



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, Erasmus code and address (and department, where relevant) | Contact details (email, phone) | Website (eg. of the course catalogue) |
|---|---|--|
| UNIVERSIDAD DE CASTILLA- LA MANCHA E CIUDAR01 | Universidad de Castilla-La Mancha ORI Ciudad Real Calle Altagracia, 50. 13071 Ciudad Real, Spain Tel: +34 926295321 Ori.cr@uclm.es Institutional coordinator: Fátima Guadamillas Gómez Vice-Chancellor for Internationalisation and Long- life Training Academic coordinators: Teresa Cuberes Montserrat | www.uclm.es/ori https://www.uclm.es/misiones /lauclm/campus/campuscr |
| Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń) PL TORUN01 PIC Code 999836619 Faculty of Chemistry | 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 | http://www.umk.pl/en/cooper ation/erasmus/ |

| | | |
|--|---|--|
| | Martyna Malec (outgoing@erasmus.umk.pl), outgoing students; Dr hab. Wojciech KUJAWSKI, prof. UMK, Mobility Coordinator Faculty of Chemistry NCU; ul. Gagarina 7, 87-100 Torun, Poland phone: +48.56 611.43.15; fax: +48.56 611.45.26; wkujawski@umk.pl | |
|--|---|--|

B. Mobility numbers¹ per 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, 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 | E CIUDAR01 | 715 | 715 (Ingeniería mecánica) | 2 nd 3 rd | 0 | 2 students x 2 months = 4 months |
| E CIUDAR01 | PL TORUN01 | 442 | Chemistry | 2 nd 3 rd | 0 | 2 students x 2 months = 4 months |

| 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 | E CIUDAR01 | 715 | 715 (Ingeniería mecánica) | 0 | 2 teachers x 5 d (+2) |
| E CIUDAR01 | PL TORUN01 | 442 | Chemistry | 0 | 2 teachers x 5 d (+2) |

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 | Optional: | Language | Language | Recommended language of instruction level ² |
|-----------|-----------|----------|----------|--|
|-----------|-----------|----------|----------|--|

¹ 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>)

| institution [Erasmus code] | Subject area | of instruction 1 | of instruction 2 | Student Mobility for Studies | Staff Mobility for Teaching |
|-------------------------------|--------------|---------------------|---------------------|---------------------------------|--------------------------------|
| E CIUDAR01 | 715 | Spanish | English | B1 | B2 |
| PL TORUN01 | 442 | Polish | English | B1/B2 | B2/C1 |

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.

E CIUDAR01:

- Universidad de Castilla – La Mancha has infrastructure to welcome students and staff with disabilities, more information at: <http://blog.uclm.es/saed/>
- **Servicio de Apoyo al Estudiante con Discapacidad**
Edificio Juan de Mariana, planta baja, despacho 0.08
Avenida Camilo José Cela s/n
Campus universitario
13071 Ciudad Real
Teléfono: 926 295300 extensión 96722
Correo electrónico: saed@uclm.es

² 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>

E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|--|--|
| E CIUDAR01 | Nomination and application deadline June 15 | Nomination and application deadline November 30 |
| PL TORUN01 | June, 1st | November, 1st |

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.

E CIUDAR01

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 4 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

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. | |

E CIUDAR01:

Universidad de Castilla – La Mancha: <http://www.uclm.es/english/ects.asp>

E-CIUDAR01:

International Scale

Spanish Scale

A

(excellent)

10 - 9.00 (Matrícula de Honor (MH) - Sobresaliente)

B

(very good)

8.99 - 8.00 (Notable alto)

C

(good)

7.99 - 7.00 (Notable bajo)

D

(satisfactory)

6.99 - 6.00 (Bien)

E

(sufficient)

5.99 - 5.00 (Suficiente)

F

(failure)

4.99 - 0.00 (Suspenso)

Spanish grades go from 0 to 10, pass with 5.

2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

| ECTS Grade | % of students who have achieved this grade/ | Definition (only for failing grades)/ |
|------------|---|---|
| A | 10% | |
| B | 25% | |
| C | 30% | |
| D | 25% | |
| E | 10% | |
| F | | FAIL - some more work required before the credit can be awarded |
| FX | | FAIL - considerable further work is required |

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 |
|----------------------------------|---|---|
| E CIUDAR01 | ori.cr@uclm.es | https://www.uclm.es/misiones/internacional/movilidad/movilidad_entrante |
| PL TORUN01 | incoming@erasmus.umk.pl (+48 56 611 4928) | http://www.umk.pl/en/cooperation/guide/iss/ues/#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 |
|-------------------------------|---|---|
| E CIUDAR01 | ori.cr@uclm.es | https://www.uclm.es/misiones/internacional/movilidad/movilidad_e_ntrante |
| PL TORUN01 | incoming@erasmus.umk.pl (+48 56 611 4928) | http://www.umk.pl/en/cooperation/guide/issues/#A2 |

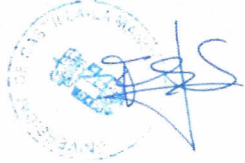


4. Housing

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 |
|-------------------------------|---|--|
| E CIUDAR01 | ori.cr@uclm.es | http://blog.uclm.es/international/files/2016/11/guia-relaciones-internacionales.pdf ESN UCLM Ciudad Real Facebook page and group |
| 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/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature |
|-------------------------------|---|---|--|
| E CIUDAR01 | Fátima Guadamillas Gomez Vice President for Internationalisation and Longlife learning | 20/01/2020 |  |
| PL TORUN01 | Prof. dr hab. Edward Szlyk Dean of Faculty of Chemistry NCU in Torun | 22.01.2020  | DZIEKAN  prof. dr hab. Edward Szlyk |