



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-20[22]² between programme countries

[Minimum requirements]³

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 ⁴ (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	Institutional Erasmus Coordinator <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: G.Josifova@ukim.edu.mk Erasmus Faculty Coordinator: <i>Prof. Ruška Ivanovska-Naskova, PhD</i> "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius	www.ukim.edu.mk www.fff.ukim.edu.mk

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 413; e-mail: rivanovska@gmail.com	
Universidad Católica San Antonio de Murcia UCAM Av. de los Jerónimos 135, 30107 Guadalupe, Murcia, Spain	E MURCIA05	International Vice Rector: Pablo Blesa pblesa@ucam.edu Av. de los Jerónimos 135, 30107 Guadalupe, Murcia, Spain Erasmus Faculty Coordinator: Prof. Jorge Soto Almela jsalmela@ucam.edu Tel 34968278896	www.ucam.edu http://www.ucam.edu/servicios/internacional/movilidad/erasmus/required-documents

B. Mobility numbers⁵ 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 Student Mobility for Traineeships *	
					[total number of months of the study periods or average duration*]	
MK SKOPJE01	E MURCIA05	09.0	Modern Languages Translation (English, Spanish, French, German and Italian)	1	1 X 5 1X5	/
E MURCIA05	MK SKOPJE01	09.0	Languages and Philological Sciences (English, Spanish, French, German and Italian)	1	2 X 5	/

[*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

⁵ 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>)

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 * (English, Spanish, French, German and Italian)	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
MK SKOPJE01	E MURCIA05	09.0	Modern Languages Translation (English, Spanish, French, German and Italian)	1X 5	/
E MURCIA05	MK SKOPJE01	09.0	Languages and Philological Sciences (English, Spanish, French, German and Italian)	1X 5	/

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 instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK SKOPJE01		Macedonian*	English (selected courses)	B1	B2
E MURCIA05		Spanish	English/German/French Will depend on courses selected by students	Spanish B2 Rest B1	B1

⁶For 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>

*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).

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

E MURCIA05: A welcome meeting is organized at the beginning of each Term.

Courses of Spanish language and culture are available all over the year: two weeks intensive courses and semester. More details Carolina Padilla cpadilla@ucam.edu

The buildings of UCAM are accessible to students with disabilities. In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the ERASMUS Office: cristinagc@ucam.edu. However, a disabled student's visit should be planned well in advance

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
E MURCIA05	5 May	5 November

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

- The receiving institution will send its decision within 5 weeks.
- 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]
- 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
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ECTS-credits: 60 per year/30 per semester

E MURCIA05: ECTS grading scale: ECTS Grade – Definition

As far as the Spanish assessment method is concerned, the higher mark the student may obtain is “10”; a mark below “5” is a fail.

- A - EXCELLENT - outstanding performance with only minor errors
 B - VERY GOOD - above the average standard but with some errors
 C - GOOD - generally sound work with a number of notable errors
 D - SATISFACTORY - fair but with significant shortcomings
 E - SUFFICIENT - performance meets the minimum criteria
 FX - FAIL - some more work required before the credit can be awarded
 F - FAIL - considerable further work is required

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	international@ukim.edu.mk	www.ukim.edu.mk/en
E MURCIA05	cristinagc@ucam.edu	

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	international@ukim.edu.mk	www.ukim.edu.mk/en
E MURCIA05	cristinagc@ucam.edu	



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	I.Bogoevski@ukim.edu.mk	
E MURCIA05	housing@ucam.edu	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
MK SKOPJE01	Prof. Dr. Gordana Josifova-Nedelkovska Vice-Rector for International Cooperation	03 -10- 2018	
E MURCIA05	D. José Luis Mendoza President		

⁷Scanned signatures are accepted