

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet of Ss Cyril and Methodius University in Skopje

1. Institutional Information

1.1. Institutional details

Name of the institution	SS Cyril and Methodius University in Skopje
Erasmus Code	MK SKOPJE01
EUC	255216-IC-1-2009-1-MK-ERASMUS-EUC-1
Institution website	www.ukim.edu.mk

1.2. Main contacts

Contact person	Prof. Dr Meri Cvetkovska
Responsibility	Vice-Rector for International Cooperation, Institutional Erasmus Coordinator
Contact details	Telephone: +389 2 3293 293 E-mail: m.cvetkovska@ukim.edu.mk

Contact person	Marija Cenevska LL.M
Responsibility	Head of International Relations Office
Contact details	Telephone: +389 2 3293 211 E-mail: mcenevska@ukim.edu.mk

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	<ul style="list-style-type: none"> • Macedonian • English (only applies if selected courses are taught in English) • 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) 	B1 B1
Staff mobility	Any	To be defined by the academic partners	To be defined by the academic partners

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

2.2. Additional requirements/information

The university welcomes students and staff with disabilities and offers the necessary facilities and support.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	May 15 th
Spring term	November 15 th

2.3.2. Decision Response

We will send our decision within 4 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the respective department.

2.3.4. Termination of Agreement

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."

3. Additional information

3.1. 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

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	International Relations Office
Contact details	Telephone: +389 2 3293 211 E-mail: international@ukim.edu.mk
Website	www.ukim.edu.mk/en

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	International Relations Office
Contact details	Telephone: +389 2 3293 211 E-mail: international@ukim.edu.mk
Website	www.ukim.edu.mk/en; www.mfa.gov.mk

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	Mr. Ilija Bogoevski
Contact details	I.Bogoevski@ukim.edu.mk



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021

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 ¹ (email, phone)	Website (eg. of the course catalogue)
Универзитет „Св. КИРИЛ и МЕТОДИЈ“ во Скопје SS CYRIL AND METHODIUS UNIVERSITY IN SKOPJE	MK SKOPJE01	<u>Institutional Coordinator:</u> Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3293 206; e-mail: M.Cvetkovska@ukim.edu. mk <u>Departmental Coordinator:</u> Faculty coordinator: Jovanka Lazarevska- Stancevska "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 493; e-mail: jovanka@ukim.edu.mk	http://www.ukim.edu.mk/en _index.php http://www.flf.ukim.edu.mk /en/Studyprograms/Curricul um/tabid/991/language/en- US/Default.aspx
Universidade de Lisboa (The University of Lisbon PLISBOA02 has merged with the Technical University of Lisbon P LISBOA04. There might be changes in the Erasmus Code but	P LISBOA 109	Faculdade de Letras da Universidade de Lisboa School of Arts and Humanities - ULisboa International Cooperation Office Alameda da Universidade -	http://www.letras.ulisboa.pt/pt/ http://www.letras.ulisboa.pt/pt/int ernacional/incoming/erasmus

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

provisionally the code is P LISBOA109)		1600-214 Lisboa Tel. + 351 21 792 00 60 Fax + 351 21 796 00 63 E-mail: agreement@letras.ulisboa.pt internacional@letras.ulisboa.pt Erasmus Institutional Coordinator: Prof. Doutor Paulo Farmhouse Alberto Departmental Coordinator: Prof. Gueorgui Hristovsky E-mail: ghristovsky@campus.ul.pt	
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B. Mobility numbers² 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.

