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Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-20[21]² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE	MK SKOPJE01	Institutional Erasmus Coordinator: Prof. Gordana Josifova- Nedelkovska Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 G.Josifova@ukim.edu.mk	www.ukim.edu.mk
"Blaze Koneski" Faculty of Philology – Skopje Bul. Goce Delcev 9a 1000 Skopje		Erasmus Faculty Coordinator: Prof. Ruska Ivanovska- Naskova, PhD Tel: (+389 2) 3240 413; e- mail: rivanovska@gmail.com	www.fif.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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>University of Rijeka</p>	<p>HR RIJEKA01</p>	<p>Maša Šašinka, Institutional Erasmus Coordinator, International Relations Office, University of Rijeka, Trg braće Mažuranića 10, 51000 Rijeka, Croatia, Tel: 00385 (51) 406 528, international@uniri.hr;</p> <p>Faculty of Humanities and Social Sciences in Rijeka Faculty Erasmus Coordinator: Ph. D. Irena Vodopija-Krstanović, Assistant Professor, Vice Dean for Academic Affairs Phone: 00385-51-265-630 e-mail: lvodopija@ffri.hr</p> <p>Department of Croatian Language and Literature Sanja Zubčić, Ph.D., Head of Department tel: +385-51-265-680 email: sanja.zubcic@ffri.uniri.hr</p> <p>Department of English language and literature doc. dr. sc. Anita Memišević, Head of the Department tel: 00385-51-265-629 e-mail: amemisevic@ffri.hr</p> <p>Department of German language and literature doc. dr. sc. Petra Žagar-Šoštarić, Head of Department tel: 00385-51-265-652 e-mail: pzagar@ffri.hr</p> <p>Department of Italian language and literature doc. dr. sc. Corinna Gerbaz Giuliano, Head of Department tel: 00385-51-265-784 e-mail: cggiuliano@ffri.hr</p>	<p>www.uniri.hr</p> <p>www.ffri.uniri.hr</p>
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B. Mobility numbers⁵ per 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	HR RIJEKA01	222 (09.0)	Foreign languages (Languages and Philological Sciences) (Croatian, Macedonia, English, German, Italian)	1, 2	2 X 5	Only by individual agreement
HR RIJEKA01	MK SKOPJE01	222 (09.0)	Foreign languages (Languages and Philological Sciences) (Croatian, Macedonia, English, German, Italian)	1, 2	2 X 5	Only by individual agreement

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	HR RIJEKA01	222 (09.0)	Foreign languages (Languages and Philological Sciences) (Croatian, Macedonian English, German, Italian)	2 X 5 days (8 hrs of teaching minimum per week)	Only by individual agreement

⁵ 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>

HR RIJEKA01	MK SKOPJE01	222 (09.0)	Foreign languages (Languages and Philological Sciences) (Croatian, Macedonia, English, German, Italian)	2 X 5 days (8 hrs of teaching minimum per week)	Only by individual agreement
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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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK SKOPJE01	023	Macedonian*	English (selected courses)	B1	B2
HR RIJEKA01	023	Croatian	English	B2	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

HR RIJEKA01

COURSE STATUSES OFFERED TO ERASMUS+ INCOMING STUDENTS: **CLOSED (C)** - Course is intended only for students of a specific field of study (e.g. Psychology students; Art History students; German Language students etc.). **OPEN (O)** - Course has no prerequisites and is open to all students, regardless of their field of study/major.

International students can take both undergraduate and graduate courses, regardless of their level of study. FHSS has no restrictions on enrolment in courses and undergraduate students may take courses in the graduate programmes and vice versa.

Certain courses will be offered only if a sufficient number of students register for the course. This information is available at the beginning of the semester.

⁶For 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>

The Department of Croatian Language and Literature (Rijeka School of Croatian Studies) offers a free Intensive Croatian language course (Inojezični hrvatski). The course is worth 4 ECTS credits (with a 60 hours student workload) and is intended for international students. Classes are adapted to different levels of knowledge of the Croatian language.

Certain courses held in English (or other foreign language) may be offered to international students in the form of individual tutorials/consultations. Students work one-on-one with the course instructors.

Students are allowed to take courses in other study fields without credit limit. An extensive list of courses available for incoming Erasmus+ students is available at <http://uzp.ffri.uniri.hr/en/mobility/erasmus-student-mobility.html>. Please note that certain courses are subject to changes or may be inactive during the current academic year – please consult FHSS on course availability.

Selection process: the partner university is kindly requested to ensure that language proficiency of the outgoing student(s) is a minimum **B2**. During the application process students are required to supply a proof of language competencies issued by relevant authority and in line with CEFR. Some FHSS Departments may require higher levels of language competencies due to the complexity of courses or study levels.

For **incoming STA/STT mobility** a nomination letter along with Teaching/Training plan is required to be sent for evaluation.

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	15 May	15 November
HR RIJEKA01	10 th June	10 th November

2. The receiving institution will send its decision within 5 weeks.
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 the 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. 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

HR RIJEKA01

The Croatian national grading system consists of five grades with numerical equivalents:

Excellent (*izvrstan*) = 5

Note: highest grade

Very good (*vrlo dobar*) = 4

Good (*dobar*) = 3

Sufficient (*dovoljan*) = 2

Note: minimum pass grade

Fail (*nedovoljan*) = 1*

* requires student to retake exam/resubmit work

In addition to grades, higher education institutions in Croatia award **ECTS credits** (European Credit Transfer System), as a part of the Bologna system. Although there is no national regulation on this issue, it is common for 1 ECTS credit to be equivalent to approx. 30 student working hours. Credits are awarded when a course has been completed and all required examinations have been successfully taken. 60 ECTS credits represent the workload of one year of study and 30 ECTS credits represent workload of one 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
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en
HR RIJEKA01	international@uniri.hr vize@mvep.hr	www.uniri.hr www.mvep.hr/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
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en
HR RIJEKA01	international@uniri.hr hzz@hzz.hr	www.uniri.hr www.hzz.hr

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.Bogoevski@ukim.edu.mk	
HR RIJEKA01	ikastrapeli@uniri.hr ipanjkovic@uniri.hr	http://ssa.uniri.hr/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
MK SKOPJE01	Prof. Dr. Gordana Josifova-Nedelkowska Vice-Rector for International Cooperation	23-01-2015	
HR RIJEKA01	Prof. Snježana Prijić- Samaržija, PhD., Rector	14.02.2015.	

⁷Scanned signatures are accepted