



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2018-20[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 (email, phone)	Website (eg. of the course catalogue)
<b>Ss. Cyril and Methodius University in Skopje</b> <b>Blaze Koneski Faculty of Philology – Skopje</b>	MK SKOPJE01	<b>Institutional Erasmus Coordinator</b> <b>Prof. Dr. Gordana Josifova-Nedelkovska</b> 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> <b>Prof. Ruska Ivanovska-Naskova, PhD</b>  Blaze Koneski Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 413; e-mail: <a href="mailto:rivanovska@gmail.com">rivanovska@gmail.com</a> <a href="mailto:rivanovska@ff.ukim.edu.mk">rivanovska@ff.ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a> <a href="http://www.ff.ukim.edu.mk">www.ff.ukim.edu.mk</a>
<b>Università del Salento</b>	<b>I LECCE01</b>	<b>Eliana Teresa Gennaro</b> Head of the International Relations office <a href="mailto:eliana.gennaro@unisalento.it">eliana.gennaro@unisalento.it</a>  <b>Administrative contact:</b>	<a href="https://www.unisalento.it/didattica">https://www.unisalento.it/didattica</a>  <a href="http://unisalento.ilpmanager.it/studenti/">http://unisalento.ilpmanager.it/studenti/</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.

		Kelly Serbeti, International Relations Office Viale Gallipoli, 49, 73100 Lecce tel.: +39 0832 299271 <a href="mailto:programmi.europei@unisalento.it">programmi.europei@unisalento.it</a> <a href="mailto:kelly.serbeti@unisalento.it">kelly.serbeti@unisalento.it</a>  <b>Academic contact:</b>  Prof.ssa Monica Genesin <a href="mailto:monica.genesin@unisalento.it">monica.genesin@unisalento.it</a>	
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## 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 **November** in the preceding academic year.

### Student Mobility for Studies (SMS)

FROM	TO	Subject area ISCED	Subject area name	Study cycle (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> )	Total Number of students (Total number of months)	
					Student Mobility for Studies	Student Mobility for Traineeships
MK SKOPJE01	I LECCE01	023	Languages	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 (2 x 5)	/
I LECCE01	MK SKOPJE01	023	Languages	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 (2 x 6)	/

[\*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.]

### Staff Mobility for Teaching - Staff mobility for training

FROM	TO	Subject area ISCED	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training*
MK SKOPJE01	I LECCE01	023	Languages	1	/
I LECCE01	MK SKOPJE01	023	Languages	3	/



### 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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Students Mobility for Studies	Staff Mobility for Teaching
MK SKOPJE01		Macedonian**	English (selected courses)	B1	B2
I LECCE01		Italian		B1*	B2

(\*) Is not required any specific language level but the selected students must have the necessary level to be able to attend lessons and sit exams.

(\*\*)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

#### Università del Salento:

Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty with copy sent to the Student Mobility Office ([eliana.gennaro@unisalento.it](mailto:eliana.gennaro@unisalento.it)) of the University of Salento.

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Student Mobility Office: [international.mobility@unisalento.it](mailto:international.mobility@unisalento.it)

### 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	May 15 <sup>th</sup>	November 15 <sup>th</sup>
I LECCE01	June 30 <sup>th</sup>	October 31 <sup>st</sup>

2. The receiving institution will send its decision within max. **5 weeks** after the receipt of the complete application.
3. A Transcript of Records will be issued by the receiving institution no later **5 weeks** after the assessment period has finished at the receiving HEI.

#### 4. Termination of the agreement:

*In the event of unilateral termination of the inter-institutional agreement, 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.*

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 LECCE01:** For details please visit our web pages:

<http://unisalento.llpmanager.it/studenti/>

[http://www.unisalento.it/web/guest/studies abroad](http://www.unisalento.it/web/guest/studies_abroad)

### 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 LECCE01	<a href="mailto:international.mobility@unisalento.it">international.mobility@unisalento.it</a>	<a href="https://www.internazionalizzazione.unisalento.it/student visa">https://www.internazionalizzazione.unisalento.it/student visa</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 LECCE01	<a href="mailto:international.mobility@unisalento.it">international.mobility@unisalento.it</a>	<a href="http://unisalento.llpmanager.it/incoming/documenti/insurance.pdf">http://unisalento.llpmanager.it/incoming/documenti/insurance.pdf</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 LECCE01	<a href="mailto:international.mobility@unisalento.it">international.mobility@unisalento.it</a>	<a href="http://unisalento.llpmanager.it/studenti/">http://unisalento.llpmanager.it/studenti/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
<b>MK SKOPJE01</b>	Prof. Dr. Gordana Josifova-Nedelkovska Vice-Rector for International Cooperation	14 -03- 2019	 
<b>I LECCE01</b>	Prof. Vincenzo Zara Rector	07/01/2019	 

<sup>4</sup> Scanned signatures are accepted

