

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

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.

[illegible]

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.

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	
					Total number of students	Total number of months
PL POZNAN01	MK SKOPJE01	222	Foreign Languages (English)	1 st /2 nd	1	5
MK SKOPJE01	PL POZNAN01	222	Foreign Languages (English)	1 st /2 nd /3 rd	1	5

FROM	TO	Subject area code *	Subject area name *	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
PL POZNAN01	MK SKOPJE01	222	Foreign Languages (English)	1 person / 1 week	1 person / 1 week
MK SKOPJE01	PL POZNAN01	222	Foreign Languages (English)	1 person / 1 week	1 person / 1 week

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL POZNAN01	222	ENGLISH	POLISH	B2 ENGLISH (for classes taught in English) B1 POLISH (for classes taught in Polish)	C1 ENGLISH
MKSKOPJE01	222	ENGLISH	MACEDONIAN	B2 ENGLISH (for classes taught in English) B1 MACEDONIAN (for classes taught in Macedonian)	B2 ENGLISH

For more details on the language of instruction recommendations, see the course catalogue of each institution: <https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses>, <https://ects.amu.edu.pl/en/>

D. Additional requirements

1. Adam Mickiewicz University accepts students with disabilities.
2. Ss Cyril and Methodius University in Skopje accepts students with disabilities.

E. Calendar

1. Academic calendar:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	September 15 – December 31	February 1 – May 15
PL POZNAN01	October 1 – February 15 (exam period included)	February 15 – June 30 (exam period included)

2. Information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	15 May	15 November
PL POZNAN01	June 30	November 30

3. Student applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	from April 15 to June 15	from October 15 to December 15
PL POZNAN01	from May 15 till July 15	from November 15 till January 15

4. PL POZNAN01: The receiving institution will send its decision within 4 weeks.
MK SKOPJE01: The receiving institution will send its decision within 4 weeks.

5. 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]*

6. 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 POZNAN01

A/5 EXCELLENT - outstanding performance
B/4+ VERY GOOD - above the average standard with only minor errors
C/4 GOOD - generally sound work with some minor errors
D/3+ SATISFACTORY - fair but with a number of notable errors
E/3 SUFFICIENT - fair but with significant shortcomings
F/2 FAIL

MK SKOPJE01

ECTS grade	Local grade	Local definition
F	5	Fail
E	6	Sufficient
D	7	Satisfactory
C	8	Good
B	9	Very Good
A	10	Excellent

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 POZNAN01	erasmus@amu.edu.pl	http://www.poznan.uw.gov.pl/en http://www.msz.gov.pl/en/travel_to_poland/entering_poland/
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en

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 POZNAN01	erasmus@amu.edu.pl	http://www.erasmus.org.pl/coming-poland-formal-issues ; https://www.ekuz.nfz.gov.pl/en/info dla uprawnionych z innych /general-information-concerning-access-health-care-during-temporary-st
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en

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 POZNAN01	erasmus@amu.edu.pl	http://erasmus.amu.edu.pl
MK SKOPJE01	I.Bogoevski@ukim.edu.mk	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
PL POZNAN01	Magdalena Ratajczak, M.A., Erasmus Faculty Coordinator	27.11.13	AMU Faculty of English Magdalena Ratajczak
MK SKOPJE01	Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation	28.11.13	 