



Erasmus+ Programme

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

Inter-institutional agreement 2018-2021 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	Erasmus code	Contact details (email, phone, website)
War Studies University/ WSU (pl. Akademia Sztuki Wojennej/ ASzWoj)	PL WARSZAW 68	Olga ŚCIGAŁA-KARPINSKA Erasmus+ University Coordinator al.Chrusciela 103 00-910 Warsaw, POLAND o.scigala@akademia.mil.pl Tel: +48 261 814 240. +48 608 023 406 Web: http://www.akademia.mil.pl/erasmus
“St. Kliment Ohridski” University – Bitola	MK BITOLA01	Institutional E+ Coordinator Prof. Dr Violeta Manevska, Vice-Rector violeta.manevska@uklo.edu.mk Administrative support Kaliopa Stilinovic, Head of IRO kaliopa.stilinovic@uklo.edu.mk “St Kliment Ohridski” University – Bitola Bulevar 1 maj bb 7000 Bitola Republic of Macedonia Departmental Coordinator Prof. Dr Rade Rajkovchevski Vice-Dean for IR Faculty of Security – Skopje raderaj@yahoo.com

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 st , 2 nd or 3 rd]	Number of student mobility periods
					Student Mobility for Studies [average duration]
PL WARSZAW68	MK BITOLA01	1030	Security Services	1 st , 2 nd , 3 rd	3x 5 months
		1041	Transport services		
MK BITOLA01	PL WARSZAW68	1030	Security Services	1 st , 2 nd , 3 rd	3x 5 months
		1041	Transport services		

[*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 [average duration *]	Staff Mobility for Training
PL WARSZAW68	MK BITOLA01	1030	Security Services	2 x 5 days	2x5 days
		1041	Transport services		
MK BITOLA01	PL WARSZAW68	1030	Security Services	2 x 5 days	2x5 days
		1041	Transport services		

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 ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
PL.WARSZAW68		English	Polish	B1/ B2 English	B2 English
MKBITOLA01		Macedonian	English	B1/ B2 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution

D. Additional requirements

PL WARSZAW68: Onlineregistration for all incoming students is mandatory via Mobility Online System. Applications should be registered by following link, which is active only during recruitment time.

https://www.service4mobility.com/europe/BewerbungServlet?identifier=WARSZAW68&kz_bew_pers=S&kz_bew_art=IN&aust_prog=SMS&sprache=en

On the base of Mobility Online system Erasmus staff prepare Learning Agreement after mobility (Transcript of Records with final grades). LA after mobility is issued by the receiving institution after examination session - no later than five weeks after the assessment period has finished at the receiving HEI. Originals are send by post to exact university – a student gets email with scan version.

PL WARSZAW68 is able to host students with disabilities. New student's and officer's dormitory (building no. 46) includes rooms, kitchen and bathrooms which are suited for disabled students. This can be discussed before each nomination.

In case of questions about modules, courses etc. students can contact:

Ms Marlena Blicharz m.blicharz@akademia.mil.pl (studies at National Security Faculty) or
Ms Agata Brykowska a.brykowska@akademia.mil.pl (studies at Management and Command Faculty).

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>

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 WARSZAW68	October-February deadline: 30 th June	February-June deadline: 30 th November
MK BITOLA01	June	November 30

2. The Orientation Week at War Studies University prior to the start of the study period is compulsory for all incoming students.
3. The receiving institution will send its decision within 5 weeks.
4. 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 HEL.

F. Other informations

1. Grading systems of the institutions

Grading system at the War Studies University

Local Grade	ECTS Grade	Definition
5	A	EXCELLENT - outstanding performance with only minor errors
4.5	B	VERY GOOD - above the average standard but with some errors
4	C	GOOD - generally sound work with a number of notable errors
3.5	D	SATISFACTORY - fair but with significant shortcomings
3	E	SUFFICIENT - performance meets the minimum criteria
2	F	FAIL - some more work required before the credit can be awarded
Zal	Passed	PASSED - no future description
NZal	Not Passed	NOT PASSED - no future description

MK BITOLA01

Grading scale – 5-10

- 10 (A) = Excellent
- 9 (B) = Very Good
- 8 (C) = Good
- 7 (D) = Satisfactory

6 (E) = Sufficient

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 WARSZAW68	Ms Marlena Blicharz m.blicharz@akademia.mil.pl Ms Agata Brykowska a.brykowska@akademia.mil.pl	http://www.akademia.mil.pl/kontakt-contact
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO (kaliopa.stilinovic@uklo.edu.mk) Ms Nurten Sulejmani, IR Officer (nurten.sulejmani@uklo.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 WARSZAW68	Ms Marlena Blicharz m.blicharz@akademia.mil.pl Ms Agata Brykowska a.brykowska@akademia.mil.pl	http://www.akademia.mil.pl/erasmus
MK BITOLA01	RO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO (kaliopa.stilinovic@uklo.edu.mk) Ms Nurten Sulejmani, IR Officer (nurten.sulejmani@uklo.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 WARSZAW68	Ms Marlena Blicharz m_blicharz@akademia.mil.pl Ms Agata Brykowska a_brykowska@akademia.mil.pl	http://www.akademia.mil.pl/erasmus
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO (kaliopa.stilinovic@uklo.edu.mk) Ms Nurten Sulejmani, IR Officer (nurten.sulejmani@uklo.edu.mk)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature*
PL WARSZAW68	Brig. Gen. Ryszard PARAFLANOWICZ, PhDEng. Rector-Commandant	2018 10. 16	
MK BITOLA01	Prof. Dr Violeta Manevska Vice-Rector	15/10/2018	



* Scanned signatures are accepted