



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2014-20[21]<sup>1</sup> between programme countries

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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb) Filozofski fakultet (Faculty of Humanities and Social Sciences)	HR ZAGREB 01	<b>Institutional coordinator:</b> Tajana Nikolić (Ms), <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a> , Tel: +385-1-46-98-165 <b>Faculty coordinator:</b> Department of <b>Croatian</b> Language and Literature: dr. Ivana Brković, tel: + 385 1 6120 082, fax ++3 851 61568 79, email: <a href="mailto:ivana.brkovic@ffzg.hr">ivana.brkovic@ffzg.hr</a> Department of <b>South Slavic</b> Languages and Literature: Jelena Tušek, tel/fax: +385 1 6120 275, email: <a href="mailto:jtusek@ffzg.hr">jtusek@ffzg.hr</a> Postal address: <b>FILOZOFSKI FAKULTET / COOPERATION Ivana LUČIČA 3, 10 000 ZAGREB, CROATIA</b> Office for International Cooperation: <a href="mailto:tveljo@ffzg.hr">tveljo@ffzg.hr</a> Phone: ++ 385 1 6120266; Fax: ++ 385 1 6156 879; <a href="http://www.ffzg.hr/international/">http://www.ffzg.hr/international/</a>	<a href="http://international.unizg.hr/international_students/exchange_students">http://international.unizg.hr/international_students/exchange_students</a>
Ss Cyril and Methodius University in Skopje Faculty of Philology "Blaze Koneski" Skopje	MK SKOPJE 01	<b>Institutional coordinator:</b> Prof. Dr. Meri Cvetkovska, Vice-Rector Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3293 206; e-mail: <a href="mailto:M.Cvetkovska@ukim.edu.mk">M.Cvetkovska@ukim.edu.mk</a> <b>Faculty coordinator:</b> Jovanka Lazarevska-Stancevska "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 493; e-mail: <a href="mailto:jovanka@ukim.edu.mk">jovanka@ukim.edu.mk</a>	<a href="http://www@flf.ukim.edu.mk">www@flf.ukim.edu.mk</a>

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships <sup>*</sup>
MK SKOPJE 01	HR ZAGREB 01	222	Foreign Languages and literature (Croatian, South Slavic)	1 <sup>st</sup> , 2 <sup>nd</sup>	15 (3 students x 5 months)	/
HR ZAGREB 01	MK SKOPJE 01	222	Foreign Languages and literature (Macedonian, South Slavic)	1 <sup>st</sup> , 2 <sup>nd</sup>	15 (3 students x 5 months)	

\* 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]	Staff Mobility for Training <sup>*</sup>
MK SKOPJE 01	HR ZAGREB 01	222	Foreign Languages and literature (Macedonian, South Slavic)	10 days (2 persons x 5 days)	10 days (2 persons x 5 days)
HR ZAGREB 01	MK SKOPJE 01	222	Foreign Languages and literature (Croatian, Macedonian, South Slavic)	10 days (2 persons x 5 days)	10 days (2 persons x 5 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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01		Croatian	Croatian	B2-C1	B2
MK SKOPJE 01		English	Macedonian	B2-C1	B2

<sup>3</sup> For 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>

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 ZAGREB01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [incoming@unizg.hr](mailto:incoming@unizg.hr)

**E. Calendar**

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB01:	10 May	10 November
MK SKOPJE 01	10 May	10 February

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

- The receiving institution will send its decision within 8 weeks.
- 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.
- 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. 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**

HR ZAGREB 01: [http://international.unizg.hr/international\\_students/exchange\\_students/academic\\_information](http://international.unizg.hr/international_students/exchange_students/academic_information)

**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
HR ZAGREB01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , 00385 (0)1 4698105	<a href="http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb">http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb</a>
MK SKOPJE 01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a> 389 23293 211	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a>

### 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
HR ZAGREB01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , 00385 (0)1 4698105	<a href="http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb">http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb</a>
MK SKOPJE 01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a>

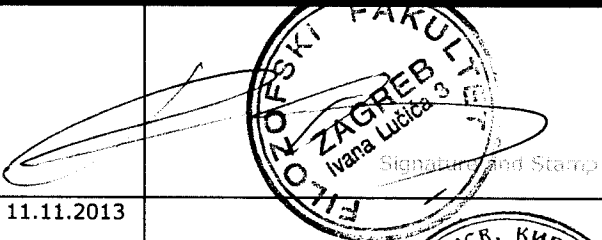

### 4. Housing

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
HR ZAGREB01	<a href="mailto:vlado.levak@sczq.hr">vlado.levak@sczq.hr</a>	<a href="http://international.unizg.hr/international_students/exchange_students/student_services/housing">http://international.unizg.hr/international_students/exchange_students/student_services/housing</a>
MK SKOPJE 01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
HR ZAGREB 01	Prof. Damir Boras, PhD Dean*		
MK SKOPJE 01	Name of institution: Ss. Cyril and Methodius University in Skopje Name and status of the official representative: Prof. Meri Cvetkovska Vice-Rector of International Cooperation Faculty coordinator: Jovanka Lazarevska-Stancevska "Blaze Koneski" Faculty of Philology Ss. Cyril and Methodius University in Skopje Blvd. Goce Delcev 9, 1000 Skopje, R. Macedonia Tel: (+389 2) 3240 493; e-mail: <a href="mailto:jovanka@ukim.edu.mk">jovanka@ukim.edu.mk</a>	11.11.2013	 10-12-2013

<sup>4</sup> Scanned signatures are accepted