



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2017-20[21]<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE  "Blaze Koneski" Faculty of Philology – Skopje Bul. Goce Delcev 9a 1000 Skopje	MK SKOPJE01	<b>Institutional Erasmus Coordinator</b> <i>Prof. Dr. Gordana Josifova- Nedelkovska</i> Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: <a href="mailto:G.Josifova@ukim.edu.mk">G.Josifova@ukim.edu.mk</a>  <b>Erasmus Faculty Coordinator:</b> <i>Prof. Ruska Ivanovska-Naskova, PhD</i>  "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a>  <a href="http://www.fff.ukim.edu.mk">www.fff.ukim.edu.mk</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Skopje, Republic of Macedonia Tel: (+389 2) 3240 413 e-mail: <a href="mailto:rivanovska@gmail.com">rivanovska@gmail.com</a>	
		<b>Institutional Coordinator</b> Prof. Ada Maria Florena Pro-Rector for International Mobility  <b>Servizio Speciale Internazionalizzazione</b>  Universita' di Palermo - Viale Delle Scienze, ed.3 - piano I 90128 Palermo (ITALY)  Email: <a href="mailto:relinter@unipa.it">relinter@unipa.it</a>  Departmental Coordinator GIUSEPPE PATERNOSTRO Email: <a href="mailto:giuseppe.paternostro@unipa.it">giuseppe.paternostro@unipa.it</a>	<a href="http://www.unipa.it/amministrazione/direzione generale/serviziospecialeinternazionalizzazione/u.o.politichediinternazionalizzazione/">http://www.unipa.it/amministrazione/direzione generale/serviziospecialeinternazionalizzazione/u.o.politichediinternazionalizzazione/</a>  <b>Course Catalogue</b>  <a href="http://offweb.unipa.it/">http://offweb.unipa.it/</a>  <a href="http://portale.unipa.it/internationalstudents/EducationalOffer/">http://portale.unipa.it/internationalstudents/EducationalOffer/</a>

### B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
MK SKOPJE01	I PALERMO01	0230	Languages	1,2,3	4 students x 5 months	/
I PALERMO01	MK SKOPJE01	0230	Languages	1,2,3	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.]

<sup>5</sup> 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>



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 <i>[total number of days of teaching periods or average duration*]</i>	Staff Mobility for Training *
MK SKOPJE01	I PALERMO01	0230	Languages/	1 x 5 days (min. 8 hours)	1 x 5 days (min. 8 hours)
I PALERMO01	MK SKOPJE01	0230	Languages/	1 x 5 days (min. 8 hours)	1 x 5 days (min. 8 hours)

### 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 <sup>6</sup>	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
MK SKOPJE01		Macedonian*	English (selected courses)	B1	B2
I PALERMO01		Italian**		B1 – No Certificate Required	B1 – No Certificate Required

\*Ss. Cyril and Methodius University in Skopje organizes Macedonian language courses for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme).

\*\*The main language of instruction is Italian. Most study programs offered at University of Palermo are Italian-taught programs. However, there may be selected courses taught in English even in Italian study programs.

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

<sup>6</sup>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

### Additional requirements at I PALERMO01

The University of Palermo has the infrastructure to welcome students and staff with disabilities. See table below for contact details.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I PALERMO01	<a href="mailto:giulia.ingrassia@unipa.it">giulia.ingrassia@unipa.it</a> +39 091 23862419	<a href="http://tud.unipa.it">http://tud.unipa.it</a>

## 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 SKOPJE01	15 May	15 November
I PALERMO01	30 <sup>th</sup> JUNE	30 <sup>th</sup> OCTOBER

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

2. The receiving institution will send its decision within 5 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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

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

### **I PALERMO01 grading system**

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 - 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at <http://portale.unipa.it/amministrazione/area2/uoa06/grading-systems/>

### **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 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>
I PALERMO01	<a href="mailto:studentistranieri.cot@unipa.it">studentistranieri.cot@unipa.it</a> +3909123865500	<a href="http://portale.unipa.it/strutture/cot/Sportelli_e_Servizi/Sportello_Accoglienza_Studenti_Stranieri/index.html">http://portale.unipa.it/strutture/cot/Sportelli e Servizi/Sportello_Accoglienza_Studenti_Stranieri/index.html</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
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>
I PALERMO01	UOA - Polizze e denunce assicurative e-mail: <a href="mailto:stella.neri@unipa.it">stella.neri@unipa.it</a> Tel: +39 091 238 90809	<a href="http://portale.unipa.it/amministrazione/area5/set40/polizze/">http://portale.unipa.it/amministrazione/area5/set40/polizze/</a>



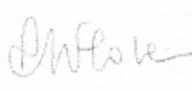
#### 4. Housing

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
MK SKOPJE01	<a href="mailto:I.Bogoevski@ukim.edu.mk">I.Bogoevski@ukim.edu.mk</a>	
I PALERMO01	CASAUNIPA - Servizio Alloggi Viale delle Scienze - Ed. "3" Segreteria Studenti - 90128 Palermo Tel. 091.23890905 email: <a href="mailto:servizioalloggi@unipa.it">servizioalloggi@unipa.it</a>	<a href="http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html">http://portale.unipa.it/amministrazione/area1/ssp10/CASAUNIPA.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
MK SKOPJE01	Prof. Dr. Gordana Josifova-Nedelkovska Vice-Rector for International Cooperation	- 1 -03- 2018	 
I PALERMO01	Università degli Studi di Palermo Prof. Ada Maria Florena Pro-Rector for International Relations	16/02/2018	 

<sup>7</sup>Scanned signatures are accepted