



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2021 ² 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 (email, phone)	Website (eg. of the course catalogue)
Veleučilište Velika Gorica University of Applied Sciences Velika Gorica Zagrebačka 5, 10410 Velika Gorica, Croatia	HR ZAGREB08	Erasmus Institutional Coordinator: Marina Črnko, lect. marina.crnko@vvg.hr +38517897646	http://www.vvg.hr/medjunarodna-suradnja/
"St Kliment Ohridski" University – Bitola St. Clement of Ohrid University of Bitola 1 Maj bb, Bitola, Republic of Macedonia	MK BITOLA01	Institutional Erasmus Coordinator Prof. Dr. Violeta MANEVSKA, Vice-Rector for Student Affairs Kaliopa STILINOVIC, Head of IRO	www.uklo.edu.mk

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

		e-mail: Kaliopa.stilnovic@uklo.edu.mk "St Kliment Ohridski" University – Bitola Bulevar 1 maj, BB, 7000 Bitola Republic of Macedonia Phone: +389 47 223 788 Fax: +389 47 223 594 Departmental coordinator	
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B. Mobility numbers³ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
HR ZAGREB0 8	MK BITOLA01	1030, 1039	Security Crisis manage ment	1 st , 2 nd	2 students per 1 semester (5 months) as average duration	-
		0688	ICTs	1 st , 2 nd	2 students per 1 semester (5 months) as average duration	-

³ 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>)

MK BITOLA01	HR ZAGREB08	1030, 1039	Security Crisis manage ment	1 st , 2 nd	2 students per 1 semester (5 months) as average duration	-
		0688	ICTs	1 st , 2 nd	2 students per 1 semester (5 months) as average duration	-

*[*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 *
HR ZAGREB08	MK BITOLA01	1030, 1039, 0688	Security Crisis managem ent ICTs	5 days of teaching period as average duration	5 days as average duration
MK BITOLA01	HR ZAGREB08	1030, 1039 0688	Security Crisis managem ent ICTs	5 days of teaching period as average duration	5 days as average duration

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	Optional:	Language	Language	Recommended language of
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institution [Erasmus code]	Subject area	of instruc- tion 1	of instruc- tion 2	instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR ZAGREB08		English	Croatian	B1	B2
MK BITOLA01		Macedonian	English	1 st level (BA) : minimum B2 (Language of instruction – English) 2 nd and 3 rd level (MA and PhD): minimum B2 (Language of instruction – English)	

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

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For admission to the **Veleučilište Velika Gorica** in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page:

http://www.vvg.hr/index.php?option=com_content&view=article&id=1339&Itemid=930&lang=en

E. Calendar

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

⁴ 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>

Receiving institution [Erasmus code]	Autumn term/full year* [month]	Spring term* [month]
HR ZAGREB08	June 20 - students from EU June 01 - students from non-EU countries	January 15 - students from EU December 15 - students from non-EU countries
MK BITOLA01	Nomination deadline: June 1	Nomination deadline: November 30

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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]*
4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to 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.

"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' guide⁵. 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.]

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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ECTS grade Mark	Grade and its Description In English/Croatian	Range (extent) of knowledge (%)	Numeric value
A	Excellent / Izvrstan (excellent results)	86 - 100	5
B	Very good / Vrlo dobar (results above average)	75 - 85,9	4
C	Good / Dobar (results on average)	65 - 74,9	3
D	Satisfactory / Dovoljan (acceptable result)	60 - 64,9	2
E	Sufficient / Dovoljan (results fulfilling the minimum requirements)	50 - 59,9	2
F	Insufficient / Nedovoljan (failed – further work required)	25 - 49,9	1
FX	Unsuccessful/Neuspješan (failed – no right to take final exam, must re-enroll in subject)	0 -24,9	1

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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	Contact details (email, phone)	Website for
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[Erasmus code]	information	
HR ZAGREB08	Erasmus Institutional Coordinator: Marina Črnko, lect. marina.crnko@vvg.hr +38517897646	http://www.studyincroatia.hr/living-in-croatia/student-residence-permit http://www.vvg.hr/medju-narodna-suradnja/incoming/other-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)

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 ZAGREB08	Erasmus Institutional Coordinator: Marina Črnko, lect. marina.crnko@vvg.hr +38517897646	http://www.studyincroatia.hr/living-in-croatia/health-care
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
HR ZAGREB08	Erasmus Institutional Coordinator: Marina Črnko, lect. marina.crnko@vvg.hr +38517897646	http://www.studyincroatia.hr/living-in-croatia/accommodation
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 ⁶
HR ZAGREB08	Ivan Toth, PhD., sen.lect.	April 13, 2016.	
MK BITOLA01	Prof.dr. Violeta Manevska	20/04/16	

⁶ Scanned signatures are accepted