

Erasmus⁺ Programme

Inter-institutional agreement 2017/18-2021/22

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

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

UNIVERZA V LJUBLJANI SI LJUBLJA01	Name of the Institution MK SKOPJE01
<p><u>Institutional Coordinator¹:</u> University of Ljubljana Katja Cerjak Kongresni trg 12 1000 Ljubljana Faculty of Arts Aškerčeva 2 1000 Ljubljana</p>	<p><u>Institutional Coordinator¹:</u> Универзитет „Св. Кирил и Методиј“, во Скопје Ss. Cyril and Methodius University in Skopje</p> <p><i>Prof. Dr. Gordana Josifova-Nedelkovska</i> Vice-Rector for International Cooperation</p> <p>Bldv. Goce Delčev 9 1000 Skopje Makedonija</p> <p>e-mail: G.Josifova@ukim.edu.mk Tel: (+389 2) 3293 206</p>
<p><u>Contact Details for Student Mobility / Nomination:</u> University of Ljubljana: Incoming: intern.office@uni-lj.si Tel: 00 3861 2418592 Faculty coordinator: Name: Tjaša Ribizel Tel: +386 1 241 1044 E-mail: internatinaloffice@ff.uni-lj.si</p>	<p><u>Contact Details for Student Mobility / Nomination:</u> University of Skopje: Incoming: International@ukim.edu.mk</p> <p>Tel: +389 2 32 93 210 Fax: +389 2 32 93 278</p> <p><u>Faculty coordinator:</u> Izr. prof. dr. <i>Ruska Ivanovska-Naskova</i></p> <p>“Blaze Koneski” Faculty of Philology Ss. Cyril and Methodius University in Skopje Bldv. Goce Delcev 9a, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 413; e-mail: rivanovska@gmail.com</p>
<p><u>Departmental Coordinator:</u> Department of Slovene language: Izr. prof. dr. Mojca Smolej E-mail: Mojca.Smolej@ff.uni-lj.si Tel. 00 386 1 241 1312</p>	<p><u>Departmental Coordinator:</u> Department of Macedonian and South-slavic Languages</p> <p>Red. prof. dr. Lidija Arizankovska Tel: + 389 2 3240 477 E-mail: larizankovska@yahoo.com</p>

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS ¹	SMT ²
SI LJUBLJA01	MK SKOPJE01	222 (09.0)	Foreign Languages / Slovenian Studies	1 st , 2 nd , 3 rd	2x5 months (10 months)	/
MK SKOPJE01	SI LJUBLJA01	222 (09.0)	Foreign Languages / Slovenian Studies	1 st , 2 nd , 3 rd	2x5 months (10 months)	/

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA ³	STT ⁴
SI LJUBLJA01	MK SKOPJE01	222 (09.0)	Foreign Languages / Slovenian Studies	2 X 5 days (10 days)	/
MK SKOPJE01	SI LJUBLJA01	222 (09.0)	Foreign Languages / Slovenian Studies	2 X 5 days (10 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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
SI LJUBLJA01	222 (09.0)	Slovene	English	B2	B2
MK SKOPJE01	222 (09.0)	Macedonian	English	B1	B2

If applicable, please indicate the required type and score of standardized language tests:
SI Ljubljana01:

E. Calendar

1. Nomination deadlines:

¹ Student Mobility for Studies

² Student Mobility for Traineeship

³ Staff Mobility for Teaching

⁴ Staff Mobility for Training

Receiving institution	Winter term ⁵ [month]	Summer term ⁶ [month]
SI LJUBLJA01	May 15th	November 15th
MK SKOPJE01	May 15th	November 15th

2. The receiving institutions will send their decisions within 6-8 weeks after deadline.
3. 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.
4. Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

SI LJUBLJA01		
WWW for Incoming Students	http://www.uni-lj.si/international_cooperation_and_exchange/	http://www.flf.ukim.edu.mk/MobilityandInteranationalCooperation/tabid/1073/Default.aspx
WWW Course Catalogue	http://www.uni-lj.si/international_cooperation_and_exchange/	http://www.flf.ukim.edu.mk/MobilityandInteranationalCooperation/tabid/1073/Default.aspx
Housing ⁷	http://www.uni-lj.si/international_cooperation_and_exchange/	http://www.flf.ukim.edu.mk/MobilityandInteranationalCooperation/tabid/1073/Default.aspx http://ukim.edu.mk/en_content.php?meni=99&glavno=74
Contact details	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592	<i>Incoming:</i> International@ukim.edu.mk Tel. + 389 2 3293 293
WWW Visa Information ⁸	http://www.uni-lj.si/international_cooperation_and_exchange/	http://www.flf.ukim.edu.mk/MobilityandInteranationalCooperation/tabid/1073/Default.aspx http://ukim.edu.mk/en_content.php?meni=99&glavno=74
Contact details	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592	<i>Incoming:</i> International@ukim.edu.mk Tel. + 389 2 3293 293
WWW Insurance Information ⁹	http://www.uni-lj.si/international_cooperation_and_exchange/	http://www.flf.ukim.edu.mk/MobilityandInteranationalCooperation/tabid/1073/Default.aspx http://ukim.edu.mk/en_content.php?me

⁵ To be adapted in case of a trimester system.

⁶ To be adapted in case of a trimester system.



⁷ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁸ 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 ECHE.

⁹ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Contact details	<u>Incoming: intern.office@uni-lj.si</u> Tel: 00 3861 2418592	ni=99&glavno=74 <u>Incoming: International@ukim.edu.mk</u> Tel. + 389 2 3293 293
ECTS Users' Guide ¹⁰	http://www.uni-lj.si/international_cooperation_and_exchange/	http://www.flf.ukim.edu.mk/MobilityandInteranationalCooperation/tabid/1073/Default.aspx
WWW Students and Staff with Disabilities	http://www.uni-lj.si/international_cooperation_and_exchange/	http://www.flf.ukim.edu.mk/MobilityandInteranationalCooperation/tabid/1073/Default.aspx
Contact details	<u>Incoming: intern.office@uni-lj.si</u> Tel: 00 3861 2418592	<u>Incoming: International@ukim.edu.mk</u> Tel. + 389 2 3293 293

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature ¹¹
SI LJUBLJA01	prof. Branka Kalenič Ramšak Dean of the Faculty by the Authorisation of the Rector	7.7.2017	
MK SKOPJE01	Prof. Dr. Gordana Josifova-Nedelkovska Vice-Rector for International Cooperation	11-07-2017	

¹⁰ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹¹ Scanned signatures are accepted