



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-2021² 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

Official name of the institution: - in National language - in National language with Latin characters only - in English (and department, where relevant)	Erasmus code and Erasmus Charter for Higher Education (ECHE) No.	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Università degli Studi di Pavia	I PAVIA01 29255-1-2014-1-IT- E4AKA-1-2014	Departmental Coordinator: Prof. Rebay Gisella gisella.rebay@unipv.it Head of international office: Dr. Silvia Massara Contact person in charge of this agreement: Chantal Riccardi International Relations Office – International Mobility Via S. Agostino 1 27100 Pavia	

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.

Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	PL TORUN01	E-mail: chantal.riccardi@unipv.it International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788 Marta Wiśniewska (mawi@umk.pl), - Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; Marta Błaszczuk (martasio@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) - traineeships Paulina Gyrkow e-mail: erasmus@cm.umk.pl Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91	ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/downloads/
The Faculty of Biology and Environmental Protection	PL TORUN01	<i>Faculty coordinator: dr hab. Marcin Koprowski koper@umk.pl</i>	https://www.biol.umk.pl/

B. Mobility numbers⁵ per academic year

*[Paragraph to be added, if the agreement is signed for more than one 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 F 2013]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies <i>[per academic year: total number of students x number of months of the study period per student]</i> Student Mobility for Traineeships <i>[per academic year: total number of students x number of months of the study periods per student]</i>	
I PAVIA01	PL TORUN01		Environmental sciences	1,2,3	2 students x 5 months (10 total)	-

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>)

		0521				
PL TORUN01	I PAVIA01	0521	Environmental sciences	1,2,3	2 students x 5 months (10 total)	-

[*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-F 2013]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching [per academic year: total number of staff x number of days of the teaching period per student]	Staff Mobility for Training [optional]
I PAVIA01	PL TORUN01	0521	Environmental sciences	1 teacher	
PL TORUN01	I PAVIA01	0521	Environmental sciences	1 teacher	

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 [ISCED-F 2013]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I PAVIA01		Italian	English*	B1	B2
PL TORUN01		Polish	English	B2 no certificate required	B2 no certificate required

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>

*** Incoming students are strongly advised to have a B1 level in Italian or English, depending on the courses/modules they will attend in Pavia.**

Master courses totally held in English are offered in the following fields: Medicine (Harvey single-cycle degree in Medicine); Molecular Biology and Genetics; International Business and Entrepreneurship; World Politics and International Relations; Electronic Engineering; Computer Engineering; Industrial Automation Engineering; Civil Engineering for Mitigation of Risk from Natural Hazards; Economics, Finance and International Integration.

For more details on Master courses held in English, please visit the following page:
<http://www.unipv.eu/site/en/home/study/courses/degrees-in-english.html>

For more details on the language of instruction of each module, please visit our course catalogue webpage:
<http://www.unipv.eu/site/en/home/study/course-catalogue.html>

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

I PAVIA01:

- Staff Mobility for Training and for Teaching: the University of Pavia welcomes applications from foreign Staff for a training/teaching period, however it is at the discretion of the department concerned whether or not to accept a staff training visitor.
- Applications must be sent at least two months prior to the desired training/teaching period. The training/teaching period cannot be scheduled during Summer (i.e. July-August) in the Academic year.
- Students with special needs: a specific office at the University of Pavia (SAISD) takes care of the facilities for students with disabilities in all aspects of university life, giving them the possibility to attend lessons and laboratory sessions, and to get access to libraries and other university facilities. Contact SAISD on disabili@unipv.it and visit <http://saisd.unipv.it/>
- Student Mobility for Studies: for all the requirements please visit <http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students.html>

PL TORUN01:

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

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. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I PAVIA01	30 th June	30 th November
PL TORUN01	June, 1st	November, 1st

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

2. The receiving institution will send its decision within 4 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 HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement
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 20XX will only take effect as of 1 September 20XX+1.
Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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 **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 PAVIA01:

<http://www.unipv.eu/site/en/home/study/course-catalogue/articolo9306.html>

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	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 PAVIA01	For students incoming.erasmus@unipv.it 0039 0382 984601 For teaching staff elena.fontana@unipv.it 0039 0382 984225	For NON-EU students visa, please visit http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html For teaching staff visa, please visit http://vistoperitalia.esteri.it/home/en
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/erasmus/life/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 PAVIA01	For students incoming.erasmus@unipv.it 0039 0382 984601 For teaching staff elena.fontana@unipv.it 0039 0382 984225	For students, please visit http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html For teaching staff, please visit http://www.unipv.eu/site/en/home/international-relations/erasmus/teaching-staff-mobility/articolo8797.html
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/erasmus/life/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 PAVIA01	For students incoming.erasmus@unipv.it 0039 0382 984601 For teaching staff elena.fontana@unipv.it 0039 0382 984225	For students, please visit http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html For teaching staff, please visit http://www.unipv.eu/site/en/home/international-relations/erasmus/teaching-staff-mobility/articolo8797.html
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/erasmus/life/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷ (and stamp - optional)	Seal
I PAVIA01	Dott. Silvia Massara Head of International Office	16.10.18		
PL TORUN01	Prof. dr hab. Werner Ulrich Dean of the Faculty of Biology and Environmental Protection			

⁷ Scanned signatures are accepted