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 *
MK SKOPJE01	P LISBOA 109	222	Foreign Languages (English, German)	1,2,3	1x5 (5)	Only by individual agreement
		222	Foreign Languages (Portuguese, Italian, Spanish, French)	1,2,3	1x5 (5)	Only by individual agreement
P LISBOA 109	MK SKOPJE01	222	Foreign Languages (English, German)	1,2,3	1x5 (5)	Only by individual agreement
		222	Foreign Languages (Russian, Czech, Polish)	1,2,3	1x5 (5)	Only by individual agreement

² 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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
MK SKOPJE01	P LISBOA 109	222	Foreign Languages (English, German)	1 (5)	5 days (1 person x 5 days)
		222	Foreign Languages (Portuguese, Italian, Spanish, French)	1 (5)	5 days (1 person x 5 days)
P LISBOA 109	MK SKOPJE01	222	Foreign Languages (English, German)	1 (5)	5 days (1 person x 5 days)
		222	Foreign Languages (Russian, Czech, Polish)	1 (5)	5 days (1 person x 5 days)

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 instruc- tion 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK SKOPJE01		English German	English German	B2-C1	B2
P LISBOA 109		Portuguese	English (depending on the course unit/profess or)	B1	B2

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

P LISBOA 109: For more details on the language of instruction recommendations:
<http://www.iclp.fl.ul.pt/>

³ 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

Institution [Erasmus code]	Procedures and deadlines: website for information	Facilities for Disabilities
P LISBOA 109 – Faculdade de Letras	http://www.fl.ul.pt/ure-proginter-erasmus/ure-estudantes-incoming/candidaturas-application	http://www.fl.ul.pt/saa-alunos-especiais/2174--apoio-a-estudantes-com-necessidades-especiais-incoming

PL LODZ01: UL welcomes students with disabilities. While sending the nomination letter, please inform the International Students Office (10 months prior to arrival) about students with disabilities in order to provide the proper support to these students. The University of Lodz has the infrastructure to welcome students with some types of disabilities

E. Calendar

- 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	
P LISBOA 109	Nominations: May Applications: June	Nominations: October Applications: November	http://www.fl.ul.pt/ure-programas-de-intercambio/ure-proginter-calendario-escolar

- MK SKOPJE01:** The receiving institution will send its conditional decision within four weeks.
P LISBOA 109 (FLUL): The receiving institution will send its decision/acceptance within 6 weeks after the application deadlines.
- MK SKOPJE01:** A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
P LISBOA 109 (FLUL): A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the end of the academic year (31st July) at the receiving HEI. The International Cooperation Office will not be responsible for the delay of the registration of grades by each professor.
- 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 2014 will only take effect as of 1 September 2014+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: Grading system at Ss. Cyril and Methodius University

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

P LISBOA 109: <http://www.lettras.ulisboa.pt/images/internacional/outras-informacoes/Tabela de Converso de Notas.pdf>

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	Website for information
MK SKOPJE01	international@ukim.edu.mk	http://www.ukim.edu.mk/en_index.php
P LISBOA 109 – Faculdade de Letras	International Cooperation Office internacional@lettras.ulisboa.pt re@lettras.ulisboa.pt	http://www.lettras.ulisboa.pt/pt/internacional/incoming/informacoes-uteis/96-vistos

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	Website for information
MK SKOPJE01	international@ukim.edu.mk	http://www.ukim.edu.mk/en_index.php
P LISBOA 109 – Faculdade de Letras	International Cooperation Office internacional@lettras.ulisboa.pt re@lettras.ulisboa.pt	http://www.lettras.ulisboa.pt/pt/internacional/incoming/informacoes-uteis/93-faq

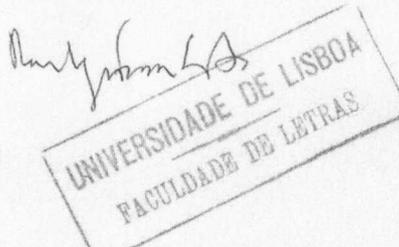
4. Housing

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.Boгоеvski@ukim.edu.mk	http://www.ukim.edu.mk/en_index.php
P LISBOA 109 – Faculdade de Letras	International Cooperation Office internacional@lettras.ulisboa.pt re@lettras.ulisboa.pt	http://www.lettras.ulisboa.pt/pt/internacional/incoming/informacoes-uteis/93-faq

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
MK SKOPJE01	Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation	28 -01- 2015	
P LISBOA 109 - Faculdade de Letras	Prof. Doutor Paulo Farmhouse Alberto, Dean	22/01/2015	

⁴ Scanned signatures are accepted