



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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)
Universidade Lusófona de Humanidades e Tecnologias	P LISBOA52	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office Av. Campo Grande, nº 376, 1749-024 Lisboa trdamasio@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/quia-ects.html
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Torun)	PL TORUN01	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Torun, Poland tel/fax. +48 566114929 tel. +48 56 6114928, 6112246 Ewa Derkowska-Rybicka - Erasmus Institutional Coordinator (STA, STT) ewader@umk.pl Małgorzata Grudzinska - Incoming students and placements	ERASMUS Incoming Information: www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses Semester dates: www.umk.pl/en/cooperation/guide/cale

		incoming@erasmus.umk.pl Marta Błaszczuk – outgoing students marta.Slominska@umk.pl Martyna Malec - traineeships malec@umk.pl	ndar/
Faculty of Political Science and International Studies	PL TORUN01	Departmental coordinator: Michał Plechowicz, PhD piechowicz@umk.pl ul. Batorego 39L 87-100 Toruń	Courses in foreign languages: http://www.umk.pl/en/erasmus/courses L

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 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration]
P LISBOA52	PL TORUN01	312	Political Science and civics	1 st 2 nd	1 student X 5 months =5
PL TORUN01	P LISBOA52	312	Political Science and civics	1 st 2 nd	1 student X 5 months =5
P LISBOA52	PL TORUN01	316	International relations – European studies	1 st 2 nd	2 student X 5 months =10
PL TORUN01	P LISBOA52	316	International relations – European studies	1 st 2 nd	2 student X 5 months =10
P LISBOA52	PL TORUN01	32	Communication and Journalism	1 st 2 nd	2 students X 5 months=10
PL TORUN01	P LISBOA52	32	Communication and Journalism	1 st 2 nd	2 students X 5 months=10

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 <i>[total number of days of teaching periods or average duration]</i>	Staff Mobility for Training
P LISBOA52	PL TORUN01	312 316 32	Political Science and civics, International relations – European studies, Communication and Journalism	2 x 5 days	t.b.d. ¹
PL TORUN01	P LISBOA52	312 316 32	Political Science and civics, International relations – European studies, Communication and Journalism	2 x 5 days	t.b.d.

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 ²	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
P LISBOA52		Portuguese	English	B2 English	B2 English
PL TORUN01		Polish English	English	B2 English	B2 English

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

¹ To be discussed

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>

* For Staff Mobility at least one of the following languages: English or Spanish (B2)

D. Additional requirements

P LISBOA52

-Nomination, application documents and registration received after application deadlines will not be accepted;

-Procedures for Application - Student Mobility for Studies:

-Official nomination by the Home University;

-The students must be registered in: <https://secure.gruposofona.pt/col/f?p=110:26>

-We need to receive by email carmen.pereira@ulusofona.pt the following documents:

1. Learning Agreement;
2. English Language Certificate (B2) or Portuguese Language Certificate (B2) presenting International Certification - TOEFL, ESOL, IELTS or other;
3. Medical Report (our form)
4. Copy of the Identity Card or Passport;
5. Copy of the health insurance from Home University or private insurance and
6. Copy of the European Health Card.

-Please Pay Attention to these instructions:

The Learning Agreement must be signed and stamped by the Home University and student.

The Medical Report must be filled and stamped by the doctor/family's physician.

Support is offered to students and staff with a special need or disability, please contact:

elisabete.lourenco@ulusofona.pt

+351 21 751 55 65

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 www.umk.pl/en/cooperation/erasmus/coordinators/
- 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: www.umk.pl/en/cooperation/erasmus/students/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/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

- 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

- Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
P LISBOA52	31th of May	31th of october
PL TORUN01	June 1st Application and nomination deadline	November 1st Application and nomination deadline

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 www.umk.pl/en/cooperation/erasmus/students/application

- 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

P LISBOA52

The University System of grades in Portugal varies between 0 and 20 where the minimum grade to pass is 10. (Law by the Decree nº 42/2005 (22 February 2005))

Grade	Qualification
20 / 18	Excellent
17 / 16	Very good
15 / 14	Good
13 / 10	Sufficient
10/0	Fail

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

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	
<i>Grade</i>	<i>Grade</i>	<i>Predicate</i>	
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
P LISBOA52	elisabete.lourenco@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html
PL TORUN01	Malgorzata Grudzinska incoming@erasmus.umk.pl Tel. +48 56 6114928	http://www.umk.pl/en/erasmus/students/applying/application/ 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
P LISBOA52	elisabete.lourenco@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/students/applying/application/

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	Malgorzata Grudzinska (incoming students) incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/applying/application/
P LISBOA52	crisrina.matos@ulusofona.pt +351 21 751 55 65	http://residencia.ulusofona.pt

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)³

Institution [Erasmus code]	Name, function	Date	Signature ⁴
P LISBOA52	Dra. Teresa do Rosário Damásio Director of the Internacional, Career & Entrepreneurship Office	27.3.1	
PL TORUN01	dr hab. prof. UMK Zbigniew Karpus, dean Faculty of Political Science and International Studies	Uniwersytet Mikolaj Kopernika w Toruniu Wydział Politologii i Studiów Międzynarodowych ul. Batorego 39L, 87-100 Toruń tel. 056 611 21 16, 611 21 26-29, fax 056 611 21 14 (1168)	

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.

⁴Scanned signatures are accepted.