РЕПУБЛИКА МАКЕДОНИЈА
УНИВЕРЗИТЕТ ЗА ИНФОРМАТИЧКИ НАУКИ
И ТЕХНОЛОГИИ
"СВЕТИ АПОСТОЛ ПАВЛЕ" ОХРИД
Бр. 13-329/1
7.3 2016 год.
ОХРИД

Zachodniopomorski
Uniwersytet Technologiczny
w Szczecinie

Erasmus+ Programme

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

Inter-institutional agreement ~~2014-20~~ 2016 – 2020
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)
West Pomeranian University of Technology, Szczecin Faculty of Economics	PL SZCZECI02	**Joanna Hernik PhD** - Faculty coordinator Joanna.hernik@zut.edu.pl Institutional Erasmus Coordinator: **Agata Bruska** Department of Educational Matters al. Piastów 17, 70-310 Szczecin T: +48 91 449 4780 international@zut.edu.pl	www.erasmus.zut.edu.pl/en http://www.ekonomia.zut.edu.pl/incoming-students.html
University of Information Science and Technology "Saint Paul the Apostle" Ohrid Univerzitet za Informaticki Nauki i Tehnologii "Sveti Apostol Pavle" Ohrid	MK OHRID01	**Dr. Aleksandar Petkovski** aleksandar.petkovski@uist.edu.mk +389 78 23 29 23 Partizanska bb Ohrid, Republic of Macedonia	http://uist.edu.mk/Content/DownloadableFiles/PROGAM-OUTLINES-AND-COURSE-OVERVIEWS.pdf

B. Mobility numbers[1] 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, 1st, 2nd or 3rd]* *	**Number of student mobility periods**	
					Student Mobility for Studies *[number of students/ total number of months of the study periods *]*	*Student Mobility for Trainee ships* *
PL SZCZECI02	**MK OHRID01**	04.0	Management	1, 2	2	1
MK OHRID01	**PL SZCZECI02**	061	Information and Communication Technologies (ICTs)	1, 2	2	1

*[*Optional: subject area code & name and study cycle are optional.]*

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 SZCZECI02	**MK OHRID01**	04.0	Management	1 x 7 days	1 x 7 days
MK OHRID01	**PL SZCZECI02**	061	Information and Communication Technologies (ICTs)	2 persons x 1 week x min. 8 teaching hours	

[1] 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)*

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[2]**	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
PL SZCZECI02	04.0	English		B1 English	B2 English
MK OHRID01	061	English		B1 English	B2 English

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 SZCZECI02

Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Some rooms accessible to wheelchairs are available in one of the student houses.

In case of insufficient knowledge of English / German / or another language of lectures, of which a student has been informed, that will not allow to realize a teaching process, a receiving institution has the right to send back the student to his/her home institution.

MK OHRID01

For admission to the **University of Information Science and Technology "Saint Paul the Apostle" Ohrid** in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: http://uist.edu.mk/Erasmus/IncomingStudents

[2] 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 SZCZECI02 *Academic year starts on 1st October*	31 May	30 November
MK OHRID01	15 June	1 December

*

2. **PL SZCZECI02**

The receiving institution will send its decision within 4 weeks.

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

MK OHRID01:

The receiving institution will send its decision within 2 *weeks after the deadline.*

Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to 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 SZCZECI02

Grading Scale at the West Pomeranian University of Technology, Szczecin. The following scale is used for all types of evaluations/examinations:

Former ECTS grade	Description	Mark	Polish	English equivalent
A	an excellent performance	5,0	bardzo dobry	excellent
B	an above average performance (with some minor mistakes)	4,5	dobry plus	very good
C	an above average performance (generally sound work with some notable errors)	4,0	dobry	good
D	an average performance	3,5	dostateczny plus	fair
E	a performance meets the minimum criteria in spite of its shortcomings	3,0	dostateczny	satisfactory
F, FX	a performance does not meet the minimum criteria	2,0	niedostateczny	unsatisfactory / fail

MK OHRID01:
http://uist.edu.mk/Erasmus/IncomingStudents

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 SZCZECI02	Department of Educational Matters - International Cooperation international@zut.edu.pl T: +48 91 449 4780	www.erasmus.zut.edu.pl/en
MK OHRID01	**Erasmus+ contact person:** **Dr. Aleksandar Petkovski** aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	http://uist.edu.mk/

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 SZCZECI02	Department of Educational Matters - International Cooperation Ms Agata Bruska international@zut.edu.pl T: +48 91 449 4780	www.erasmus.zut.edu.pl/en
MK OHRID01	**Erasmus+ contact person:** **Dr. Aleksandar Petkovski** aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	http://uist.edu.mk/

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 SZCZECI02	Department of Educational Matters - International Cooperation Ms Agata Bruska international@zut.edu.pl T: +48 91 449 4780	We offer accommodation in university dormitories, more info: www.erasmus.zut.edu.pl/en
MK OHRID01	**Erasmus+ contact person:** **Dr. Aleksandar Petkovski** aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	http://uist.edu.mk/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
PL SZCZECI02	Dean/Vice-dean of the Faculty	18.02.2016	PRODZIEKAN ds. Współpracy i Rozwoju dr [illegible]
	dr hab. inż. Witold Biedunkiewicz, prof. ZUT Vice-Rector for Educational Matters	18.02.2016	PROREKTOR ds. KSZTAŁCENIA dr hab. inż. Witold Biedunkiewicz prof. nadzw. ZUT .....

