

## Erasmus+ Programme

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

#### Inter-institutional agreement 2020/21-2024/25 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)
Università degli Studi di Palermo  EUC: 29133-LA-1-2014-IT-E4AKA1-ECHE	I PALERMO01	Institutional Coordinator Prof. Giorgio Mannina  Rector's Delegate for Erasmus+ International Programmes – KA103  Servizio Speciale Internazionalizzazione  Dr. Francesco Paolo Di Giovanni  Head of the UO International Mobility and of the Erasmus Office – KA103  Università di Palermo - Viale delle Scienze, ed.3 - piano I  90128 Palermo (ITALY)  Email: relinter@unipa.it Tel: +39 091 238 93899	ERASMUS incoming information: <a href="http://internationalstudents.unipa.it/target/international-students/en/">http://internationalstudents.unipa.it/target/international-students/en/</a>  Lecture catalogue: <a href="http://offweb.unipa.it/">http://offweb.unipa.it/</a>  Semester dates: <a href="http://www.unipa.it/amm-inistrazione/direzionegenerale/serviziospecialeinternazionalizzazione/u.o.politichediinternazionalizzazione/erasmus/erasmus-incoming-students/">http://www.unipa.it/amm-inistrazione/direzionegenerale/serviziospecialeinternazionalizzazione/u.o.politichediinternazionalizzazione/erasmus/erasmus-incoming-students/</a>
		Departmental coordinator:  PERRONE_Domenica email: domenica.perrone@unipa.it	
Uniwersytet Mikołaja Kopernika w Toruniu	PL TORUN01	Department of International Cooperation, Nicolaus Copernicus University in Toruń, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788	ERASMUS incoming information:  <a href="http://www.umk.pl/en/erasmus/">http://www.umk.pl/en/erasmus/</a>



(Nicolaus Copernicus University in Toruń)		<p><b>Marta Wiśniewska</b> (mawi@umk.pl) – Erasmus Institutional Coordinator (STA , STT)</p> <p><b>Małgorzata Grudzińska</b> (incoming@erasmus.umk.pl) - incoming students</p> <p><b>Katarzyna Fus</b> (incoming@erasmus.umk.pl) - incoming students</p> <p><b>Agnieszka Polewczyńska</b> (incoming@erasmus.umk.pl) - incoming students</p> <p><b>Marta Błaszczuk</b> (outgoing@erasmus.umk.pl) - outgoing students, placements</p> <p><b>Martyna Malec</b> (outgoing@erasmus.umk.pl) placement@erasmus.umk.pl) – outgoing students, outgoing/incoming placements</p>	<p>Lecture catalogue: <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a></p> <p>Semester dates: <a href="http://www.umk.pl/en/erasmus/downloads/">http://www.umk.pl/en/erasmus/downloads/</a></p>
		<p>Collegium Medicum in Bydgoszcz (medical sciences): Department of Projects and International Cooperation ul. Jagiellońska 13 85-067 Bydgoszcz tel. (52) 585-36-91</p> <p><b>Paulina Gyrkow</b> e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a></p> <p><b>Aleksandra Laskowska</b> e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a></p>	<a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a>
Faculty of Humanities	<b>PL TORUN01</b>	<p>Faculty coordinator: Dr Jarosław Hetman: <a href="mailto:jarekhetman@umk.pl">jarekhetman@umk.pl</a></p> <p>Departmental coordinator: Dr Katarzyna Rogalska-Chodecka: <a href="mailto:kasia@umk.pl">kasia@umk.pl</a></p>	<a href="https://www.human.umk.pl/en/">https://www.human.umk.pl/en/</a>

#### 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods
					Student Mobility for Studies  [total number of months of the study periods or average duration]
<b>Partner University</b>	<b>PL TORUN01</b>	232	Literature and Linguistics	1	2 students, 12 months
<b>PL TORUN01</b>	<b>Partner University</b>	232	Literature and	1	2 students, 12 months



			Linguistics		
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[\*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 *
<b>I PALERMO01</b>	<b>PL TORUN01</b>	232	Literature and Linguistics	1x5 days, 8 hours	
<b>PL TORUN01</b>	<b>Partner University</b>	232	Literature and Linguistics	5	

#### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>I PALERMO01</b>		ITALIAN*	English	B1 – No Certificate Required	B1 – No Certificate Required
<b>PL TORUN01</b>	Italian	Polish	English	B2	B2

\* The main language of instruction is Italian. Most study programs offered at Università degli Studi di Palermo are Italian-taught programs. However, there may be select courses taught in English even in Italian study programs

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

<sup>1</sup> 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 applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

#### **D. Additional requirements**

##### **Partner University:**

##### **Additional requirements at I PALERMO01**

The University of Palermo has the infrastructure to welcome students and staff with disabilities. See table below for contact details.

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
I PALERMO01	<a href="mailto:giulia.ingrassia@unipa.it">giulia.ingrassia@unipa.it</a> +39 091 23862419	<a href="http://cud.unipa.it">http://cud.unipa.it</a>

##### **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](mailto:incoming@erasmus.umk.pl)

International Programmes Department in Bydgoszcz, +48 52 5853691 [erasmus@cm.umk.pl](mailto: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](mailto: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 PALERMO01	30 <sup>th</sup> JUNE	30 <sup>th</sup> OCTOBER
<b>PL TORUN01</b>	June, 1st	November, 1st

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

### 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 **1<sup>st</sup> of June** or **1<sup>st</sup> 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 PALERMO01 grading system***



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; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 – 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at <http://www.unipa.it/amministrazione/direzionegenerale/serviziospecialeinternazionalizzazione/u.o.politichedinternazionalizzazione/il-programma-erasmus-2014-2020/grading-systems/>

## 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 PALERMO01	studentistranieri.cot@unipa.it +3909123865500	<a href="http://www.unipa.it/strutture/cot/Futuri-studenti/Sportello_Accoglienza_Studenti_Stranieri/actions/index.html">http://www.unipa.it/strutture/cot/Futuri-studenti/Sportello_Accoglienza_Studenti_Stranieri/actions/index.html</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A1">http://www.umk.pl/en/erasmus/life/guide/issues/#A1</a>  Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</a>

### 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 PALERMO01	UOA - Polizze e denunce assicurative e-mail: <a href="mailto:stella.neri@unipa.it">stella.neri@unipa.it</a> Tel: +39 091 238 90809	<a href="http://www.unipa.it/amministrazione/areaffarigeneralipatrimonialienegoziali/settoreaffarigeneralieconvenzioni/u.o.polizzeedenuncieassicurative/">http://www.unipa.it/amministrazione/areaffarigeneralipatrimonialienegoziali/settoreaffarigeneralieconvenzioni/u.o.polizzeedenuncieassicurative/</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)  <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>

### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.


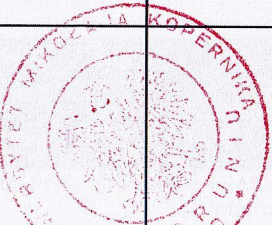
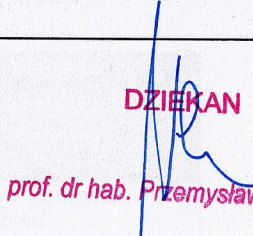
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I PALERMO01	CASAUNIPA - Servizio Alloggi  Viale delle Scienze - Ed. "3" Segreteria Studenti - 90128 Palermo  Tel. 091.23890905 email: <a href="mailto:servizioalloggi@unipa.it">servizioalloggi@unipa.it</a>	<a href="http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html">http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html</a>



<b>PL TORUN01</b>	<u><a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a></u> Tel. Toruń campus (+48 56 611 4928)  <u><a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a></u> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<u><a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a></u>
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
I PALERMO01	Università degli Studi di Palermo  Prof. Giorgio Mannina  Rector's Delegate for Erasmus+ International Programmes - KA103  26		
<b>PL TORUN01</b>	Prof. dr hab. Przemysław Nehring  Dean of the Faculty of Humanities		

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

<sup>2</sup> Scanned signatures are accepted