Annex to Erasmus+ Inter-Institutional Agreement

Institutional Fact sheet of Ss Cyril and Methodius University in Skopje

Blvd. Goce Delcev 9, 1000 Skopje, P.O. Box 576, Republic of North Macedonia
phone +389 2 3293 293
www.ukim.edu.mk

1. Institutional Information

1.1. Institutional details

Name of the institution	**SS Cyril and Methodius University in Skopje**
Erasmus Code	MK SKOPJE01
PIC Number	999588493
Institution website	www.ukim.edu.mk

1.2. Main contacts

Contact person	Prof. Dr Ivan Chorbev
Responsibility	Vice-Rector for International Cooperation, Institutional Erasmus Coordinator
Contact details	Telephone: +389 2 3293 252 ; E-mail: vr-intcoop@ukim.edu.mk

Contact person	Elena Damjanoska
Responsibility	Head of International Relations Office
Contact details	Telephone: +389 2 3293 210 ; E-mail: edamjanoska@ukim.edu.mk

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	• Macedonian • English (only applies if selected courses are taught in English) • Ss. Cyril and Methodius University in Skopje	B1 B1

		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)	
Staff mobility	Any	To be defined by the academic partners	To be defined by the academic partners

* Level according to Common European Framework of Reference for Languages (CEFR), see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

2.2. Additional requirements/information

The university welcomes students and staff with disabilities and offers the necessary facilities and support.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	May 15th
Spring term	November 15th

2.3.2. Decision Response

We will send our decision within 4 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the respective department.

2.3.4. Termination of 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."

3. Additional information

3.1. 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

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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 person	International Relations Office
Contact details	Telephone: +389 2 3293 210 E-mail: international@ukim.edu.mk
Website	www.ukim.edu.mk/en

3.3. Insurance

Contact person	International Relations Office
Contact details	Telephone: +389 2 3293 210 E-mail: international@ukim.edu.mk
Website	www.ukim.edu.mk/en; www.mfa.gov.mk

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	International Relations Office
Contact details	international@ukim.edu.mk