



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme

Information on Digital Inter-Institutional Agreements

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Information about the higher education institutions**

Interinstitutional Agreement Partners					
Partner HEI 1	Name of the institution (and department, where relevant)			SCHAC code	Erasmus code
	Ss. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE			ukim.edu.mk	MK SKOP- JE01
	Partner Contact Details				
	#	Full Name	Email	Phone	
	1	Elena Damjanoska	international@ukim.edu.mk		
	2	Zorica Trajkova Strezovska	erasmus@flf.ukim.edu.mk		
	3	Elena Naumovska	erasmus@eccf.ukim.edu.mk		
4	Ivana Gegoska	ivana.gegoska@fzf.ukim.edu.mk			
Partner HEI 2	Name of the institution (and department, where relevant)			SCHAC code	Erasmus code
	UNIVERSITE DE CAEN NORMANDIE			unicaen.fr	F CAEN01
	Partner Contact Details				
	#	Full Name	Email	Phone	
	1	SIGNATURE IIA, Institutional	intl.erasmus.agreements@unicaen.fr		
2	LABAU, Alain	alain.labau@unicaen.fr			

Approvals Table			
SCHAC code	Name	Email	Date
ukim.edu.mk		mcenevska@ukim.edu.mk	2024-08-27T11:53:22Z
unicaen.fr			2024-11-27



Partner 1 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	15/05
Spring term [day/month]	15/11
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	15/05
Spring term [day/month]	15/11

The institution will send its decision within 4 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	Contact phone	Websites for information
international@ukim.edu.mk	+38923293211	https://www.ukim.edu.mk

Additional requirements Information		
Academic requirements		
ECTS completed	Subject area (ISCED)	EQF level
Requirement	Details	Website

Inclusion and accessibility Information			
The institution will provide support to incoming mobile participants with special needs, 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:			
Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Available support services for people with:	Description of infrastructure	Contact details	Website for information

**Housing Information**

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
international@ukim.edu.mk	+38923293211	https://www.ukim.edu.mk

Visa Information

The institution 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:

Contact email	Contact phone	Websites for information
international@ukim.edu.mk	+38923293211	https://www.ukim.edu.mk

Insurance Information

The institution 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:

Contact email	Contact phone	Websites for information
international@ukim.edu.mk	+38923293211	https://www.ukim.edu.mk

Additional Information

Information on	Contact email	Contact phone	Website for information
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A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]



Partner 2 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	10/05
Spring term [day/month]	20/09
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	01/06
Spring term [day/month]	01/10

The institution will send its decision within 2 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	Contact phone	Websites for information
intl.erasmus.entrants@unicaen.fr	+33 231 56 54 00	https://www.unicaen.fr/international/bienvenue/etudiants-dechange/

Additional requirements Information		
Academic requirements		
ECTS completed	Subject area (ISCED)	EQF level
Requirement	Details	Website
Language certificate	Incoming Mobility Manager (Erasmus+ program)	https://www.unicaen.fr/international/bienvenue/etudiants-dechange/

Inclusion and accessibility Information			
The institution will provide support to incoming mobile participants with special needs, 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:			
Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information



Available support services for people with:	Description of infrastructure	Contact details	Website for information
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Housing Information

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
intl.erasmus.entrants@unicaen.fr	+33 231 56 54 00	https://www.unicaen.fr/international/bienvenue/etudiants-dechange/

Visa Information

The institution 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:

Contact email	Contact phone	Websites for information
intl.titresdesejour@unicaen.fr	+33 231 56 61 75	https://www.unicaen.fr/international/bienvenue/etudiants-dechange/obtenir-son-visa/

Insurance Information

The institution 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:

Contact email	Contact phone	Websites for information
intl.spi@unicaen.fr	+33 231 56 61 75	https://www.unicaen.fr/international/bienvenue/demarches/

Additional Information

Information on	Contact email	Contact phone	Website for information
All kind of information about exchange students	intl.erasmus.entrants@unicaen.fr	+33 231 56 54 00	https://www.unicaen.fr/international/bienvenue/etudiants-dechange/

A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.



Erasmus+

Inter-Institutional Agreement

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]



Erasmus+

Inter-Institutional Agreement

Cooperation conditions

Terms of the agreement to be set for each agreement and approved by the institutions. (Information only accessible to the relevant parties)

Student Mobility for Studies



1	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	ukim.edu.mk		678	2022/2023	2028/2029
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	unicaen.fr		YES	5	25
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0288			
	2	0488			
	3	0230			
	Language Skills				
#	Language	Language Level	Subject Area	Subject Area Clarification	
1	fr	B1			
2	en	B1			
Sending Contact Details					
#	Full Name		Email	Phone	
1	Cenevska, Marija		international@ukim.edu.mk		
Receiving Contact Details					
#	Full Name		Email	Phone	
1	LABAU, Alain		alain.labau@unicaen.fr		
2	SIGNATURE IIA, Institutional		intl.erasmus.agreements@unicaen.fr		
Other information regarding the terms of the agreement					
B1 accepted / B2 recommended					



2	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	unicaen.fr			2022/2023	2028/2029
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	ukim.edu.mk		YES	5	25
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0288			
	2	0488			
	3	0230			
	Language Skills				
#	Language	Language Level	Subject Area	Subject Area Clarification	
1	en	B1			
2	mk	B1			
Sending Contact Details					
#	Full Name		Email	Phone	
1	SIGNATURE IIA, Institutional		intl.erasmus.agreements@unicaen.fr		
2	LABAU, Alain		alain.labau@unicaen.fr		
Receiving Contact Details					
#	Full Name		Email	Phone	
1	Cenevska, Marija		international@ukim.edu.mk		

Student Mobility for Traineeships
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Staff Mobility for Teaching					
	Sending SCHAC	Sending Department	Start Academic Year	End Academic Year	
	ukim.edu.mk		2022/2023	2028/2029	
	Receiving SCHAC	Receiving Department	Number of Staff	Total Days Per Year	
	unicaen.fr		2	5.00	
Subject Areas (ISCED)					
	#	Subject Area	Subject Area Clarification		
	1	0288			
	2	0488			
	3	0230			
Language Skills					
1	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	fr	B2		
	2	en	B2		
Sending Contact Details					
	#	Full Name	Email	Phone	
	1	Cenevska, Marija	international@ukim.edu.mk		
Receiving Contact Details					
	#	Full Name	Email	Phone	
	1	SIGNATURE IIA, Institutional	intl.erasmus.agreements@unicaen.fr		
	2	LABAU, Alain	alain.labau@unicaen.fr		



2	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
	unicaen.fr			2022/2023	2028/2029
	Receiving SCHAC	Receiving Department		Number of Staff	Total Days Per Year
	ukim.edu.mk			2	5.00
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0288			
	2	0488			
	3	0230			
	Language Skills				
#	Language	Language Level	Subject Area	Subject Area Clarification	
1	en	B2			
Sending Contact Details					
#	Full Name		Email	Phone	
1	SIGNATURE IIA, Institutional		intl.erasmus.agreements@unicaen.fr		
2	LABAU, Alain		alain.labau@unicaen.fr		
Receiving Contact Details					
#	Full Name		Email	Phone	
1	Cenevska, Marija		international@ukim.edu.mk		

Staff Mobility for Training