

Er 14/19



## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2019-20[21]<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
University of Łódź  1. Waldemar Ceran Research Centre for the History and Culture of the Mediterranean Area and South-East Europe, <i>Ceraneum</i> ;  2. Faculty of Philology,	PL LODZ01	<b>Institutional Erasmus Coordinator:</b> Prof. Eleonora Bielawska-Batorowicz <a href="mailto:ebator@uni.lodz.pl">ebator@uni.lodz.pl</a>  <b>Departmental Coordinator:</b> Agata Kawecka, PhD <a href="mailto:agata.kawecka@uni.lodz.pl">agata.kawecka@uni.lodz.pl</a> <i>Ceraneum</i> Centre – 32-38 Matejki Str. 90-237 Łódź;  Department of Slavic Philology -	<a href="http://www.iso.uni.lodz.pl">www.iso.uni.lodz.pl</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Department of Slavic Philology</p>		<p>171/173 Pomorska Str. 90-236 Łódź</p> <p><b>Administrative contact:</b> International Relations Office Poland, Łódź, 90-137 3 Uniwersytecka Str. email: <a href="mailto:bwz@uni.lodz.pl">bwz@uni.lodz.pl</a> (agreements and outgoing students) <a href="mailto:iso@uni.lodz.pl">iso@uni.lodz.pl</a> (incoming students) Tel: + 48 42 635 4037 Fax: + 48 42 635 4789</p>	
<p><b>SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE</b></p> <p>Blaze Koneski Faculty of Philology – Skopje Bul. Goce Delcev 9a 1000 Skopje</p>	<p>MK SKOPJE01</p>	<p><b>Institutional Erasmus Coordinator</b> <b>Prof. Dr. Gordana Josifova-Nedelkovska</b> Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia +389 2 3293 206 <a href="mailto:G.Josifova@ukim.edu.mk">G.Josifova@ukim.edu.mk</a></p> <p><b>Erasmus Faculty Coordinator:</b> <b>Prof. Ruska Ivanovska- Naskova, PhD</b></p> <p>Blaze Koneski Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia +389 2 3240 413 <a href="mailto:rivanovska@gmail.com">rivanovska@gmail.com</a> <a href="mailto:rivanovska@flf.ukim.edu.mk">rivanovska@flf.ukim.edu.mk</a></p>	<p><a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a></p> <p><a href="http://www.flf.ukim.edu.mk">www.flf.ukim.edu.mk</a></p>

**B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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 LODZ01	MK SKOPJE01	09.0	Languages and Philological Sciences  (Polish, Macedonian, Slovenian, Serbian)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 6 months  (Department of Slavic Philology)	/
MK SKOPJE01	PL LODZ01	09.0	Languages and Philological Sciences  (Polish, Slovenian, Serbian)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	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.]*

FROM	TO	Number of staff mobility periods
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<sup>5</sup> 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
PL LODZ01	MK SKOPJE01	09.0	Languages and Philological Sciences	1 x 1 week (Ceraneum Centre) 1 x 1 week (Department of Slavic Philology)	/
MK SKOPJE01	PL LODZ01	09.0	Languages and Philological Sciences	1X 5	/

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LODZ01		English	Polish	English B1 Polish B1	English B2 Polish B2
MK SKOPJE01		Macedonian*	English (selected courses)	B1	B2

<sup>6</sup> 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>

\*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

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

**PL LODZ01:** UL welcomes students with disabilities. While sending the nomination letter, please inform the International Students Office (10 months prior to arrival) about students with disabilities in order to provide the proper support to these students. The University of Lodz has the infrastructure to welcome students with some types of disabilities.

#### 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 LODZ01	30 <sup>th</sup> June	15 <sup>th</sup> December
MK SKOPJE01	15 May	15 November

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

2. PL LODZ01: The receiving institution will send its conditional decision within [4] weeks.
3. 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. *[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**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Grading system at the University of Lodz <http://iso.uni.lodz.pl/erasmus/ects-system>

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 LODZ01	International Students Office <a href="mailto:iso@uni.lodz.pl">iso@uni.lodz.pl</a> + 48 42 635 47 90	<a href="http://www.iso.uni.lodz.pl">www.iso.uni.lodz.pl</a>
MK SKOPJE01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>

## 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 LODZ01	International Students Office <a href="mailto:iso@uni.lodz.pl">iso@uni.lodz.pl</a> + 48 42 635 47 90	<a href="http://www.iso.uni.lodz.pl">www.iso.uni.lodz.pl</a>
MK SKOPJE01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>

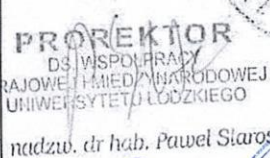


#### 4. Housing

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 LODZ01	International Students Office <a href="mailto:iso@uni.lodz.pl">iso@uni.lodz.pl</a> + 48 42 635 47 90	<a href="http://www.iso.uni.lodz.pl">www.iso.uni.lodz.pl</a>
MK SKOPJE01	<a href="mailto:I.Bogoevski@ukim.edu.mk">I.Bogoevski@ukim.edu.mk</a>	

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
PL LODZ01	Prof. Pawel Starosta Pro-rector in Charge of International Relations	6 STY 2019	 PROREKTOR DS WSPOLPRACY KRAJOWEJ MIĘDZYKRAJOWEJ UNIwersYTETU ŁÓDZKIEGO prof. nadzw. dr hab. Paweł Starosta
MK SKOPJE01	Prof. Dr. Gordana Josifova- Nedelkovska  Vice-Rector for International Cooperation	18 -01- 2019	 

<sup>8</sup> Scanned signatures are accepted