Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-20[21][2]
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)
The Academy of Applied Technical and Preschool Studies	RS NISO06	*Institutional Coordinator:Dejan Blagojević Phd.* *dejan.blagojevic@vtsnis.edu.rs*	
University "St. Kliment Ohridski" – Bitola	MK BITOLA01	**Institutional E+ coordinator** Prof. Dr Marjan Gjurovski, Vice-Rector marjan.gjurovski@uklo.edu.mk **Administrative Coordination** Ms Kaliopa STILINOVIC, Head of IRO kaliopa.stilinovic@uklo.edu.mk University "St Kliment Ohridski" – Bitola	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

[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.

		Bulevar 1 maj, BB, 7000 Bitola Republic of North Macedonia Phone: +389 47 223 788 Fax: +389 47 223 594	
Faculty of Technical Sciences – Bitola		**Departmental coordinator** Prof. Dr Gordana JANEVSKA Vice-Dean gordana.janevska@uklo.edu.mk	www.tfb.uklo.edu.mk

B. Mobility numbers[5] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
RS NISO06	MK BITOLA01	071	Engineering and engineering trades	1st, 2nd	1 semester (6 months as average duration) maximum: 2 students	6
		104	Transport services	1st, 2nd	1 semester (6 months as average duration) maximum: 2 students	6
MK BITOLA01	RS NISO06	071	Engineering and engineering trades	1st, 2nd	1 semester (6 months as average duration) maximum: 2 students	4
		104	Transport services	1st, 2nd	1 semester (6 months as average	4

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[5] 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)

				duration) maximum: 2 students	

[*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 *
RS NISO06	MK BITOLA01	071	Engineering and engineering trades	2 staff for 5 days of teaching period, minimum 8 teaching hours per week	2 staff for 5 days
		104	Transport services	2 staff for 5 days of teaching period, minimum 8 teaching hours per week	2 staff for 5 days
MK BITOLA01	RS NISO06	071	Engineering and engineering trades	2 staff for 5 days of teaching period, minimum 8 teaching hours per week	2 staff for 5 days
		104	Transport services	2 staff for 5 days of teaching period, minimum 8 teaching hours per week	2 staff for 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[6]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RS NISO06		English	English	English B2	English B2
MK BITOLA01		Macedonian	English	minimum B2 (Language of instruction – English)	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

[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:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
RS NISO06	Nomination deadline: June 1th	Nomination deadline: November 30th
MK BITOLA01	Nomination deadline: June 1th	Nomination deadline: November 30th

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

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

3. A Transcript of Records will be issued by the receiving institution no later than [2] 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]

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[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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

4. 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 2020 will only take effect as of 1 September 2024+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' guide[7]. 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.]

RS NISO06

ECTS Credits:

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Nis:

Academy of Applied Technical and Preschool Studies follows the ECTS scheme, which means that ECTS credits are allocated to course units, lectures, practical work, etc. at each department. In ECTS, 60 credits represent one year of study (in terms of workload); normally 30 credits are given for the period of six months (a term/semester).
Serbian grading system in higher education is based on a 6 to 10 scale, where 6 is the lowest limit of knowledge and 10 is the highest mark.

Academy of Applied Technical and Preschool Studies	ECTS	
National Grade	Grade	Predicate
91-100	10	outstanding
81-90	9	excellent
71-80	8	Very good
61-70	7	Better than satisfactory / Satisfactory
51-60	6	Satisfactory
Less than 51	5	Unsatisfactory / Fail

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[7] http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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
Nis RS NISO06	*Department of Administrative and Economic Activities with incoming students* Phone: +381 18 588 211 Fax: +381 18 588 210 **Email; international@vtsnis.edu.rs**	http://international.vtsnis.edu.rs/ http://international.vtsnis.edu.rs/iro-team/ danica.milosevic@vtsnis.edu.rs
Bitola 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
Nis RS NISO06	Department of Administrative and Economic Activities with incoming students Phone: +381 18 588 211 Fax: +381 18 588 210 Email; international@vtsnis.edu.rs	http://international.vtsnis.edu.rs/ http://international.vtsnis.edu.rs/iro-team/ danica.milosevic@vtsnis.edu.rs
Bitola 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
Nis RS NISO06	Department of Administrative and Economic Activities with incoming students Phone: +381 18 588 211 Fax: +381 18 588 210 Email; international@vtsnis.edu.rs	http://international.vtsnis.edu.rs/ http://international.vtsnis.edu.rs/iro-team/ danica.milosevic@vtsnis.edu.rs
Bitola 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]
RS NISO06	Prof Sasa Nikolic	17.09.2020.	
MK BITOLA01	**Prof. Dr Marjan Gjurovski** Vice-Rector Institutional E+ Coordinator	21.09.2020	

[8] Scanned signatures are accepted