



# Erasmus+ Programme

**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>**  
**between programme countries**  
**[Minimum requirements]<sup>3</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>4</sup> (email, phone)	Website (eg. of the course catalogue)
PLOVDIV UNIVERSITY "PAISSIY HILENDARSKI" Faculty of Education	BG PLOVDIV04	<b>Institutional Erasmus Coordinator</b>  Assoc. Prof. Maria Stoyanova, PhD marianas@uni-plovdiv.bg; +359 261462 Agreements'  <b>Administrator</b>  Mrs Nadya Kaneva; nadya@uni-plovdiv.bg; + 359 261363.  <b>Faculty Agreement' Coordinator</b>  Assoc. Prof. Youri IANAKIEV, PhD Tel.: (00359) 886 866-508 ianakiev@uni-plovdiv.bg; youri.ianakiev@gmail.com	<a href="https://uni-plovdiv.bg/pages/index/287/">https://uni-plovdiv.bg/pages/index/287/</a>
"St Kliment Ohridski" University – Bitola	MK BITOLA01	<b>Institutional Erasmus Coordinator</b>  Prof. Dr. Violeta Manevska, Vice-Rector for Student Affairs	<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> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> They are added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p><a href="mailto:violeta.manevska@uklo.edu.mk">violeta.manevska@uklo.edu.mk</a></p> <p><b>Administrative Coordination</b></p> <p>Kaliopa STILINOVIC, Head of IRO</p> <p><a href="mailto:kaliopa.stilinovic@uklo.edu.mk">kaliopa.stilinovic@uklo.edu.mk</a></p> <p>"St Kliment Ohridski" University – Bitola</p> <p>Bulevar 1 maj, BB, 7000 Bitola Republic of Macedonia</p> <p>Phone: +389 47 223 788 Fax: +389 47 223 594</p> <p><b>Departmental coordinator</b></p> <p>MA Bisera Kostadinovska, <b>Faculty of Education</b> – Bitola Bul. Vasko Karangelevski, bb, 7000 Bitola Republic of Macedonia</p> <p>Phone: +389 71 294 370 Fax: +389 47 203 385 e-mail: <a href="mailto:k_bisera@yahoo.com">k_bisera@yahoo.com</a></p>	
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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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
MK BITOLA01	BG PLOVDIV04	142	Education science	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>th</sup>	2 x 5m	
BG PLOVDIV04	MK BITOLA01	142	Education science	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 5m	
MK BITOLA01	BG PLOVDIV04	311	Psychology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>th</sup>	2 x 5m	
BG PLOVDIV04	MK BITOLA01	311	Psychology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>th</sup>	2 x 5m	

## B. Mobility numbers<sup>5</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.]

[\*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 *
MK BITOLA01	BG PLOVDIV04	311	Psychology	2 x 5 days (8h)	
BG PLOVDIV04	MK BITOLA01	311	Psychology	2 x 5 days (8h)	
MK BITOLA01	BG PLOVDIV04	142	Education science	2 x 5 days (8h)	
BG PLOVDIV04	MK BITOLA01	142	Education science	2 x 5 days (8h)	

## 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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG PLOVDIV04	MK BITOLA01	Bulgarian	English	minimum B2 (Language of instruction – English)	minimum B2 (Language of instruction – English)

<sup>5</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>

<sup>6</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>

MK BITOLA01	BG PLOVDIV04	Macedonian	English	minimum B2 (Language of instruction – English)	minimum B2 (Language of instruction – English)
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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]
BG PLOVDIV04	Nomination deadline: June 1	Nomination deadline: November 30
MK BITOLA01	Nomination deadline: June 1	Nomination deadline: November 30

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

- The receiving institution will send its decision within minimum of [4] weeks.
- A Transcript of Records will be issued by the receiving institution no later than minimum [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]*
- 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 2014 will only take effect as of 1 September 2020+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

###### 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

**Plovdiv University** uses Credit Transfer and Accumulation System.

In the Bulgarian System, marks are graded from 2 to 6, with 3 being the minimum score required to pass:

Bulgarian Grade	Description
Отличен (6)	Excellent performance
Много Добър (5)	Very good performance
Добър (4)	Good performance
Среден (3)	Acceptable performance
Слаб (2)	Insufficient performance
Не се явил	Exam not done by the student

## 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
BG PLOVDIV04	<a href="mailto:iro@uni-plovdiv.bg">iro@uni-plovdiv.bg</a>	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
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> )

## 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
BG PLOVDIV04	<a href="mailto:iro@uni-plovdiv.bg">iro@uni-plovdiv.bg</a>	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
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> )

## 4. Housing


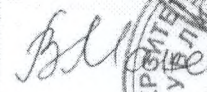
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
BG PLOVDIV04	<a href="mailto:iro@uni-plovdiv.bg">iro@uni-plovdiv.bg</a>	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
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 (nurten.sulejmani@uklo.edu.mk)
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
BG PLOVDIV04	Prof. Zapryan Kozludzhov, Ph.D. Rector	13.11.2015	
MK BITOLA01	Prof. Dr Violeta MANEVSKA Vice-Rector for Student Affairs and Institutional Erasmus Coordinator	04.12. 2015	



<sup>7</sup> Scanned signatures are accepted