



UNIVERSITAS  
OPOLIENSIS



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[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)
Opole University	PL OPOLE01	<b>Agnieszka Kondziela, MA</b> , Institutional Erasmus Coordinator, <a href="mailto:agnieszka.kondziela@uni.opole.pl">agnieszka.kondziela@uni.opole.pl</a>	<a href="http://www.erasmus.uni.opole.pl">www.erasmus.uni.opole.pl</a>
Institute of Sociology		<b>Michał Wanke, MA</b> , Institute of Sociology, <a href="mailto:michal.wanke@uni.opole.pl">michal.wanke@uni.opole.pl</a>	<a href="http://www.socjologia.uni.opole.pl/erasmus">www.socjologia.uni.opole.pl/erasmus</a>
Institute of Polish Language and Culture		<b>dr hab. Joanna Czaplinska, prof. UO</b> , Department of Slavic Studies	
Ss. Cyril and Methodius University Skopje	MK SKOPJE01	Institutional Erasmus coordinator <b>Prof. Dr. Meri Cvetkovska</b> Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje, Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: <a href="mailto:M.Cvetkovska@ukim.edu.mk">M.Cvetkovska@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a>
Faculty of Philosophy		Faculty Erasmus Coordinator <b>Ass.prof. Dr. Sofija Georgievska</b> e-mail: <a href="mailto:sofija.arnaudova@zfz.ukim.edu.mk">sofija.arnaudova@zfz.ukim.edu.mk</a>	<a href="http://www.zfz.ukim.edu.mk">www.zfz.ukim.edu.mk</a>
Faculty of Philology		Faculty Erasmus Coordinator <b>Prof. Dr Jovanka Lazarevska-Stancevska</b> e-mail: <a href="mailto:jovanka@ukim.edu.mk">jovanka@ukim.edu.mk</a>	<a href="http://www.flf.ukim.edu.mk">www.flf.ukim.edu.mk</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.

## 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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
PL OPOLE	MK SKOPJE01	0314	Sociology	1, 2	2/6	
		222	Czech Studies	1, 2	2/5	
MK SKOPJE01	PL OPOLE	0314	Sociology	1, 2	2/6	
		222	Czech Studies	1, 2	2/6	

[\*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 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	Staff Mobility for Training *	
					[total number of days of teaching periods or average duration *]	
PL OPOLE01	MK SKOPJE01	0314	Sociology	1/5 days		
		222	Czech Studies	1/5 days		
MK SKOPJE01	PL OPOLE01	0314	Sociology	1/5 days		
		222	Czech Studies	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:

<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>)



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 OPOLE01	314	English	Polish	B2	B2
	222	Czech	Polish	B2	B2
MK SKOPJE01		Macedonian*	English	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

*[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]*

*Opole University has the appropriate infrastructure to welcome students and staff with 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 OPOLE01	15 <sup>th</sup> June	15 <sup>th</sup> December
MK SKOPJE01	15 <sup>th</sup> May	15 <sup>th</sup> 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."]*

<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>

## 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.]

#### PL OPOLE01:

<http://www.erasmus.uni.opole.pl/show.php?id=51&lang=pl>

excellent	- 5	- A
very good	- 4,5	- B
good	- 4	- C
acceptable	- 3,5	- D
satisfactory	- 3	- E
fail	- 2	- F

#### MK SKOPJE01:

10(A)	Excellent (outstanding performance with only minor errors)
9(B)	Very Good (above the average standards but with some errors)
8(C)	Good (generally sound work with a number notable errors)
7(D)	Satisfactory (fair, but with significant shortcomings)
6(E)	Sufficient (performance meets the minimum criteria)
5(F)	Fail

### 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 OPOLE01	<a href="mailto:erasmus@uni.opole.pl">erasmus@uni.opole.pl</a>	<a href="http://www.erasmus.uni.opole.pl/show.php?id=51&amp;lang=pl">http://www.erasmus.uni.opole.pl/show.php?id=51&amp;lang=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> <a href="http://www.mfa.gov.mk">www.mfa.gov.mk</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:

<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)



Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL OPOLE01	erasmus@uni.opole.pl	<a href="http://www.erasmus.uni.opole.pl/show.php?id=51&amp;lang=pl">http://www.erasmus.uni.opole.pl/show.php?id=51&amp;lang=pl</a>
MK SKOPJE01	international@ukim.edu.mk	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>

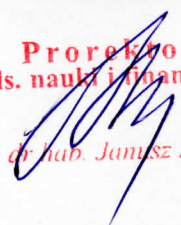
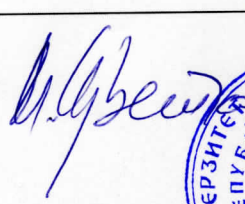

#### 4. Housing

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 OPOLE01	erasmus@uni.opole.pl	<a href="http://www.erasmus.uni.opole.pl/show.php?id=51&amp;lang=pl">http://www.erasmus.uni.opole.pl/show.php?id=51&amp;lang=pl</a>
MK SKOPJE01	I.Bogoevski@ukim.edu.mk	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
PL OPOLE01	Prof. dr hab. Janusz Słodczyk Vice-Rector for science and finance	2014-03-27	 Proroktor ds. nauki i finansów prof. dr hab. Janusz Słodczyk
MK SKOPJE01	Prof. Dr Meri Cvetkovska Vice- Rector for International Cooperation	14-03-2014	 

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