

The regulations for preparation of teaching materials in English as part of the project KATAMARAN: joint second-cycle studies – MODERN MATERIALS FOR CHEMISTRY AND MEDICINAL APPLICATIONS at the Nicolaus Copernicus University in Toruń, Poland (Faculty of Chemistry) and the National University of Kyiv-Mohyla Academy (Kyiv, Ukraine)

§ 1

1. As part of the KATAMARAN project, a set of teaching materials in English is planned for the subjects included in the study program (Task 1).
2. The materials should be prepared for all types of classes provided within the given subject. It is assumed that one hour of classes should correspond to 2.5 pages of standard text of teaching materials.

Language: English

Paper: A4

Font: Times New Roman, 12 pt

Spacing: 1,5

Marginal: Top, Bottom: 3 cm, Right, Left: 2,5 cm

Text Alignment: Fully justified (All lines of text are distributed evenly from the very left margin to the right side)

Page numbering: Bottom, centered

3. The teaching materials produced should be submitted in electronic form in one of the following word processors: Word, OpenOffice, in accordance with the templates available on the project website.

§ 2

1. The teaching materials should be prepared by academic teachers from the Nicolaus Copernicus University in Toruń and National University of Kyiv-Mohyla Academy (NaUKMA) in Kiev. Preparation of teaching materials may be entrusted to persons from outside the universities participating in the project, if persons are envisaged to carry out teaching in the field.
2. The deadline for submitting hard copy of teaching materials to KATAMARAN OFFICE (MSc Barbara Mroczyńska, Faculty of Chemistry, Nicolaus Copernicus University in Toruń, Gagarin Street 7, 87-100 Toruń, POLAND p. 213) is 31st August, 2020.
3. The substantive assessment of the materials is made by the reviewers designated by management staff of the Faculty of Chemistry at the Nicolaus Copernicus University in Toruń.
4. The Polish and Ukrainian management staff are responsible for supervision over the implementation of tasks by the selected contractors from Polish and Ukrainian sites, respectively.

§ 3

1. The receipt of teaching materials is based on a positive assessment of the reviewers.
2. Each teaching material is subject to English correction by the Nicolaus Copernicus University in Toruń.
3. The copyright holder of teaching materials produced for the KATAMARAN project is NAWA (Narodowa Agencja Wymiany Akademickiej/Polish National Agency for Academic Exchange). The Authors shall sign a copyright transfer agreement with Nicolaus Copernicus University in Toruń as the KATAMARAN Beneficiary.
4. These regulations will be published on the KATAMARAN project website (<https://www.chem.umk.pl/katamaran>).