



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional agreement 2018/19-2020/21
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)
University of Trento	I TRENTO01	International Relations Division The University of Trento Via Verdi, 6 - 38122 Trento (Italy) ph. 0039 0461 283239; fax 0039 0461 282916 email: international@unitn.it Erasmus Institutional: mobility-ssh@unitn.it	ERASMUS incoming information: http://international.unitn.it/incoming/erasmus-study-and-traineeship-for-students Lecture catalogue: https://www.esse3.unitn.it/Guide/PaginaRicercaIns_e.do;jsessionid=0E314B69848A0A517F88A2E410B1B28C.esse3-unitn-prod-04?cod_lingua=eng Semester dates: http://www.sociologia.unitn.it/en/299/academic-calendar
Department of Sociology and Social Research	I TRENTO01	Departmental coordinator: Prof. Davide Galesi Via Verdi 6 38122 Trento Ph.00390461 281441 ESST coordinator: Prof. Massimiano Bucchi Ph. 00390461 281323	
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 Ewa Derkowska-Rybicka (ewader@umk.pl) - Erasmus Institutional Coordinator (STA, STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; placements	ERASMUS incoming information: https://www.umk.pl/en/erasmus/ Lecture catalogue: https://www.umk.pl/en/erasmus/courses/ https://ects.umk.pl/en/ Semester dates: https://www.umk.pl/en/erasmus/students/

Faculty of Humanities	PL TORUN01	<i>Faculty coordinator:</i> Prof. Zbigniew Nerczuk Faculty of Humanities Erasmus Co-ordinator Fosa Staromiejska 1a 87-100 Toruń Poland Tel. (+48) 56 611 36 23 Fax. (+ 48) 56-611-36-32	English version http://www.hum.umk.pl/category/erasmus-incoming/ Polish version http://www.hum.umk.pl/
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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]	
I TRENTO01	PL TORUN01	0314	Sociology and cultural studies	2	3 students (18 months)	
PL TORUN01	I TRENTO01	0314	Sociology and cultural studies	1,2,3	3 students (18 months)	

*[*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 *
I TRENTO01	PL TORUN01	0314	Sociology and cultural studies	1 person (8 h per week)	
PL TORUN01	I TRENTO01	0314	Sociology and cultural studies	1 person (8 h per week)	

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I TRENTO01		Italian	English	Recommended language level (not mandatory) AT ARRIVAL is: <ul style="list-style-type: none"> • A2 level of Italian for classes taught in Italian; • B2 level of English for classes taught in English. 	B2
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).

D. Additional requirements

I TRENTO01

Learning Agreement

Students have to fill in a Learning Agreement reporting the courses they would like to attend during the Erasmus studying period and they must upload it to the online application. Information on the courses are available on <http://international.unitn.it/incoming/choose-your-courses>

The LA must include at least 60% of subjects offered by the Department in which the student will be enrolled.

Extra admission requirements

Students interested in courses offered by the School of International Studies and in courses offered by the Department of Economics and Management should produce some extra documentation. Information will be given directly by the International Mobility Office Staff.

- Economics and Management

For courses offered at undergraduate level we require a B1 level knowledge of Italian or English, while for master courses a B2 level language knowledge of Italian or English is required. The language requirement is mandatory for the admission. For this purpose we can accept certificates internationally recognized and/or assessed by Home Institution. The certificate has to be attached to the application form.

Bachelor students are not eligible for courses offered within Master's degrees entirely run in English (i.e. MIM-Master in International Management, MAIN-Master in Innovation Management, MEC-Master in Economics and EMBS-European Master in Business Studies).

- International Studies

¹ 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>

Students must have passed at least five exams for a minimum of 30 ECTS credits in the core discipline areas of Law, Economics, Politics, Sociology and History.

Language certification: B2 level language knowledge of English is required. The language requirement is mandatory for the admission. For this purpose we can accept certificates internationally recognized and/or assessed by Home Institution. The certificate has to be attached to the application form.

The MEIS Admissions Committee reserves the right to make a case by case evaluation of the student's academic career when it is unclear whether he/she fulfils the above requirements.

