

# Erasmus+ Programme

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

### Inter-institutional agreement 2014-20[21] 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 details (email, phone)	Website (eg. of the course catalogue)
Adam Mickiewicz University in Poznan  Faculty of Polish and Classical Philology  Institute of Slavic Philology	PL POZNA01	Justyna Wciórka, Ph.D. Faculty Coordinator  Fredry 10, 61-701 Poznań,  phone/fax: +48 (0) 61 829 4697  e-mail: justw@amu.edu.pl	<a href="http://international.amu.edu.pl/">http://international.amu.edu.pl/</a> <a href="https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses">https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses</a> Faculty of Polish and Classical Philology: <a href="http://wfpik.amu.edu.pl">http://wfpik.amu.edu.pl</a>  Institute of Polish Philology: <a href="http://polonistyka.amu.edu.pl">http://polonistyka.amu.edu.pl</a>  Institute of Classical Philology: <a href="http://ifk.amu.edu.pl">http://ifk.amu.edu.pl</a>  Institute of Slavic Philology: <a href="http://www.slavic.amu.edu.pl/">http://www.slavic.amu.edu.pl/</a>  Department of Film, Television and New Media <a href="http://www.filmoznawstwo.com/">http://www.filmoznawstwo.com/</a>  Drama and Theatre Department <a href="http://www.wot.amu.edu.pl/">http://www.wot.amu.edu.pl/</a>  AMU School of Polish Language and Culture for Foreign Students <a href="http://www.schoolpl.amu.edu.pl/go.php/en.htm">http://www.schoolpl.amu.edu.pl/go.php/en.htm</a>  Acting Techniques Intensive Seminar AMU <a href="http://orzeg-">http://orzeg-</a>

			<a href="http://atis.home.amu.edu.pl/">atis.home.amu.edu.pl/</a> ECTS catalogue: <a href="http://ects.amu.edu.pl">http://ects.amu.edu.pl</a>
The Ss. Cyril and Methodius University's Skopje  Faculty of Philology (Slavic Studies, Albanian, Macedonian Philology)	MK SKOPJE01	Institutional Erasmus Coordinator Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3293 206; e-mail: M.Cvetkovska@ukim.edu.mk  Faculty Erasmus coordinator Jovanka Lazarevska-Stancevska Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 493; e-mail: jovanka@ukim.edu.mk	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>  <a href="http://www.fif.ukim.edu.mk">www.fif.ukim.edu.mk</a>

## 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
PL POZNAN01	MK SKOPJE01	222	Foreign Languages	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	2	18
MK SKOPJE01	PL POZNAN01	222	Foreign Languages	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	2	18

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	
PL POZNAN01	MK SKOPJE01			1x5 days	
MK SKOPJE01	PL POZNAN01			1x5 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 instruction 1	Language of instruction 2	Recommended language of instruction level Student Mobility for Studies <i>Erasmus+ / Erasmus+ KA2</i>	Recommended language of instruction level Staff Mobility for Teaching <i>Erasmus+ / Erasmus+ KA2</i>
PL POZNAN01	222	POLISH	ENGLISH	B1 ENGLISH ( for classes taught in English)  B1 POLISH (for classes taught in Polish)	B1 ENGLISH
MK SKOPJE01	222	MACEDONIAN*	ENGLISH	B1 ENGLISH ( for classes taught in English)  B1 MACEDONIAN (for classes taught in Macedonian)	B2 ENGLISH

\*Ss. Cyril and Methodius University in Skopje organizes language classes 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: <https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses>, <https://ects.amu.edu.pl/en/>

### D. Additional requirements

#### PLPOZNAN01:

Services for incoming students:

Orientation Day organized at the beginning of the semesters provides the information about the university in general, administrative issues, student activities, the Polish language course, and other services.

