



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017-21² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Nicolaus Copernicus University in Toruń Faculty of Economic Sciences and Management	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) – traineeships Faculty of Economic Sciences and Management Joanna Turkiewicz Faculty Coordinator for International Programmes Ul. Gagarina 13a 87-100 Toruń, Poland Phone: +48 56 611 4783 e-mail: international.econ@umk.pl	http://www.umk.pl/en/ erasmus/students/

1 Inter-institutional agreements can be signed by two or more higher education Institutions

2 Higher Education Institutions have to agree on the period of validity of this agreement

3 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

4 Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		www.econ.umk.pl	
Università degli Studi di Macerata Department of Economics and Law Piazza Strambi, 1 - 62100 Macerata - Italia		Prof. Benedetta GIOVANOLA Institutional Coordinator: @: benedetta.giovanola@unimc.it @: cri@unimc.it Administrative contact: Antonella TIBERI Head of the International Relations office (IRO): Ufficio Rapporti Internazionali Via Pescheria vecchia, 8 62100 Macerata - Italia @: cri@unimc.it @: antonella.tiberi@unimc.it Tel. +39 0733 2586040 Fax +39 0733 2586039 Prof. Nicoletta MARINELLI Erasmus departmental coordinator for Economics/Business Studies @: nicoletta.marinelli@unimc.it Phone + 39 0733 2583233 Fax +39 0733 2583205	University website http://www.unimc.it/it Erasmus incoming home page http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students Department home page http://economiaediritto.unimc.it/it

B. Mobility numbers⁵ 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 [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 Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
PL TORUN01	I MACERAT01	041	Business and Administration	1 st /2 nd /3 rd	30 (6x5)	-
I MACERAT01	PL TORUN01	041	Business and administration	1 st /2 nd /3 rd	30 (6x5)	-
PL TORUN01	I MACERAT01	041	Business and Administration	2 nd **	50 (10x5)	-
I MACERAT01	PL TORUN01	041	Business and Administration	2 nd **	50 (10x5)	-

****10 Master students within the triple-Master programme (Torun-Macerata-Angers)**

⁵ 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>)

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 *
PL TORUN01	I MACERATO1	041	Business and Administration	5 persons x 5 days each (min. 2 days plus travel time, min. 8 hours)	2 persons (min. 2 days plus travel time)
I MACERATO1	PL TORUN01	041	Business and Administration	5 persons x 5 days each (min. 2 days plus travel time, min. 8 hours)	2 persons (min. 2 days plus travel time)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	041	ENGLISH		B2	B2
I MACERATO1	041	ITALIAN	ENGLISH	English B2 Toefl 80 STRONGLY recommended (no certificate required) students within the triple-Master programme (Torun- Macerata-Angers)	B2
I MACERATO1	041	ITALIAN	ENGLISH (where available)	A1 Italian ⁷	B2

⁶ 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>

⁷ The language of instruction at the University of Macerata is Italian. International students who cannot provide a certificate for Italian Language (minimum required A1 of the European Framework) or who have not reached the A1 level at the on-line placement test organized by the University Language Center (CLA) **have to attend a 50-hours intensive course of basic level free of charge but compulsory in September or February, before University lectures begin** (calendar available at the link: <http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/italian-language-courses/italian-language-courses-free-on-site-courses>)

				English B1 (certificate required)	
				Students 1st-2nd-3rd	

* The language of instruction at the Nicolaus Copernicus University is Polish. Nevertheless, international students who wish to pursue studies within ERASMUS+ programme may find a number of modules in English. The list of courses in English:
<http://www.econ.umk.pl/532,program.html?lang=2>

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Students should present a language certificate proving their language competences. We accept official proficiency language certificates or "internal" University proficiency tests (certified by a Language Teacher at the Sending Institution - you can download Language proficiency form from here http://www.umk.pl/en/erasmus/downloads/Lq_requirements_Erasmus_plus.pdf). Important! Confirmations by private teachers are not valid.

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:

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
 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/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.

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

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 TORUN01	1 June	1 November
I MACERAT01	as soon as possible, before 30 th June (nomination) 30th June (application)	as soon as possible, before 30 th October (nomination) 30th October (application)

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>

2. The receiving institution will send its decision within 4 weeks, **PL TORUN01** 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the student passed all exams and submitted the Study Records Sheet to the International Office at the receiving HEI.

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://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-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

In case of earlier 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 June of year N will only take effect as of 1 September of year N+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 :

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.	

I MACERAT01:

<http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/didactics/italian-university-system>

1 credit (CFU) at the *University of Macerata* is equivalent to 1 ECTS

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
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/
I MACERAT01	cri@unimc.it	http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/default.htm?LANG=EN http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/police-registration

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
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A2
I MACERAT01	cri@unimc.it	http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/italian-healthcare-system


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
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/accommodation/
I MACERAT01	cri@unimc.it	http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/accommodation-1

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and stamp ⁸
I MACERAT01	Rector, Prof. Francesco Adornato	11/04/2017	
PL TORUN01	dr hab. Aldona Glińska-Neweś, prof. UMK Vice-Dean for International Relations		