



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2020/21² 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)
University of West Bohemia	CZ PLZEN01	Departmental coordinator: Department of Politics and International Relations – Faculty of Philosophy and Arts, University of West Bohemia. Doc. PhDr. Přemysl Rosůlek, Ph.D. Email: rosulek@kap.zcu.cz	http://www.zcu.cz/en/ects/

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.

		+420 377 635 603	
		Institutional coordinator: Jana Ovsjannikova, International Office, Univerzitní 20, 306 14 Plzeň, Czech Republic	
	MK BITOLA01	Institutional Coordinator Prof. Dr Violeta Manevska Vice-Rector Administrative coordination Kaliopa Stilianovic Head of IRO "St Kliment Ohridski" University – Bitola Bulevar1 maj bb 7000 Bitola T +389 47 223 788 Departmental coordinator Ass. Prof. Rade Rajkovcevski Vice-Dean for International Cooperation Faculty of Security-Skopje Str. 1 Kolonija Idrizovo no.2A (P.O. box 103) 1000 Skopje Republic of Macedonia T +389 2 25 46 211 ext. 111 +389 77 702 358 (cell phone)	www.uklo.edu.mk

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 1 st , 2 nd or 3 rd *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods for 1 ac. year*]	Student Mobility for Trainees hips *
CZ PLZEN01	MK BITOLA01	313	Political Science	1 st cycle	3s*6m=18months	
		313	Political Science	2 nd cycle	3s*6m=18months	
		313	Political Science	3 rd cycle	3s*6m=18months	
MK BITOLA01	CZ PLZEN01	313	Political Science	1 st cycle	3s*6m=18months	
		313	Political Science	2 nd cycle	3s*6m=18months	
		313	Political Science	3 rd cycle	3s*6m=18months	

[*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 *
CZ	MK	313	Political	3persons*5d=15 days	

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

PLZEN01	BITOLA01		Science		
MK BITOLA01	CZ PLZEN01	313	Political Science	3persons*5d=15 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PLZEN01		EN	CZ	B2	B2
MK BITOLA01		Macedonian	English	B2	B2

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:

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://euronass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ PLZEN01	May 15 th visa countries May 1 st	November 30 th visa countries November 15 th
MK BITOLA01	June 1 st	November 30 th

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

- The receiving institution will send its decision within 5 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
- 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

UWB: http://www.zcu.cz/en/ects/ECTS_Part1/ECTS_credit_allocation.html

Grading system of the institution:

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Description of the institutional grading system:

Points	Grade (six-step classification scale)	Examination (six-step classification scale)	University of West Bohemia examination ("zkouška") (four-step classification scale)	University of West Bohemia subject pass (without examination ("zápočet")
91 – 100	A	1	1 "výborně" (i.e. "excellent")	R subject pass achieved ("započteno")
81 – 90	B	1.5	2 "velmi dobře" (i.e. "very good")	
71 – 80	C	2	3 "dobře" (i.e. "good")	
61 – 70	D	2.5	4 "nevyhově" (i.e. "fail")	
51 – 60	E	3		
0 – 50	F, FX	4		subject pass not achieved ("nezapočteno")

MK BITOLA01

Grading scale – 5-10

- 10 (A) = Excellent
- 9 (B) = Very Good
- 8 (C) = Good
- 7 (D) = Satisfactory
- 6 (E) = Sufficient
- 5 (F) = Fail

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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO (kaliopa.stilinovic@uklo.edu.mk) Ms Nurten Sulejmani, IR Officer (nurten.sulejmani@uklo.edu.mk)

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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/ http://www.zcu.cz/en/ects/
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO (kaliopa.stilinovic@uklo.edu.mk) Ms Nurten Sulejmani, IR Officer (nurten.sulejmani@uklo.edu.mk)


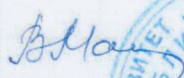

4. Housing

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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO (kaliopa.stilinovic@uklo.edu.mk) Ms Nurten Sulejmani, IR Officer (nurten.sulejmani@uklo.edu.mk)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
CZ PLZEN01	doc. Ladislav Čepička, Ph.D. Vice-rector for academic affairs		 Čadadočeská univerzita v Plzni profektor pro studijní a pedagogickou činnost
MK BITOLA01	Prof. Dr Violeta Manevska Vice-Rector and Institutional Coordinator	16.11. 2017	 

⁸ Scanned signatures are accepted