



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2018-2021
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 details² (email, phone)	Website (eg. of the course catalogue)
University of Białystok	PL BIALYST04	International Cooperation Office <u>erasmus@uwb.edu.pl</u> , <u>incoming@uwb.edu.pl</u> Phone/Fax: +48 857457089 Erasmus Institutional Coordinator: dr hab. Anna Piszcz, prof. UWB <u>piszcz@uwb.edu.pl</u> Faculty ERASMUS+ Coordinator dr Beata Piecychna e-mail: <u>beatapiecychna@o2.pl</u> Institute Coordinators <i>Institute of Modern Languages</i> <i>(English section)</i> dr Weronika Łaszkiewicz e-mail: <u>weronika.laszkiewicz@wp.pl</u> <i>Institute of Modern Languages</i> <i>(French section)</i> dr Małgorzata Kamecka e-mail: <u>m.kamecka@uwb.edu.pl</u> <i>Institute of Eastern-Slavic Philology</i> dr Krzysztof Rutkowski e-mail: <u>krz.rut@gmail.com</u> <i>Institute of Polish Philology</i> dr Wiktor Gardocki e-mail: <u>wiktorgardocki@o2.pl</u>	<u>http://uwb.edu.pl/international-cooperation-office</u> (English version)

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE "Blaze Koneski" Faculty of Philology – Skopje Bul. GoceDelcev 9a 1000 Skopje	MK SKOPJE01	Institutional Erasmus Coordinator <u>Prof. Dr. Gordana Josifova-Nedelkowska</u> Vice-Rector for International Cooperation Blvd. GoceDelcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: G.Josifova@ukim.edu.mk Erasmus Faculty Coordinator: <u>Prof. Ruska Ivanovska-Naskova, PhD</u> "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 413; e-mail: rivanovska@gmail.com	www.ukim.edu.mk www.flf.ukim.edu.mk
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B. Mobility numbers³ 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	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
PL BIALYST04	MK SKOPJE01	230	Languages and philological sciences (Polish, Macedonian, English, French, Russian)	1 st , 2 nd	2 x 10 months	/
MK SKOPJE01	PL BIALYST04	230	Languages and philological sciences (Polish, Macedonian, English, French, Russian)	1 st , 2 nd	2 x 5 months	/

[*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.]

³ 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>

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 BIALYST04	MK SKOPJE01	230	Languages and philological sciences (Polish, Macedonian, English, French, Russian)	2 x 5 days	/
MK SKOPJE01	PL BIALYST04	230	Languages and philological sciences (Polish, Macedonian, English, French, Russian)	2 x 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL BIALYST04		Polish	English	English B1 or Polish B1	English B2
MK SKOPJE01		Macedonian*	English (selected courses)	B1	B2

*Ss. Cyril and Methodius University in Skopje organizes Macedonian language courses for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme).

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 BIALYST04

Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.

Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Please contact International Programmes and Relations Office in order to get more information.

⁴ 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]
PL BIALYST04	June 30 th	November 30 th
MK SKOPJE01	15 May	15 November

2. The receiving institution will send its decision within **six weeks**.
3. A Transcript of Records will be issued by the receiving institution no later than **four 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

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. 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 BIALYST04 - <http://uwb.edu.pl/grading-system> (English version)
In case of additional questions, please contact Erasmus Coordinator.

POLISH GRADE	LOCAL DEFINITION	ECTS GRADE	% of successful students normally achieving the grade	DEFINITION
5	Bardzodobry/ very good	A	10	Excellent – outstanding performance with only minor errors
4+	Dobry plus/ better than good	B	25	Very good – above the average standard but with some errors
4	Dobry/ good	C	30	Good – generally sound work with number of notable errors
3+	Dostateczny plus/ better than satisfactory	D	25	Satisfactory – fair but with significant shortcomings
3	Dostateczny/ satisfactory	E	10	Sufficient – performance meets the minimum criteria
2	Niedostateczny/ unsatisfactory (fail)	F, FX	-	F – Fail – some more work required before the credit can be awarded FX – Fail – considerable further work is required

MK SKOPJE01: Ss Cyril and Methodius University in Skopje grading scale related to ECTS grading system:

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

ECTS-credits: 60 per year/30 per semester

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 BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)
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 BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en

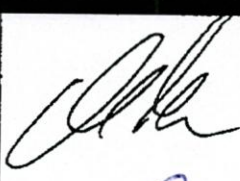
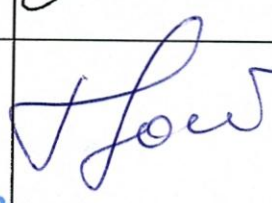
4. Housing

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 BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)
MK SKOPJE01	I.Bogoevski@ukim.edu.mk	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
PL BIALYST04	dr hab. Mariusz Popławski, prof. UwB Vice-Rector for Development and International Cooperation	11.05.18	
MK SKOPJE01	Prof. Dr. Gordana Josifova-Nedelkowska Vice-Rector for International Cooperation	6-07-2018	



⁵ Scanned signatures are accepted