



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-20[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 "Blaze Koneski" Faculty of Philology – Skopje Bul. Goce Delcev 9a 1000 Skopje	MK SKOPJE01	Institutional Erasmus Coordinator <i>Prof. Dr. Gordana Josifova-Nedelkovska</i> Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: G.Josifova@ukim.edu.mk Erasmus Faculty Coordinator: <i>Prof. Rуска Ivanovska-Naskova, PhD</i> "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 413; e-mail: rivanovska@gmail.com	www.ukim.edu.mk www.flf.ukim.edu.mk
Université d'Orléans UFR Collegium Lettres, Langues et Sciences Humaines	F ORLEANS 01	Bureau des Relations Internationales 10 rue de Tours BP 46527 45065 Orléans Cedex 02 Tel : +33 238 49 47 73 / Fax : +33 238 49 49 20 Relations.internationales.lettres@univ-orleans.fr Academic contact: Mr Greg THOMPSON : greg.thompson@univ-orleans.fr Administrative contact : Ms Marion VILGARD – marion.vilgard@univ-orleans.fr	http://www.univ-orleans.fr/lettres/

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.

B. Mobility numbers⁵ 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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
MK SKOPJE01	F ORLEANS01	023	Languages and Philological Sciences	1, 2	10 months (2 students x 5 months)	/
F ORLEANS01	MK SKOPJE01	023	Languages and Philological Sciences (French German, English, Spanish)	1, 2	10 months (2 students x 5 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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	
MK SKOPJE01	F ORLEANS01	023	Languages and Philological Sciences	10 days (2 teachers x 5 days / at least 8 teaching hours)	/
F ORLEANS01	MK SKOPJE01	023	Languages and Philological Sciences	10 days (2 teachers x 5 days / at least 8 teaching hours)	/

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>)

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		Macedonian* German, English, Spanish French	German, English, Spanish French	B2	B2
F ORLEANS01		French German, English, Spanish	German, English, Spanish	B2 (a certificate may be required)	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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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
F ORLEANS01	Nomination deadline : May 1st Application deadline : May 15th	Nomination deadline : October 1st Application deadline : October 5th

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>

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

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. *[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

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

F ORLEANS01: Details of the marking and grading systems used at F ORLEANS01 can be viewed at <http://www.univ-orleans.fr/lettres/>

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
F ORLEANS01	Cellule Accueil - Direction des Relations Internationales +33238 494 949 programsabroad@univ-orleans.fr	http://www.univ-orleans.fr/international/je-souhaite-etudier-dans-le-cadre-de-programmes-de-cooperation http://www.campusfrance.org/fr/

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
F ORLEANS01	Cellule Accueil - Direction des Relations Internationales programsabroad@univ-orleans.fr	http://www.univ-orleans.fr/international/je-souhaite-etudier-dans-le-cadre-de-programmes-de-cooperation



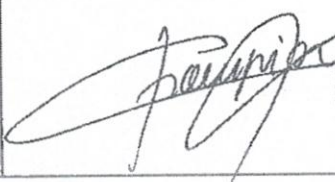

4. Housing

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	http://www.ukim.edu.mk/en_index.php
F ORLEANS01	Mme Claudine Menigoz Cellule Accueil - Direction des Relations Internationales programsabroad@univ-orleans.fr	http://www.univ-orleans.fr/international/je-souhaite-etudier-dans-le-cadre-de-programmes-de-cooperation

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	- 9 -12- 2016	 
F ORLEANS01	Plo Ary BRUAND Président de l'Université d'Orléans	28.11.2016	Blandine CHAMPION  

⁷Scanned signatures are accepted