The ESN mentor system (<http://uam.esn.pl/>) with university guide-person offers the administration and social support and proposes the cultural offer

Foreign students coming to study at AMU within the Erasmus programme can expect:

- assistance from the Erasmus office and programme co-ordinators from the particular faculties
- assistance from Polish students (members of the Erasmus Student Network organization) in handling organizational matters (visit <http://www.esn.amu.edu.pl>)
- free courses of Polish Language and culture
- accommodation in the hall of residence (but not earlier then from the last week of September)
- opportunities to participate in cultural events at the University and in Poznań
- opportunities to participate in student get-togethers and sightseeing tours organized by AMU and ESN

Polish courses of language and culture are offered for incoming students in the frame of Summer University programmes as well as regular courses during the semesters (<http://www.schoolpl.amu.edu.pl/go.php/en.htm>)

Disabled students - the university boasts AMU Association of Disabled Students Ad Astra, founded by students in 2004 to mobilize disabled persons to stand up for their interests and integrate with the whole academic community. University not only brings down structural barriers or offers special stipends to the disabled, but also buys teaching aids in particular for blind and visually impaired students. Since 2005, the contents of the AMU website can be listened to using Intelligent Web Reader application. Disabled students may also take advantage of an individually designed physical-education programme.

For the implementation of STA/STT-mobilities, a letter of invitation – issued by an AMU contact person – is required.

#### **MK SKOPJE01:**

- Ss. Cyril and Methodius University in Skopje Erasmus student information: [www.ukim.edu.mk/en](http://www.ukim.edu.mk/en)
- Contact for incoming students: [international@ukim.edu.mk](mailto:international@ukim.edu.mk)

### **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 POZNAN01	15 <sup>th</sup> of May-15 <sup>th</sup> of July	15 <sup>th</sup> of November-15 <sup>th</sup> of January
MK SKOPJE01	15 May	15 November

#### **PL POZNAN01:**

The procedure for the selected and nominated students is given at:

<http://erasmus.amu.edu.pl/for-incoming-students/for-erasmus-students/how-to-apply>  
<https://incoming.amu.edu.pl/>

The academic year lasts 9 months, starting on 1<sup>st</sup> of October and ending in the middle of June. It is divided into two semesters: **winter semester** (October to January) and **summer semester** (mid-February to May). A two-week exam session is held at the end of each semester. An inter-semester break lasts from mid-January to mid-February.

**There are several vacation breaks:** the winter break lasts from 23 December to 1 January and one week in February, the spring break falls at the time of Easter, and the summer break is from mid-June till the end of September. Note: field training exercises and internships may be held during the summer break.

#### **MK SKOPJE01:**

Academic calendar

FALL SEMESTER: 15 September – 31 December

SPRING SEMESTER: 1 February – 15 May

2. The receiving institution will send its decision within 4 weeks.
3. 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.
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

#### **PL POZNAN01:**

The implementation of a credit points framework compatible with that of ECTS allows students to follow individualized curricula and continue their studies at other Polish and foreign universities.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

**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:**

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 POZNAN01	erasmus@amu.edu.pl	<a href="http://www.poznan.uw.gov.pl/en">http://www.poznan.uw.gov.pl/en</a> <a href="http://www.msz.gov.pl/en/travel_to_poland/entering_poland/">http://www.msz.gov.pl/en/travel_to_poland/entering_poland/</a>
MK SKOPJE01	international@ukim.edu.mk	<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 POZNAN01	erasmus@amu.edu.pl	<a href="http://www.erasmus.org.pl/coming-poland-formal-issues">http://www.erasmus.org.pl/coming-poland-formal-issues</a> <a href="https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st">https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st</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 POZNAN01	erasmus@amu.edu.pl	<a href="http://erasmus.amu.edu.pl">http://erasmus.amu.edu.pl</a>
MK SKOPJE01	<a href="mailto:I.Boqoevski@ukim.edu.mk">I.Boqoevski@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
PL POZNAN01	Justyna Wciórka, Ph.D. Faculty Coordinator of Erasmus programme	6/02/2014	
MK SKOPJE01	Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation	- 5 -02- 2014	