Institution [Erasmus code]	Name, function	Date	Signature[4]
MK OHRID01	Ninoslav Marina Ph.D., Rector		РЕПУБЛИКА МАКЕДОНИЈА .....

[3] Scanned signatures are accepted
[4] Scanned signatures are accepted

РЕПУБЛИКА МАКЕДОНИЈА
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И ТЕХНОЛОГИИ
"СВЕТИ АПОСТОЛ ПАВЛЕ" ОХРИД
Бр. 13-370/1
17.3 2016 год. 1
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Erasmus+ Programme

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

Inter-institutional agreement 2016-2020
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)	
Zachodniopomorski Uniwersytet Technologiczny w Szczecinie (West Pomeranian University of Technology, Szczecin) **Faculty of Computer Science and Information Technology**	PL SZCZECI02	**Faculty Coordinator:** Dr. Remigiusz Olejnik Faculty of Computer Science and Information Technology ul. Żołnierska 49, PL-71-210 Szczecin T: +48 91 449 5534 F: +48 91 449 5540 Remigiusz.Olejnik@zut.edu.pl **Erasmus Institututional Coordinator:** Ms. Agata Bruska Department of Educational Matters al. Piastów 17, 70-310 Szczecin T/F: +48 91 449 4780 international@zut.edu.pl	http://erasmusplus.zut.edu.pl/eng
University of Information Science and Technology	MK OHRID01	**Erasmus+ contact person:** **Dr. Aleksandar Petkovski**	http://uist.edu.mk/Content/DownloadableFiles/PROGAM-

"Saint Paul the Apostle" Ohrid Univerzitet za Informaticki Nauki i Tehnologii "Sveti Apostol Pavle" Ohrid Partizanska bb Ohrid, Republic of Macedonia		aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	OUTLINES-AND-COURSE-OVERVIEWS.pdf

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, 1st, 2nd or 3rd] *	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 SZCZECI02	MK OHRID01	061	ICTs	1st	10 (2 students x 5 months)	
MK OHRID01	PL SZCZECI02	061	ICTs	1st, 2st	15 (4 students 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 [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 SZCZECI02	MK OHRID01	061	ICTs	10 days (2 persons x 5 days)	10 days (2 persons x 5 days)
MK OHRID01	PL SZCZECI02	061	ICTs	10 days (2 persons x 5 days)	10 days (2 persons 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[1]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
PL SZCZECI02	ICTs	English	Polish	B1 English	B2 English
MK OHRID01	ICTs	English		B1 English	B2 English

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 SZCZECI02: Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Some rooms accessible to wheelchairs are available in one of the student houses. Buildings of Faculty of Computer Science and Information Technology are fully prepared for accepting students on wheelchairs: all of the teaching/laboratory rooms, toilets and access to the buildings are non-barrier.

MK OHRID01: For admission to the University of Information Science and Technology "Saint Paul the Apostle" Ohrid in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: http://uist.edu.mk/Erasmus/IncomingStudents

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 SZCZECI02	31 May	30 November
MK OHRID01	June 15	December 1

[1] 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

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

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

   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.*

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MK OHRID01: The following scale is used for all types of evaluations/examinations:
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Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL SZCZECI02	international@zut.edu.pl T: +48 91 449 4780	http://erasmusplus.zut.edu.pl/eng
MK OHRID01	Erasmus+ contact person: Dr. Aleksandar Petkovski aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	http://uist.edu.mk/

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MK OHRID01	Erasmus+ contact person: Dr. Aleksandar Petkovski aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	http://uist.edu.mk/

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MK OHRID01	Erasmus+ contact person: Dr. Aleksandar Petkovski aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	http://uist.edu.mk/

West Pomeranian University
of Technology, Szczecin
al. Piastów 17
70-310 SZCZECIN
POLAND

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[2]
PL SZCZECI02	**dr hab. nt. Bożena Śmiałkowska, prof. ZUT** Vice-Dean for Educational Matters Faculty of Computer Science and Information Technology **dr hab. inż. Witold Biedunkiewicz, prof. ZUT** Vice-Rector for Educational Matters	30.03. 2016	PRODZIEKAN DS. KSZTAŁCENIA Wydziału Informatyki *dr hab. n. t. Bożena Śmiałkowska* *prof. nadzw. ZUT* PROREKTOR ds. KSZTAŁCENIA *dr hab. inż. Witold Biedunkiewic* *prof. nadzw. ZUT*
MK OHRID01	Ninoslav Marina Ph.D., Rector	17.3.2016	УНИВЕРЗИТЕТ ЗА ИНФОРМАТИЧКИ НАУКИ И ТЕХНОЛОГИИ • СВ. ЈП. ПАВЛЕ ОХРИД • РЕПУБЛИКА МАКЕДОНИЈА 1

[2] Scanned signatures are accepted