Services available to exchange students

<http://international.unitn.it/incoming/services-and-facilities>

Language Courses

Any initial **Italian language course** undertaken by the Erasmus+ students at Trento University (at whichever level) will be offered free of charge.

Students interested in being pre-enrolled to one of the Italian language courses offered by University Language Centre/CLA (<http://www.cla.unitn.it/en>) have to report it on the online application form.

Information on **other language courses** <http://international.unitn.it/incoming/language-courses>

Services for participants with special needs

<http://international.unitn.it/incoming/disability-services>

ESN (Erasmus Student Network)

ESN Trento team support Erasmus+ students encouraging social interaction of students spending part of their study period at Trento University, providing help and advice. For further information visit their website <http://www.esntrento.it> or contact them Trento@esn.it

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

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/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

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I TRENTO01	May 31 st	October 31 st

PL TORUN01	June, 1 st	November, 1st
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[* to be adapted in case of a trimester system]

I TRENTO01

Nominations must be submitted online at <http://webapps.unitn.it/form/en/Web/Home/mob-in> (No login and password are required). Nominated students will receive an e-mail by the International Mobility Office Staff with instructions on how to complete their application at the University of Trento through the link <https://webapps.unitn.it/Apply/en/Web/Home/mob-in> selecting among the proper area of study above mentioned.

Transcript of records

The Transcript of Records is normally issued within one month after the students' check out; delay in the release of the Transcript of Records may depend on an incorrect recording. It is not possible to certify, in the Transcript of Records, examinations not passed or simple attendance at courses without taking the relative examination.

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/cooperation/erasmus/students/application>

The online application should be submitted by the students by the **1st of June or 1st 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

I TRENTO01:

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A cum laude may be added to the highest grade (30 e lode), as a mention of special distinction. The final pass mark is 66, whereas the maximum final university degree grade is 110/110. For outstanding students degrees may be awarded cum laude.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

minimum pass	18
adequate	19-23
satisfactory	24-26
good	27-28
very good	29-30
outstanding	30 cum laude

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
I TRENTO01	The International Mobility Office Staff Social Sciences and Humanities Area at Trento Science and Technology Area at Povo/Mesiano Cognitive Science Area at Rovereto E-mail: welcome@unitn.it	The International Mobility Office Staff gives incoming mobile participants support about regulation and necessary fulfillments dealing with visa and permit of stay: http://international.unitn.it/incoming/visa
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/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 TRENTO01	The International Mobility Office Staff E-mail: welcome@unitn.it European Programmes and	The International Mobility Office Staff gives incoming mobile participants support about regulation and necessary fulfillments dealing with

	International Mobility Service - email: international@unitn.it	health insurance: http://international.unitn.it/incoming/health-insurance http://international.unitn.it/incoming/health-insurance
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/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.


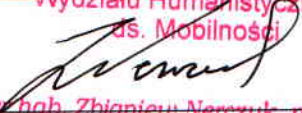
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRENTO01	The International Mobility Office Staff E-mail: welcome@unitn.it	<p>On-campus accommodation Students participating in a bilateral/international mobility programme are entitled to on-campus accommodation: http://international.unitn.it/incoming/accommodation</p> <p>Off-campus accommodation Students planning to travel with their families need to search for an accommodation autonomously: http://international.unitn.it/incoming/accommodation</p> <p>Information about cost of living are available at: http://international.unitn.it/incoming/cost-of-living</p>
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature ²

² Scanned signatures are accepted

I TRENTO01	Maurizio Marchese Vice Rector for International Relations	26/10/2017	 Pełnomocnik Dziekana Wydziału Humanistycznego ds. Mobilności
PL TORUN01	Prof. Zbigniew Nerczuk Vice-Dean of the Faculty of Humanities <i>Erasmus Coordinator</i>	19.11.2017	 Dr hab. Zbigniew Nerczuk, prof. UMK

* At PL TORUN01 single-subject agreements are signed by the dean of the respective faculty, while multi-subject agreements by the Vice-rector for Education.