



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

Inter-institutional¹ agreement 2015/16-2020/21²
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 ³ (email, phone)	Website (eg. of the course catalogue)
Université Saint-Louis (Saint-Louis University, Brussels)	B BRUXEL02	M. Philippe Moreau Contact person for the Faculty of Translation philippe.moreau@usaintlouis.be +32 2 793 40 60 (fax : + 32 2 793 40 69) Rue d'Arlon, 11 1050 Bruxelles Ms Fanny Lutz Assistant to the Vice-Rector for International Relations International@usaintlouis.be +32 / (0)2 211 79 91 Boulevard du Jardin Botanique 43 1000 Bruxelles Belgium	General English website: http://www.usaintlouis.be/sl/1058.html Course catalogue of the Faculty of Translation: http://www.usaintlouis.be/sl/1783.html Information on student mobility: http://www.usaintlouis.be/sl/510.html
Ss Cyril and Methodius University in Skopje Faculty of Philology	MK SKOPJE01	Institutional Erasmus coordinator: Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation Blvd Goce Delcev 9 1000 Skopje Tel : + 389 2 3293 206 Email : m.cvetkovska@ukim.edu.mk Departmental Erasmus Coordinator: Prof. Dr. Jovanska Lazarevska-Stancevska Vice-Dean of Academic Affairs Email : jovanka@ukim.edu.mk	General website: www.ukim.edu.mk Faculty website www.flf.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 Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
B BRUXEL02	MK SKOPJE01	0231	Translation, Interpreting	1st	2 students (total 10 months)	
MK SKOPJE01	B BRUXEL02	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 BRUXEL02	MK SKOPJE01	0231	Translation, Interpreting	1 person (1 week/ min. 8 hours)	tbd
MK SKOPJE01	B BRUXEL02	0231	Translation, Interpreting	1 person (min. 8 hours)	tbd

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:

⁴ 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B BRUXEL02		French	Upon agreement	B1	C1
MK SKOPJE01		Macedonian*	English	B1	B2

*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

B BRUXEL02: Saint-Louis University/Marie Haps welcomes students and staff members with disabilities; however acceptance requires approval (philippe.moreau@usaintlouis.be).

Autumn term: September 15 – end of January

Spring term: February 1 – June 30

The International Office of the Saint-Louis University organizes

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

Contact for incoming students at Saint-Louis University/Marie Haps:
philippe.moreau@usaintlouis.be

Admission and registration procedure

Follow the instructions on-line: <http://www.usaintlouis.be/sl/510.html>

MK SKOPJE01

- Academic calendar:
Fall Semester: 15 September – 31 December
Spring semester: 1 February – 15 May
- MK SKOPJE01 organizes language classes for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme)
- Erasmus student information: www.uklm.edu.mk/en

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 BRUXEL02	31 st of May	15 th of November
MK SKOPJE01	15 May	15 November

⁵ 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>

2. The receiving institution will send its decision within [**B BRUXEL02**]: 4 weeks. **MK SKOPJE01** will send its decision within 4 weeks after the application deadline, under the condition that the application is done correctly and timely.
3. A Transcript of Records will be issued by the receiving institution no later than [**B BRUXEL02**]: 5 weeks after the assessment period has finished at the receiving HEI. **MK SKOPJE01** as receiving institution will issue the Transcript of Records no later than 4 weeks after each assessment period has finished.
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 BRUXEL02

More information on the grading system of Saint-Louis University can be found online: <http://www.usaintlouis.be/sl/welcome.html> -> International -> Incoming Student -> The ECTS credit system. Furthermore, the transcript of records includes a detailed description of the grading system.

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

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 BRUXEL02	M. Philippe Moreau Contact person for the Faculty of Translation philippe.moreau@usaintlouis.be	http://www.usaintlouis.be/erasmus_visa.html
MK SKOPJE01	International Relations Office international@ukim.edu.mk	www.ukim.edu.mk/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
B BRUXEL02	M. Philippe Moreau Contact person for the Faculty of Translation philippe.moreau@usaintlouis.be	www.usaintlouis.be/sl/1703
MK SKOPJE01	International Relations Office international@ukim.edu.mk	www.ukim.edu.mk/en


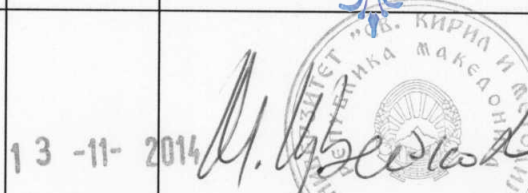
4. Housing

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
B BRUXEL02	M. Philippe Moreau Contact person for the Faculty of Translation philippe.moreau@usaintlouis.be	http://www.usaintlouis.be/sl/514.html
MK SKOPJE01	i.bogoevski@ukim.edu.mk	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
B BRUXEL02	Dr. Bertrand Hamaide, Vice-rector for Education and International Relations	04/11/2014	
MK SKOPJE01	Prof. Dr. Meri Cvetkovska Vice-rector for International Cooperation	13 -11- 2014	

⁶ Scanned signatures are accepted