



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021 between programme countries<sup>2</sup>

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>3</sup> (email, phone)	Website (eg. of the course catalogue)
"St. Kliment Ohridski" University - Bitola	MK BITOLA01	<b>Institutional Coordinator</b> Prof. Dr Violeta Manevska, Vice-Rector <a href="mailto:violeta.manevska@uklo.edu.mk">violeta.manevska@uklo.edu.mk</a>  <b>Administrative coordination</b> Kaliopa Stilinovic, Head of IRO <a href="mailto:kaliopa.stilinovic@uklo.edu.mk">kaliopa.stilinovic@uklo.edu.mk</a>  "St Kliment Ohridski" University – Bitola Bulevar 1 maj, BB 7000 Bitola Republic of Macedonia  Tel: +389 47 223 788 Fax: +389 47 223 594	<a href="http://www.uklo.edu.mk">www.uklo.edu.mk</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<b>Departmental Coordinators:</b>  Prof. Dr Dimitar Nikoloski <a href="mailto:dimitar.nikoloski@uklo.edu.mk">dimitar.nikoloski@uklo.edu.mk</a> Faculty of Economics – Prilep  Assist. Prof. Bisera Kostadinovska <a href="mailto:k_bisera@yahoo.com">k_bisera@yahoo.com</a> Faculty of Education – Bitola  Assist. Prof. Marjan Arsovski <a href="mailto:arsovskim@yahoo.com">arsovskim@yahoo.com</a> Faculty of Security – Skopje  Assist. Prof. Branko Dimeski <a href="mailto:dimeskibranko@yahoo.com">dimeskibranko@yahoo.com</a> Faculty of Law – Kichevo  Assist. Prof. Mimoza B. Jovanovska <a href="mailto:mimozajovanovska@yahoo.com">mimozajovanovska@yahoo.com</a> Faculty of ICT – Bitola  Prof. Dr Gordana Janevska <a href="mailto:gordana.janevska@tfb.uklo.edu.mk">gordana.janevska@tfb.uklo.edu.mk</a> Faculty of Technical Sciences	<a href="http://www.eccfp.uklo.edu.mk">www.eccfp.uklo.edu.mk</a>   <a href="http://www.pfbt.uklo.edu.mk">www.pfbt.uklo.edu.mk</a>  <a href="http://www.fb.uklo.edu.mk">www.fb.uklo.edu.mk</a>  <a href="http://www.pfk.uklo.edu.mk">www.pfk.uklo.edu.mk</a>  <a href="http://www.fikt.uklo.edu.mk">www.fikt.uklo.edu.mk</a>  <a href="http://www.tfb.uklo.edu.mk">www.tfb.uklo.edu.mk</a>
Vasil Levski National Military University (Natzionalen Voenen Universitet "Vassil Levski")	BG VELIKO02	Assoc. Prof. Diana Timova, PhD Erasmus University Co-ordinator 76 Bulgaria Blvd. BG-5006 Veliko Tarnovo tel: 00359-62-618888 mob: 00359-888-562-408 fax: 00359-62-618899 email: <a href="mailto:diana.timova@nvu.bg">diana.timova@nvu.bg</a>	<a href="http://www.nvu.bg/en/node/470">http://www.nvu.bg/en/node/470</a>

## B. Mobility numbers<sup>4</sup> 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 <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 or average duration*]	Student Mobility for Traineeships *

<sup>4</sup> 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>)



BG VELIKO02	MK BITOLA01	022 023 031  041 042 061 1014 103 104	Humanities, Languages, Social and behavioural sciences, Business and administration, Law, ICTs, Sports, Security services, Transport services	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	8 (40 mo)	8 (40 mo)
MK BITOLA01	BG VELIKO02	022 023 031  041 042 061 1014 103 104	Humanities, Languages, Social and behavioural sciences, Business and administration, Law, ICTs, Sports, Security services, Transport services	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	8 (40 mo)	8 (40 mo)

