



Erasmus+ Programme

Key Action 1 - Mobility for learners and staff - Higher Education Student and Staff Mobility Inter-institutional agreement 2014-20[21]¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
Ss Cyril and Methodius University in Skopje Faculty of Philology "Blaze Koneski" Skopje	MK SKOPJE 01	Institutional coordinator: Prof. Dr. Meri Cvetkovska, Vice-Rector Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3293 206; e-mail: M.Cvetkovska@ukim.edu.mk Faculty coordinator: Jovanka Lazarevska-Stancevska "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 493; e-mail: jovanka@ukim.edu.mk	
Chemnitz University of Technology Faculty of Humanities English Department	D CHEMNIT01	Institutional coordinator: Oliver Sachs, M.A., International Office, Bahnhofstraße 8, Room G101a, 09126 Chemnitz, Germany Tel: (+49 371) 531-37972; Fax: +49 371 531-13509; e-mail: oliver.sachs@tu- chemnitz.de Departmental coordinator: Prof. Dr. Josef Schmied, Chair English Language and Linguistics, Reichenhainer Str. 39, 09107 Chemnitz, Germany Tel: (+49 371) 531-34226; Fax: (+49 371) 531-834226; e-mail: josef.schmied@phil.tu- chemnitz.de	http://www.tu-chemnitz.de/phil/english/iaa/erasmus/erasmus_incoming.php D

¹ Higher Education Institutions have to agree on the period of validity of this agreement

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

B. Mobility numbers 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	Student Mobility for Traineeships *
					[total number of months of the study periods]	
MK SKOPJE 01	D CHEMNIT01	222	Foreign Languages (English)	1 st , 2 nd , 3 rd	10 (2 students x 5 months)	1
D CHEMNIT01	MK SKOPJE 01	222	Foreign Languages (English)	1 st , 2 nd , 3 rd	10 (2 students x 5 months)	1

* 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	Staff Mobility for Training *
				[total number of days of teaching periods]	
MK SKOPJE 01	D CHEMNIT01	222	Foreign Languages (English)	5 days (1 person 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 instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies	Staff Mobility for Teaching
MK SKOPJE 01		English		B2-C1	B2
D CHEMNIT01		English		B2-C1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

³ 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>

D. Additional requirements

MK SKOPJE 01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: incoming@unizg.hr

D CHEMNIT01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: izuz@tu-chemnitz.de

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 SKOPJE 01	15 September	1 February
D CHEMNIT01	15 July	15 January

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

2. The receiving institution will send its decision within 8 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.
4. Termination of the agreement

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

MS SKOPJE 01:

DE CHEMNITZ 01: <http://www.tu-chemnitz.de/phil/english/iaa/erasmus/ects.php>

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 SKOPJE 01		
D CHEMNIT01	susan.kuchs@tu-chemnitz.de	http://www.tu-chemnitz.de/international/incoming/betreuung/behorden.php.en

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 SKOPJE 01		
D CHEMNIT01	susan.kuchs@tu-chemnitz.de	http://www.tu-chemnitz.de/international/incoming/betreuung/krankenversicherung.php.en

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 SKOPJE 01		
D CHEMNIT01	susan.kuchs@tu-chemnitz.de	http://www.tu-chemnitz.de/international/incoming/betreuung/unterkunft.php.en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
MK SKOPJE 01	<p>Name of institution: Ss. Cyril and Methodius University in Skopje</p> <p>Institutional coordinator: Prof. Meri Cvetkovska Vice-Rector of International Cooperation</p> <p>Faculty coordinator: Jovanka Lazarevska-Stancevska "Blaze Koneski" Faculty of Philology</p>		 <p>Signature and Stamp</p>
D CHEMNIT01	<p>Name of institution: Chemnitz University of Technology, Faculty of Humanities, Institute English and American Studies</p> <p>Institutional coordinator: Oliver Sachs, M.A., International Office</p> <p>Faculty coordinator: Prof. Dr. Josef Schmied, Chair English Language and Linguistics</p>		 <p>Chemnitz University of Technology English Language & Linguistics Prof. Dr. Josef Schmied D-09107 CHEMNITZ Fax + 49 371-631 834226</p>

⁴ Scanned signatures are accepted