



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-20[22]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 METHIDIUS UNIVERSITY IN SKOPJE "Blaze Koneski" Faculty of Philology – Skopje Bul. Goce Delcev 9a 1000 Skopje	MK SKOPJE01	Institutional Erasmus Coordinator <u>Prof. Dr. Gordana Josifova- Nedelkovska</u> 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: <u>Prof. Ruska Ivanovska-Naskova,</u> <u>PhD</u> "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000	www.ukim.edu.mk 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 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.

		Skopje, R. Macedonia Tel: (+389 2) 3240 413; e-mail: rivanovska@gmail.com	
University of Zadar Department of Croatian Studies Department of Hispanic and Iberian Studies Department of English Studies Department of German Studies Department of Russian Studies Department of Italian Studies	HR ZADAR01	Erasmus Institutional Coordinator: Maja Kolega, Head of the International Relations Office, University of Zadar Mihovila Pavlinovića 1, 23 000 Zadar (Croatia) Phone: +385 23 200 642 Fax: +385 23 316 882 E-mail: mkolega@unizd.hr Departmental Coordinators: http://www.unizd.hr/eng/international-relations/student-mobility/erasmus-coordinators-at-departments	International Relations Office: http://www.unizd.hr/InternationalRelations/InternationalRelationsOffice/tabid/5277/language/en-US/Default.aspx Course Catalogue: http://www.unizd.hr/InternationalRelations/Studentmobility/CourseCatalogue/tabid/5381/language/en-US/Default.aspx International Student Guide: http://www.unizd.hr/Portals/0/ms/md/en/Guide_2017_2018_web.pdf?ver=2017-08-29-133529-987 Departmental Pages: http://www.unizd.hr/eng/international-relations/student-mobility/course-catalogue/course-catalogue-by-departments

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*]	

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>)

MK SKOPJE01	HR ZADAR01	09.0	Languages and Philological Sciences Croatian, Italian, English, Spanish, German, Russian	1, 2, 3	2 X 5	Only by individual agreement
HR ZADAR01	MK SKOPJE01	09.0	Languages and Philological Sciences Croatian, Italian, English, Spanish, German, Russian	1, 2, 3	2 X 5	Only by individual agreement

*[*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 *
MK SKOPJE01	HR ZADAR01	09.0	Languages and Philological Sciences Croatian, Italian, English, Spanish, German, Russian	1X 5	Only by individual agreement
HR ZADAR01	MK SKOPJE01	09.0	Languages and Philological Sciences Croatian, Italian, English, Spanish, German, Russian	1X 5	Only by individual agreement

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*	English (selected courses)	B1	B2
HR ZADAR01		Croatian	English/Other language of instruction	B2: English/ Other language of instruction	B2 – C1: English/ Other language of instruction

*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*].

HR ZADAR01:

For all about the language requirements please visit the web page:

<http://www.unizd.hr/eng/international-relations/student-mobility/language-requirements>

D. Additional requirements

HR ZADAR01:

Staff Mobility for Training and for Teaching: the University of Zadar welcomes applications from foreign Staff for a training/teaching period; however it is at the discretion of the department concerned whether or not to accept a staff visitor.

The training period cannot be scheduled during the summer break (during July and August). The teaching period cannot be scheduled during the summer break and exam periods (during June, July, August, September and February). For more information please visit the web page: <http://www.unizd.hr/eng/international-relations/staff-mobility>

Student Mobility for Traineeships: for all the requirements please visit the web page: <http://www.unizd.hr/eng/international-relations/student-mobility/erasmus-plus-internship-at-university-of-zadar>

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>

Student Mobility for Studies: for all the requirements please visit the web page: <http://www.unizd.hr/eng/international-relations/student-mobility/admission-procedure>

Students with disabilities:

Although University of Zadar has infrastructure to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, we strongly advise to provide as much information ahead of time in order to inform the student/staff of the feasibility of the mobility. For more information contact: savjetovaliste@unizd.hr or visit the web page: <http://www.unizd.hr/studentisinvaliditetom/english>

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 ZADAR01	Nomination deadline:** 15 th April Application deadline: 15 th May	Nomination deadline:** 15 th October Application deadline: 15 th November

[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. The partner institutions may modify this Agreement. The modifications will be made in a written form, in a document that will be signed by both partner institutions.

In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Academic calendar:

HR ZADAR01:

[http://www.unizd.hr/Portals/0/ms/md/en/Academic calendar 2018 2019.pdf](http://www.unizd.hr/Portals/0/ms/md/en/Academic%20calendar%202018%202019.pdf)

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 ZADAR01:

http://www.unizd.hr/Portals/0/ms/md/en/PO_EXPLANATION_OF_GRADING_SYSTEM.pdf

UNIZD grading scale	ECTS grading scale	
<i>Izvrstan (5)</i>	A	EXCELLENT
<i>Vrlo dobar (4)</i>	B	VERY GOOD
<i>Dobar (3)</i>	C	GOOD
<i>Dovoljan (2)</i>	D / E	SATISFACTORY / SUFFICIENT
<i>Nedovoljan (1)</i>	F / FX	FAIL

* UNIZD Transcript of Records includes an explanation of the institutional grading system with respect to the ECTS grading system.
The minimum passing grade is 2 (pass, sufficient).

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 ZADAR01	E-mail: iro_unizd@unizd.hr Tel. +385(0)23 200 642	http://www.unizd.hr/eng/international-relations/student-mobility/practical-information

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 ZADAR01	E-mail: iro_unizd@unizd.hr Tel. +385(0)23 200 642	http://www.unizd.hr/eng/international-relations/student-mobility/practical-information

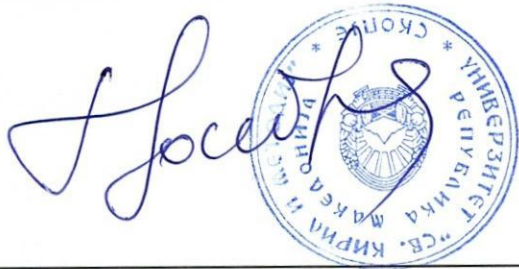

4. Housing

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 ZADAR01	E-mail: iro_unizd@unizd.hr Tel. +385(0)23 200 642	http://www.unizd.hr/eng/international-relations/student-mobility/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
MK SKOPJE01	Prof. Dr. Gordana Josifova- Nedelkovska Vice-Rector for International Cooperation	6 -12- 2018	
HR ZADAR01	Associate Professor Slaven Zjalić, PhD Vice Rector for Inter- institutional Cooperation and Transfer of Technologies	29/11/2018	

KLASA: 605-01/18-02/90
URBROJ: 2198-1-79-03/18-03

⁷Scanned signatures are accepted