Erasmus+ Programme

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

Inter-institutional[1] agreement 2016-2021[2]
between Programme and Partner Countries[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[4]	Contact details[5] (email, phone. Website)
Nicolaus Copernicus University	PL TORUN01	International Programmes Office, Nicolaus Copernicus University ul. Gagarina 11, 87-100 Torun, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788 **Marta Wiśniewska** (marta.wisniewska@umk.pl) – Erasmus Institutional Coordinator (STA , STT) **Małgorzata Grudzinska, Katarzyna Fus** (incoming@erasmus.umk.pl) - incoming students; **Martyna Malec** (malec@umk.pl) – outgoing students; traineeships

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[1] Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.
[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] Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located

Faculty of Political Science and International Studies	PL TORUN01	Faculty coordinator: Dr Michal Piechowicz, piechowicz@umk.pl ul. Batorego 39L 87-100 Torun https://www.wpism.umk.pl/en/
Sapienza Universita di Roma	I ROMA 01	Academic Coordinator Tito MARCI Dipartimento di Scienze Politiche - P.le Aldo Moro 5 – Roma Tel: +39 06 49910779, E-mail: tito.marci@uniroma1.it, Fax: Administrative Officer Alessandro FRIJIA Dipartimento di Scienze Politiche - P.le Aldo Moro 5 - 00185 ROMA Tel: +39 (0)6 49910641 E-mail: erasmus.scienzepolitiche@uniroma1.it

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.]

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, 1st, 2nd or 3rd]	Student Mobility for Studies [average duration]
PL TORUN01	I ROMA01	313	Political Science and civics	1st 2st	2 x 5months = 10 months
I ROMA01	PL TORUN01	312	Political Science and civics	1st 2st	2 x 5months = 10 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.]

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 *[t average duration *]*	*Staff Mobility for Training*
PL TORUN01	I ROMA01	313	Political Science and civics	1 x 5 days	t.b.d.
I ROMA01	PL TORUN01	312	Political Science and civics	1 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 instruction 1	Language of instruction 2	Recommended language of instruction level[6]	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01	English	Polish, English	English	B2 English B2 Polish	B2 English B2 Polish
I ROMA01		Italian	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

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[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

D. Respect of fundamental principles and other mobility requirements

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.

- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.

- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.

- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.

- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.

- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

- Ensure that staff are given recognition for their teaching and training activities

undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

PL TORUN01:

The list of Erasmus coordinators at NCU is available at :
http://umk.pl/en/erasmus/coordinators/list/

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://umk.pl/en/erasmus/students/applying/disabled/
Contact: International Programmes Office in Toruń, +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 Torun.
Contact: an English speaking psychologist, counselling@erasmus.umk.pl

For the implementation of **STA/STT**-nobilities, – 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.

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F. 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	1st of June Application and nomination deadline	1st of November Application and nomination deadline
I ROMA01	15th May	15th October

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

2. The receiving institution will send its decision within 5 weeks.

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.

4. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading Scale at the Nicolaus Copernicus University: The following scale is used for all types of evaluations/examinations:

NCU follows the ECTS scheme, which mean 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 field is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst mark.

Moreover, students can also be marked with additional sign of +. It means half of point.

NCU Grade	ECTS Grade	Predicate
5	A	Excellent
4,5	B	Very good
4	C	Good
3,5	D	Satisfactory
3	E	Sufficient
2	F	Fail

I ROMA01 Assessment are expressed in grades calculated on a scale of 0 - 30 for the examinations with the possibility of awarding 'cum laude'. Pass grade and lowest mark for examinations is 18, maximum grade is 30 cum laude

SAPIENZA grading scale and the equivalent ECTS grades are given below:

The ECTS grading table of I ROMA01 prepared according the most recent version of the ECTS GUIDE is available at the following page:
http://www.uniroma1.it/sites/default/files/IROMA01_ECTSGradingTable_17March2015_.pdf

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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	Malgorzata Grudzinska / Katarzyna Fus	http://www.umk.pl/en/erasmus/students/applying/application/

TORUN01	(incoming students) incoming@erasmus.umk.pl	
I ROMA01	Erasmus Office Incoming Students Phone number: 39 06 4969 0434 e-mail address: erasmusincoming@uniroma1.it	http://en.uniroma1.it/study-us/visiting-andexchange-students/erasmus

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	Malgorzata Grudzinska / Katarzyna Fus (incoming students) incoming@erasmus.umk.p	http://www.umk.pl/en/erasmus/students/applying/application/
I ROMA01	Erasmus Office Incoming Students Phone number: 39 06 4969 0434 e-mail address: erasmusincoming@uniroma1.it	http://en.uniroma1.it/study-us/visiting-andexchange-students/erasmus

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 / Katarzyna Fus (incoming students) incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/applying/application/
I ROMA01	Special housing agreements with different companies	http://en.uniroma1.it/campuslife/sapienza-housing/special-housingagreements

		http://en.uniroma1.it/campus life/sapienza- housing/exchangestudent- housing

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
PL TORUN01	Dr hab. Zbigniew Karpus, prof. UMK Dean Faculty of Political Science and International Studies	27/06/2018	
I ROMA01	LUCIANO SASO Erasmus Institutional Coordinator and Vice-Rector for European University Networks	15/06/2018	

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[7] Scanned signatures are accepted