



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE "Blaze Koneski" Faculty of Philology – Skopje Bul. Goce Delcev 9a 1000 Skopje	MK SKOPJE01	Institutional Erasmus Coordinator <i>Prof. Dr. Gordana Josifova- Nedelkovska</i> Vice-Rector for International Cooperation Bulv. Goce Delcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: G.Josifova@ukim.edu.mk Erasmus Faculty Coordinator: <i>Prof. Ruska Ivanovska-Naskova, PhD</i> "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Bulv. Goce Delcev 9, 1000	www.ukim.edu.mk www.tif.ukim.edu.mk

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		Skopje, R. Macedonia Tel: (+389 2) 3240 413; e-mail: rivanovska@gmail.com	
Uniwersytet Wrocławski	PL WROCLAW01	Institutional Coordinator: Barbara Skalačka-Harold International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 211 barbara.skalačka- harold@uwr.edu.pl Departmental Coordinator: Daniel Slapek daniel.slapek@uwr.edu.pl Institute of Romance Philology Pl. Nankiera 4 50-140 Wrocław, Poland Tel. +48 71 3752 433 Fax : +48 71 3752 780	International Office: www.international.uni.wroc.pl courses in English: https://international.uni.wroc.pl/en/study-english/programs-english courses in italian, french, spanish http://www.ifr.uni.wroc.pl/en.html
[...]			

B. Mobility numbers⁵ 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 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 *
MK SKOPJE01	PL WROCLAW01	09.0	Languages and Philological Sciences	1, 2, 3	2 X 5	/
		023				
PL WROCLAW01	MK SKOPJE01	09.0	Languages and Philological Sciences	1, 2, 3	2 X 5	/
		023				

⁵ 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>)

[*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 [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
MK SKOPJE01	PL WROCLAW 01	09.0	Languages and Philological Sciences	2X 5	2 persons (min. 2 days plus travel time)
		023			
PL WROCLAW 01	MK SKOPJE01	09.0	Languages and Philological Sciences	2X 5	2 persons (min. 2 days plus travel time)
		023			

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK SKOPJE01		Macedonian*	English (selected courses)	B1	B2
PL WROCLAW01	Languages and Philological	Polish	French, English, Italian	B2	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).

⁶For 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>

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 WROCLAW01:

STUDENTS

- Nominations
Student nominations should be sent (e-mail) by the Partner University to Ms. Barbara Pietrzekiewicz barbara.pietrzekiewicz@uni.wroc.pl, responsible for incoming students, before 1st June (winter semester) and 15th October (summer semester)
- Application procedure
All the nominated students should create an on-line account and follow the instructions to prepare the required documents (application form, learning agreement, copy of the passport, English language confirmation, ID photograph) which should be sent to the International Office of UWr before 15th June (winter semester) and 31st October (summer semester)

Detailed information about the procedure:

<https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/application-forms-and-deadlines>

DISABLED

The University of Wrocław can offer some assistance to students/staff with disabilities, although the structure and the position of the university buildings may occur difficulties for students with serious mobility problems. Limited number of rooms suitable for disabled can be offered in one of the student houses. Disabled students interested to study at the University of Wrocław should contact the International Office before starting the application procedure to make sure if all the necessary assistance can be provided.

STAFF

- Academic teachers interested in a teaching visit at the University of Wrocław should contact the Erasmus Coordinator at the Faculty which holds the appropriate Erasmus bilateral agreement.
- Non-academic staff members who are interested in spending one week training at the University of Wrocław under the Erasmus programme should at first contact the International Office of Wrocław University, who will then forward the query to the appropriate department of the University.

Detailed information for incoming staff:

<https://international.uni.wroc.pl/en/visiting-staff>

PL WROCLAW01:

Nominations: the University of Wrocław will send its **decision** within 5 weeks.

Transcripts of records are issued by the International Office immediately after the examination period and handed to the incoming students before their departure.

E. Calendar

1. Applications/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 WROCLAW01 Nominations from Partner University: Applications:	1 st June 15 th June	15 th October 31 st October

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

2. The receiving institution will send its decision within 5 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

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

Partner University:

PL WROCLAW01:

ECTS grade	Polish grade	Definition
A	5 (bdb)	EXCELLENT – outstanding performance with only minor errors
B	4,5 (+db)	VERY GOOD – above the average standard but with some errors
C	4 db	GOOD – generally sound work with a number of notable errors
D	3,5 +dst	SATISFACTORY – fair but with significant shortcomings
E	3 dst	SUFFICIENT – performance meets the minimum criteria
FX, F	2 nd	FAIL – some more work required before the credit can be awarded

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
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en
PL WROCLAW01	Institutional Coordinator: Barbara Skalacka-Harrold International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 211 barbara.skalacka-harrold@uwr.edu.pl	https://international.uni.wroc.pl/en/study-english/practical-information/visa

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
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en

PL WROCLAW01	Institutional Coordinator: Barbara Skalacka-Harrold International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 211 barbara.skalacka- harrold@uwr.edu.pl	https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance
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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
MK SKOPJE01	I.Bogoevski@ukim.edu.mk	
PL WROCLAW01	Institutional Coordinator: Barbara Skalacka-Harrold International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 211 barbara.skalacka- harrold@uwr.edu.pl	https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
MK SKOPJE01	Prof. Dr. Gordana Josifova-Nedelkovska Vice-Rector for International Cooperation		
PL WROCLAW01	Dr Daniel Słapek Erasmus+ Departmental Coordinator Institute of Romance Philology	8/06/2017	ERASMUS + Departmental Coordinator Institute of Romance Philology Italian studies <i>Daniel Słapek</i> Dr Daniel Słapek

⁷Scanned signatures are accepted

23-06-2017