		04.3	Accountancy, Financial Management		
		04.7	Marketing and Sales Management		
		14.3	Economics		

### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PLEIRIA01		Portuguese	English	B1	B1
PL TORUN01		Polish	English	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

##### PLEIRIA01:

###### Nomination

The partner Institution is kindly asked to officially nominate all the exchange students by e-mail, specifying the following details: i) Complete name; ii) Student's email; iii) Period of exchange; iv) Area of study.

###### Application procedure

All nominated exchange students have to fill in the on-line application and add the required documents.

###### Acceptance

Accepted students will receive a confirmation of acceptance sent to the email contact indicated in the application, at the latest two weeks after application's closing date.

###### Study Plan

The exchange students are welcome to attend all the subjects they want as long as they can conciliate their choices with their classes' schedules.

<sup>1</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 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/erasmus/students/applying/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/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](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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PLEIRIA01	May, 30 <sup>th</sup>	November, 30 <sup>th</sup>
PL TORUN01	June, 1st	November, 1st

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

#### PLEIRIA01:

The partner institution should send their nominations by e-mail.

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.

**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/erasmus/students/applying/application>

The online application should be submitted by the students by the **1<sup>st</sup> of June** or **1<sup>st</sup> 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****PLEIRIA01****GRADES:**

00/09	<i>Fail</i>	<i>further work is required</i>
10/11	<i>Sufficient</i>	<i>performance meets the minimum criteria</i>
12/13	<i>Satisfactory</i>	<i>fair but with significant shortcomings</i>
14/16	<i>Good</i>	<i>generally sound work with a number of significant errors</i>
17/18	<i>Very Good</i>	<i>above the average, but with some errors</i>
19/20	<i>Excelent</i>	<i>outstanding performance with only minors errors</i>



**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	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
PLEIRIA01	<a href="mailto:gmci@ipleiria.pt">gmci@ipleiria.pt</a> ; tel: +351 244 860448	<a href="http://www.ipleiria.pt">www.ipleiria.pt</a>
PL TORUN01	<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/erasmus/life/guide/issues/#A1">http://www.umk.pl/en/erasmus/life/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
PLEIRIA01	<a href="mailto:gmci@ipleiria.pt">gmci@ipleiria.pt</a> ; tel: +351 244 860448	<a href="http://www.ipleiria.pt">www.ipleiria.pt</a>
PL TORUN01	<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/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/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.

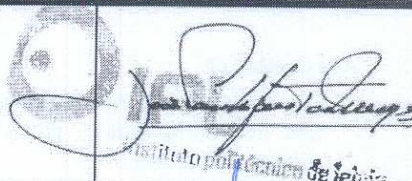
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PLEIRIA01	<a href="mailto:sas@ipleiria.pt">sas@ipleiria.pt</a> Tel: (+351) 244 830 640	<a href="http://www.ipleiria.pt/sas/">http://www.ipleiria.pt/sas/</a>



<b>PL TORUN01</b>	<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/erasmus/life/guide/accommodation/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a>
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
<b>PLEIRIA01</b>	Prof. Nuno Mangas, President		
<b>PL TORUN01</b>	Prof. Jerzy Boehlke Dean for Research and Foreign Cooperation		Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK

\* 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.

<sup>2</sup> Scanned signatures are accepted