



Erasmus+ Programme

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

Inter-institutional agreement 2020 - 2023 between programme countries

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 ¹	Website
Uniwersytet Mikołaja Kopernika w Toruniu, (Nicolaus Copernicus University in Toruń) Faculty of Chemistry	PL TORUN01 PIC Code 999836619	International Relations Office, Nicolaus Copernicus University in Toruń, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 Marta Wiśniewska (marta.wisniewska@umk.pl) – Erasmus+ Institutional Coordinator Katarzyna Fus (incoming@erasmus.umk.pl) - incoming students Martyna Malec (outgoing@erasmus.umk.pl), outgoing students; Dr hab. Ewa Olewnik-Kruszkowska, prof. UMK, Mobility Coordinator Faculty of Chemistry NCU; ul. Gagarina 7, 87-100 Torun, Poland phone: +48.56 611.22 10; fax: +48.56 611.45.26; olewnik@umk.pl	http://www.umk.pl/en/cooperation/erasmus/
Università degli Studi dell'Insubria	I VARESE 02 PIC code 999855243	International Office Institutional Coordinator Prof. Giorgio Maria Zamperetti Administrative Contact: International Relations office Luca Gallo, Head Officer e-mail: relint@uninsubria.it Departmental Coordinator: Prof. ssa Tiziana Benincori	https://www.uninsubria.eu/

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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]	Subj ect area code * [ISCE D]	Subject area name *	Stud y 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*]	Student Mobility for Traineeships *
PL TORUN01	I VARESE02	0531	Chemistry	1st, 2nd, 3rd	2 x 5 months	TBD by individual agreement
I VARESE02	PL TORUN01	0531	Chemistry	1st, 2nd, 3rd	2 x 5 months	TBD by individual agreement

[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
PL TORUN01	I VARESE02	0531	Chemistry	2 x 5 days	TBD by individual agreement
I VARESE02	PL TORUN01	0531	Chemistry	2 x 5 days	TBD by individual agreement

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 ³	
				Student Mobility for Studies [Minimum recommended]	Staff Mobility for Teaching [Minimum recommended]

² 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>)

³For 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>

				level: B1]	level: B2]
PL TORUN01	Chemistry	Polish	English	B1 English - No certification required	B2 English- No certification required
I VARESE02	Chemistry	Italian	English	B1 English - No certification required	B2 English- No certification required

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

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.

I VARESE02:

- Students' application for an international mobility at Università degli Studi dell'Insubria is only possible by use of the online application form available on website
- https://uninsubria.erasmusmanager.it/Incoming/menu_iniziale.aspx
- Local Tutors chosen among our students will help incoming students with practical issues like opening a bank account, registration, accommodation, etc
- Language course: International students can join intensive Italian language courses (30hrs) during the first month after their arrival. The courses are free of charge and offered for beginners and Intermediate levels.
- Università degli Studi dell'Insubria welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (6 months prior to arrival).

E. 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	June, 1 st	November, 1 st
I VARESE02	Nomination and application deadline: 15 June	Nomination and application deadline: 15 November

[* 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/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 3 weeks.

3. 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.

4. 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.

I VARESE02

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

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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**

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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.

⁴ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Nicolaus Copernicus University in Toruń		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.	

I VARESE02

Italian grading system

Individual subjects are graded on a scale from 1 to 30, with 18 and 30 as minimum and maximum grade respectively.

A 'cum laude' can be added to the maximum grade as a special distinction.

GRADE	DEFINITION	ECTS GRADES
30 cum laude	Excellent	A
29-30	very good	B
27-28	Good	C
24-26	Satisfactory	D
18-23	Sufficient	E

According to the ECTS, Italian degree courses are structured in credits. Each subject is assigned a number of credits which the student obtains when s/he passes the final examination. **A university Italian credit corresponds to 25 hours of global work per student, time for personal study included**

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 TORUN01	incoming@erasmus.umk.pl (+48 56 611 4928)	http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/
I VARESE02	Erasmus @uninsubria.it	https://www.uninsubria.it/

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	incoming@erasmus.umk.pl (+48 56 611 4928)	http://www.umk.pl/en/cooperation/guide/issues/#A2
I VARESE02	Erasmus@uninsubria.it	https://www.uninsubria.it/

I VARESE 02

ALL IVARESE02 outgoing students benefit of an Insurance against accidents and for Third party Responsibility, even when they are abroad, for instance on Erasmus.

Regarding the health coverage, as all our incoming students legally residing in Italy, they are covered abroad by the EU Health card.

- Accident policy n. . 3706641803 stipulated with Generali Italia S.p.A (expiration date 31/10/2022);
- Liability insurance n. ITCASCO05500,, stipulated with CHUBB European Group Limited Rappresentanza generale per l'Italia(expiration date 31/10/2022);

ACCIDENT POLICY coverage in case of : Death, body repatriation, permanent disability, permanent disability due to illness

LIABILITY INSURANCE coverage in case of : incident, person killed or bodily injured damage to property even if they belong to more people.

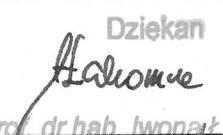
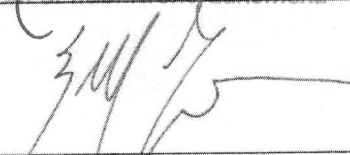
4. Housing

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 n [Erasmus code]	Contact details (email, phone)	Website for information
PL TORUN01	incoming@erasmus.umk.pl (+48 56 611 4928)	http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/
I VARESE02	dirittoallostudio@uninsubria.it	https://www.uninsubria.it/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
PL TORUN01	Prof. dr hab. Iwona Łakomska Dean of Faculty of Chemistry NCU in Torun	02/12/2020	Dziekan  prof. dr hab. Iwona Łakomska
I VARESE02	Prof. Giorgio Maria Zamperetti, Institutional Coordinator	30.11.2020	

⁵Scanned signatures are accepted