



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014/15-2020/21<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Haute Ecole Léonard de Vinci Institut Libre Marie Haps</b>	<b>B BRUXEL87</b>	<b>Maïté Abram,</b> Institutional Coordinator <a href="mailto:maite.abram@vinci.be">maite.abram@vinci.be</a>  <b>Philippe Moreau,</b> Head of International Office Rue d'Arlon, 11 1050 Brussels Belgium Tel: + 32 2 793 40 61 <a href="mailto:philippe.moreau@ilmh.be">philippe.moreau@ilmh.be</a>  <b>Gertrude Croé,</b> Academic advisor Tel : +32 2 793 40 63 Fax : + 32 2 793 40 69 <a href="mailto:international@ilmh.be">international@ilmh.be</a>	<a href="http://www.vinci.be/fr-be/mariehaps/Pages/Accueil.aspx">http://www.vinci.be/fr-be/mariehaps/Pages/Accueil.aspx</a>
<b>Ss. Cyril and Methodius University in Skopje</b>  <b>Faculty of Philology</b>	<b>MK SKOPJE01</b>	Institutional Erasmus Coordinator Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: <a href="mailto:M.Cvetkovska@ukim.edu.mk">M.Cvetkovska@ukim.edu.mk</a>  Departmental Erasmus Coordinator Prof. Dr Jovanka Lazarevska-Stancevska Vice-Dean of Academic Affairs e-mail: <a href="mailto:jovanka@ukim.edu.mk">jovanka@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a>  <a href="http://www.fif.ukim.edu.mk">www.fif.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> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>4</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
B BRUXEL87	MK SKOPJE01	0231	Translation, Interpreting	1st	2 students (total 10 months)	
MK SKOPJE01	B BRUXEL87	0231	Translation, Interpreting	1st	2 students (total 10 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.]

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 [total number of days of teaching periods or average duration ' ]	Staff Mobility for Training
B BRUXEL87	MK SKOPJE01	0231	Translation, Interpreting	1 person (1 week/ min. 8 hours)	
MK SKOPJE01	B BRUXEL87	0231	Translation, Interpreting	1 person (1 week/ min. 8 hours)	

<sup>4</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>)

### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B BRUXEL87		French	upon agreement	B1	C1
MK SKOPJE01		Macedonian	English (selected courses only)	B1	B2

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

#### B BRUXEL87

Autumn term: September 15 – end of January

Spring term: end of January – June 30

The International Office of Institut Libre Marie Haps organizes

- One **Erasmus welcome meeting** per term: mid-September –end of January
- A buddy system for incoming students
- **French Language classes** (2h/week) for Erasmus students
- Specific classes for Erasmus students on **Belgian culture and Belgian literature**

<http://www.vinci.be/fr-be/mariehaps/Pages/Francals-Erasmus.aspx>

<http://www.vinci.be/fr-be/mariehaps/Pages/Contacts-International.aspx>

Contact for students with disabilities: Gertrude Croé –International Office ([international@ilmh.be](mailto:international@ilmh.be))

Contact for incoming students at HE VINCI/Marie Haps: [international@ilmh.be](mailto:international@ilmh.be)

Academic advisor for incoming students: Gertrude Croé – [gertrude.croe@ilmh.be](mailto:gertrude.croe@ilmh.be)

<http://www.vinci.be/fr-be/mariehaps/Pages/Contacts-International.aspx>

#### Admission and registration procedure

Follow the instructions on-line: <http://www.vinci.be/fr-be/mariehaps/Pages/Venir-en-mobilite.aspx>

#### MK SKOPJE01

- Academic calendar  
FALL SEMESTER: 15 September – 31 December  
SPRING SEMESTER: 1 February – 15 May
- Ss. Cyril and Methodius University in Skopje organizes language classes for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme)
- Ss. Cyril and Methodius University in Skopje Erasmus student information:  
[www.ukim.edu.mk/en](http://www.ukim.edu.mk/en)
- Contact for incoming students: [international@ukim.edu.mk](mailto:international@ukim.edu.mk)

<sup>5</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>

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>B BRUXEL87</b>	30 June	30 October
<b>MK SKOPJE01</b>	15 May	15 November

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

2. The receiving institution will send its decision within **4** weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **4** 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

**B BRUXEL87:** <http://www.vinci.be/fr-be/mariehaps/Pages/Venir-en-mobilité.aspx>

**MK SKOPJE01:** [www.ukim.edu.mk/en](http://www.ukim.edu.mk/en)

### 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
B BRUXEL87	International Office <a href="mailto:International@ilmh.be">International@ilmh.be</a> Tel : + 32 2 793 40 60	<a href="http://www.vinci.be/fr-be/mariehaps/Pages/Visa.aspx">http://www.vinci.be/fr-be/mariehaps/Pages/Visa.aspx</a>
MK SKOPJE01	International Relations Office <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>

### 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
B BRUXEL87	International Office <a href="mailto:international@ilmh.be">international@ilmh.be</a> Tel : + 32 2 793 40 60	<a href="http://www.vinci.be/fr-be/mariehaps/Pages/Assurance.aspx">http://www.vinci.be/fr-be/mariehaps/Pages/Assurance.aspx</a>
MK SKOPJE01	International Relations Office <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>



### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

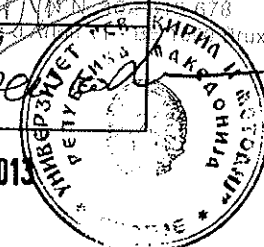
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
B BRUXEL87	International Office <a href="mailto:international@ilmh.be">international@ilmh.be</a> Tel : + 32 2 793 40 60	<a href="http://www.vinci.be/fr-be/mariehaps/Pages/Loger-International.aspx">http://www.vinci.be/fr-be/mariehaps/Pages/Loger-International.aspx</a>
MK SKOPJE01	<a href="mailto:I.Bogoevski@ukim.edu.mk">I.Bogoevski@ukim.edu.mk</a>	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
B BRUXEL87	Damien Huvelle, Director	6/01/14	
MK SKOPJE01	Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation		

20 -12- 2013



<sup>6</sup> Scanned signatures are accepted