РЕПУБЛИКА МАКЕДОНИЈА
УНИВЕРЗИТЕТ ЗА ИНФОРМАТИЧКИ НАУКИ
И ТЕХНОЛОГИИ
"СВЕТИ АПОСТОЛ ПАВЕЛ" ОХРИД
бр. 09-6411/1
7.10 2022 год.
ОХРИД

Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1
Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme
[1]

The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions
Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	2021/2022	2021
End of validity	2027/2028	2027

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details[2] (email, phone)	Websites (General/Faculties/ Course catalogue)
University of Information Science and Technology "Saint Paul the Apostle" Ohrid Univerzitet za Informaticki Nauki i Tehnologii "Sveti Apostol Pavle" Ohrid Partizanska bb Ohrid, Republic of Macedonia	MK OHRID01	**Erasmus+ contact person:** **Olgica Apostolova** Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/erasmus/incoming-students/
WYŻSZA SZKOŁA EKONOMII I INNOWACJI W LUBLINIE ul. Projektowa 4 20-209 Lublin / POLAND	PL LUBLIN09	**Magda Janiak** Vice-Director Centre of Projects and International Cooperation Tel. +48 81 749 32 51 Magda.Janiak@wsei.lublin.pl erasmus@wsei.lublin.pl	http://www.wsei.lublin.pl/ Information on Educational offer: https://www.wsei.lublin.pl/erasmus-for-incoming-students/ http://www.wsei.lublin.pl/ https://www.wsei.lublin.pl/kontakt/

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

B. Mobility numbers[3] 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 (optional)* [ISCED]	Subject area name (optional)*	Field of education –Clarification (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
MK OHRID01	PL LUBLIN09	0413	Management	n/a	1st, 2nd	2	5 / person	n/a	n/a
MK OHRID01	PL LUBLIN09	0610	Information and Communication Technologies (ICTs),	n/a	1st, 2nd	2	5 / person	n/a	n/a
MK OHRID01	PL LUBLIN09	011	education	n/a	1st, 2nd	2	5 / person	n/a	n/a
PL LUBLIN09	MK OHRID01	0413	Management	n/a	1st, 2nd	2	5 / person	n/a	n/a
PL LUBLIN09	MK OHRID01	0610	Information and Communication Technologies (ICTs),	n/a	1st, 2nd	2	5 / person	n/a	n/a
PL LUBLIN09	MK OHRID01	011	education	n/a	1st, 2nd	2	5 / person	n/a	n/a

[3] Mobility numbers can be given per sending/receiving institutions and per education field (optional*: https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf)

☒ **Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) * [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional) * [total number of staff]	Staff Mobility for Training (optional) * [total number of days]
MK OHRID01	PL LUBLIN09	0413	Management	2 (8 hours /person minimum)	5 days / person	4	5 days / person
MK OHRID01	PL LUBLIN09	0610	Information and Communication Technologies (ICTs)	2 (8 hours /person minimum)	5 days / person	4	5 days / person
MK OHRID01	PL LUBLIN09	011	education	2 (8 hours /person minimum)	5 days / person	4	5 days / person
PL LUBLIN09	MK OHRID01	0413	Management	2 (8 hours /person minimum)	5 days / person	4	5 days / person
PL LUBLIN09	MK OHRID01	0610	Information and Communication Technologies (ICTs)	2 (8 hours /person minimum)	5 days / person	4	5 days / person
PL LUBLIN09	MK OHRID01	011	education	2 (8 hours /person minimum)	5 days / person	4	5 days / person

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:

[4] 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

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[1]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MKOHRID 01	n/a	English		B2	B2
PL LUBLIN09	n/a	English	Polish	B2	B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
MKOHRID 01	May 15th	November 15th
PL LUBLIN09	May 15th	November 15th

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
MKOHRID 01	May 15th	November 15th
PL LUBLIN09	May 15th	November 15th

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
MKOHRID 01	Olgica Apostolova Erasmus KA 131 coordinator Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/erasmus/incoming-students/
PL LUBLIN09	**Magda Janiak** Vice-Director Centre of Projects and International Cooperation Tel. +48 81 749 32 51 erasmus@wsei.lublin.pl http://www.wsei.lublin.pl/	https://www.wsei.lublin.pl/erasmus-for-incoming-students/application-procedure/

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
MKOHRID 01	n/a	n/a	n/a
PL LUBLIN09	n/a	n/a	n/a

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
MK OHRID 01	n/a	n/a	n/a	
PL LUBLIN09	- Reduced mobility - Hearing impairments - Visual impairments	**EQUIPMENT AVAILABLE:** wheelchair ramp, lifts, magnifiers, alternative keyboards, tablets, voice recorders, FM systems; **INTERPRETER's SUPPORT:** presence of sign interpreter during lectures, practices and exams; **SOFTWARE:** Iwona, Window-Eyes, AWS, SuperNova, Screen Reader, ZoomText Reader Magnifier; **ACCESS TO DIGITAL LIBRARY:** e-books, didactic materials in PDF format;	e-mail: erasmus@wsei.lublin.pl tel. 81 749 32 20	https://www.wsei.lublin.pl/biuro-ds-osob-niepelnosprawnych/

F. Information

1. 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
MKOHRID 01	Olgica Apostolova Erasmus KA 131 coordinator Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/erasmus/incoming-students/
PL LUBLIN09	**Magda Janiak** Vice-Director Centre of Projects and International Cooperation Tel. +48 81 749 32 51 erasmus@wsei.lublin.pl http://www.wsei.lublin.pl/	https://www.wsei.lublin.pl/erasmus-for-incoming-students/ https://www.wsei.lublin.pl/dom-studenta/

2.Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
MKOHRID 01	Olgica Apostolova Erasmus KA 131 coordinator Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/erasmus/incoming-students/
PL LUBLIN09	**Magda Janiak** Vice-Director Centre of Projects and International Cooperation Tel. +48 81 749 32 51 erasmus@wsei.lublin.pl http://www.wsei.lublin.pl/	http://www.msz.gov.pl/en/travel_to_poland/

3.Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
MKOHRID 01	The mobility participant must take an insurance in his home country. Foreign students and academics are advised to purchase third party liability insurance and accident insurance in their home countries.Olgica Apostolova Erasmus KA 131 coordinator Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/erasmus/incoming-students/
PL LUBLIN09	The mobility participant must take an insurance in his home country. Foreign students and academics are advised to purchase third party liability insurance and accident insurance in their home countries. **Magda Janiak** Vice-Director Centre of Projects and International Cooperation Tel. +48 81 749 32 51 erasmus@wsei.lublin.pl http://www.wsei.lublin.pl/	https://www.wsei.lublin.pl/erasmus-for-incoming-students/

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
MKOHRID 01	n/a	n/a	n/a
PL LUBLIN09	n/a	n/a	n/a

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.

G. Signatures of the Institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]

[5] Scanned signatures are accepted

MK OHRID01	**Prof. Ivan Bimbilovski,** **Rector**	7.10.2022	
PL LUBLIN09	**Chancellor of University of Economics and Innovation in Lublin** **Mrs Teresa Bogacka**	29.08.2022	