[\*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 *
BG VELIKO02	MK BITOLA01	022 023 031  041 042	Humanities, Languages, Social and behavioural sciences, Business and administration, Law,	6 (42 d)	6 (42 d)

		061 1014 103  104	ICTs, Sports, Security services, Transport services		
MK BITOLA01	BG VELIKO02	022 023 031  041  042 061 1014 103  104	Humanities, Languages, Social and behavioural sciences, Business and administration, Law, ICTs, Sports, Security services, Transport services	6 (42 d)	6 (42 d)

### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK BITOLA01		Macedonian	English	B2 (English taught courses)	B2 (English taught courses)
BG VELIKO02		English	other	Level B1	Level B2

### D. Additional requirements

.....

<sup>5</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>



**BG VELIKO02:**

<http://www.nvu.bg/en/node/470>

*Infrastructure to welcome students and staff with disabilities: only visitors with small scale of disability - individual support.*

**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 BITOLA01	1 <sup>st</sup> June	30 <sup>th</sup> November
BG VELIKO02	1 <sup>st</sup> June	1 <sup>st</sup> December

2. The receiving institution will send its decision within 2 weeks.

3. Issue of the Transcript of Records

**MK BITOLA01:** ToR will be issued by the receiving institution after examination session - no later than one week after the assessment period has finished at the receiving HEI. Originals we send by post to university – student get email with scan version.

**BG VELIKO02:** Examination Sheet allow to take exam. On base of examination sheet we prepare Transcript of Records. ToR will be issued by the receiving institution after examination session - no later than one week after the assessment period has finished at the receiving HEI. Originals we send by post to university – student get email with scan version.

4. Termination of the agreement

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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**

**BG VELIKO02:** For each course a final mark is given in the form of rank from 2 to 6, barring courses for which the complementary exam regulations allow a pass/fail mark. This final mark serves as the exam result in which 6 stands for "excellent", 5 stands for "very good", 4 for "good", 3 for "sufficient" and 2 for "not satisfactory". For Erasmus students, the scores are grouped in 5 categories, each corresponding to a general qualitative appreciation: 6 – A, 5 – B, 4 – C, 3 – D, 2 – FX.

**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
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO ( <a href="mailto:kaliopa.stilinovic@uklo.edu.mk">kaliopa.stilinovic@uklo.edu.mk</a> ) Ms Nurten Sulejmani, IR Officer ( <a href="mailto:nurten.sulejmani@uklo.edu.mk">nurten.sulejmani@uklo.edu.mk</a> )
BG VELIKO02	<a href="mailto:erasmus@nvu.bg">erasmus@nvu.bg</a> 00359-62-618888	<a href="http://www.nvu.bg/en/node/470">http://www.nvu.bg/en/node/470</a> <a href="http://www.mfa.bg/setlang/en/">http://www.mfa.bg/setlang/en/</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
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO ( <a href="mailto:kaliopa.stilinovic@uklo.edu.mk">kaliopa.stilinovic@uklo.edu.mk</a> ) Ms Nurten Sulejmani, IR Officer ( <a href="mailto:nurten.sulejmani@uklo.edu.mk">nurten.sulejmani@uklo.edu.mk</a> )
BG VELIKO02	<a href="mailto:erasmus@nvu.bg">erasmus@nvu.bg</a> 00359-62-618888	<a href="http://www.nvu.bg/en/node/470">http://www.nvu.bg/en/node/470</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
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)
BG VELIKO02	erasmus@nvu.bg 00359-62-618888	<a href="http://www.nvu.bg/en/node/470">http://www.nvu.bg/en/node/470</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
MK BITOLA01	Prof. Dr Violeta Manevska Vice-Rector and Institutional Coordinator	08/02/2017	 
BG VELIKO02	Assoc. Prof. Diana Timova, PhD Erasmus University Co-ordinator		

<sup>6</sup>Scanned signatures are accepted