



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-20[21]² 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Università degli Studi "SUOR ORSOLA BENINCASA	I NAPOLI04	Institutional Coordinator Prof. Francesca Russo francesca.russo@unisob.na.it Faculty of Law coordinator Prof. Maria Pia Nastri mariapia.nastri@unisob.na.it Erasmus office: Via Suor Orsola n.10 80135 Napoli	General University page: http://www.unisob.na.it/ For Incoming students: http://www.unisob.na.it/universita/erasmus/index.htm?vr=1&lg=en

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.

		<p>Tel. +39 081 2522 552/300</p> <p>Mail: erasmus@unisob.na.it</p>	
<p>Uniwersytet Mikołaja Kopernika w Toruniu</p> <p><i>(Nicolaus Copernicus University in Toruń)</i></p>	<p>PL TORUN01</p>	<p>Department of International Cooperation, Nicolaus Copernicus University in Toruń, ul. Gagarina 11m 87-100 Toruń, Poland ; Tel/fax. +48 6114929, tel. 611-4928,-2246,-4788</p> <p>Marta Wiśniewska (mawi@umk.pl) - Erasmus Institutional Coordinator (STA, STT)</p> <p>Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students</p> <p>Katarzyna Fus (incoming@erasmus.umk.pl) - incoming students</p> <p>Agnieszka Polewczyńska (incoming@erasmus.umk.pl) - incoming students</p> <p>Marta Błaszczuk (outgoing@erasmus.umk.pl) - outgoing students</p> <p>Martyna Malec (ougoing@erasmus.umk.pl) (placement@erasmus.umk.pl) - outgoing students, outgoing/incoming placements</p>	<p>Erasmus incoming information : http://www.umk.pl/en/erasmus</p> <p>Lecture catalogue : http://www.umk.pl/en/erasmus/courses</p> <p>Semester dates : http://www.umk.pl/en/erasmus/downloadads</p>
<p>Faculty of Law and Administration</p>	<p>PL TORUN01</p>	<p>Faculty Coordinator : Dr. Piotr Sadowski e-mail : psadowski@umk.pl tel. +48 56 6114032</p> <p>Prof. Dr. Hab. Bożena Gronowska Vice-Dean for Science and International Cooperation e-mail : bogro@law.umk.pl tel. +48 56 611 40 02 mobile phone : 669-701-470</p>	<p>http://www.law.umk.pl</p>

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]	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 *
I NAPOLI04	PL TORUN01	0421	Law	1,2,3	4*5 MONTHS	0
PL TORUN01	I NAPOLI04	0421	Law	1,2,3	4*5 MONTHS	0
I NAPOLI04	PL TORUN01	041	Business and Administration	1,2,3	4*5 MONTHS	0
PL TORUN01	I NAPOLI04	041	Business and Administration	1,2,3	4*5 MONTHS	0

*[*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	TO [Erasmus	Subject area	Subject area name	Number of staff mobility periods
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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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
I NAPOLI04	PL TORUN01	0421	Law	1*5 DAYS	1*5 DAYS
PL TORUN01	I NAPOLI04	0421	Law	1*5 DAYS	1*5 DAYS
I NAPOLI04	PL TORUN01	041	Business and Administration	1*5 DAYS	1*5 DAYS
PL TORUN01	I NAPOLI04	041	Business and Administration	1*5 DAYS	1*5 DAYS

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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	I NAPOLI04	Polish	English	B1/B2	B1/B2
I NAPOLI04	PL TORUN01	Italian	English	B1/B2	B1/B2

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

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. Additional requirements

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 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. 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 NAPOLI04	15 th July	15 th November

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

2. The receiving institution will send its decision within [x] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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."]

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

Suor Orsola Benincasa University:

These conversions are calculated according to the EGRACONS (European Grade Conversion System):

SOB Grade	ECTS Grade
30 e lode/30	A "excellent"
29, 28	B "very good"
27, 26, 25, 24	C "good"
23, 22, 21	D "satisfactory"
20, 19, 18	E "pass"
< 18	F "failed"

Points on this scale indicates level of performance and do not correspond directly to percentage or other marking system, which can vary according courses.

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.
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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 TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/
I NAPOLI04	INCOMING STUDENTS: email erasmus@unisob.na.it Tel. +39 081 2522 552	

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 Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A2

I NAPOLI04	<p>INCOMING STUDENTS:</p> <p>email erasmus@unisob.na.it</p> <p>Tel. +39 081 2522 552</p>	
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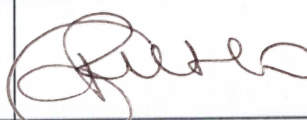
4. Housing

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	<p>incoming@erasmus.umk.pl</p> <p>Tel. Toruń Campus +48 56 611 4928</p>	<p>http://www.umk.pl/erasmus/life/guide/accommodation</p>
I NAPOLI04	<p>INCOMING STUDENTS:</p> <p>email erasmus@unisob.na.it</p> <p>Tel. +39 81 2522 552</p>	<p>Accommodation: Suor Orsola Benincasa University has accommodation at the University Residence in Vico Paradiso ai sette dolori No. 49 Naples 80134. http://www.adisusob.it/pg/residenza.htm</p> <p>The places available - in twin bedrooms - will be assigned according to availability, taking into account, first of all, the diversity of country of origin and, secondly, the order in which the application is received. Interested students should send their application, using the accommodation form, to the following e-mail address erasmus@unisob.na.it</p> <p>Deadlines: 15 July (1st term) 15 November (2nd term).</p>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL TORUN01	Prof. Dr. Hab. Bożena Gronowska Vice-Dean for Science and International Cooperation	20/02/19	
I NAPOLI04	Prof. Francesca Russo Institutional Coordinator		

⁷ Scanned signatures are accepted