



Erasmus+ Programme

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

Inter-institutional¹ 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)
University of Kragujevac	RS KRAGUJE01	<u>Institutional Coordinator:</u> Prof. Dr. Miroslava Petrovic Torgasev Olivera Mijatovic, Head of IRO <u>Erasmus Officer:</u> Milica Spasojevic, Ivana Balsic, Administrative Erasmus+ Coordinators	http://kg.ac.rs/eng/index.php Course catalogue: http://kg.ac.rs/eng/courses.php

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.

		erasmus@kg.ac.rs +38134300425 Jovana Cvijica bb, 34000 Kragujevac, Serbia	
PLOVDIVSKI UNIVERSITET "PAISII HILENDARSKI"	BG PLOVDIV04	Institutional Erasmus Coordinator Assoc.Prof. Boryan Yanev; byanev@gmail.com; +359 32 261 478 Agreements' Administrator Radosveta Mishevska; iro_pu@abv.bg; + 359 32 261 363 Faculty Agreements' Coordinator Assoc. Prof. Nadia Cherneva, PhD ncherneva9@gmail.com	https://uni-plovdiv.bg https://uni-plovdiv.bg/en/

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 [short 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 or average duration*]	Student Mobility for Traineeships *
RS Kragujevo 1	BG PLOVDIV04	222	Languages and Philology	1, 2, 3	2 x 10	
BG PLOVDIV04	RS Kragujevo 1	222	Languages and Philology	1, 2, 3	2 x 10	

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>)

[*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 Kraguje01	BG Plovdiv04	222	Languages and Philology	2 x 5	2 x 5
BG Plovdiv04	RS Kraguje01	222	Languages and Philology	2 x 5	2 x 5

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 Kraguje01		Serbian	English	B1	B2
BG Plovdiv04		BG / RU / EN / DE / FR / ES / IT / CZ / PL		B1	B2

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>

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.]

BG PLOVDIV04

- Exchange studies for PhD students are organized according to individual plans.
- Incoming staff members should apply for visits to the respective faculty coordinators (<https://uni-plovdiv.bg/pages/index/160/>)

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 KRAGUJE01	Nomination Deadline: 1 st - 31 st May Deadline for sending application material: 30 th June	Nomination Deadline: 1 st - 30 th November Deadline for sending application material: 20 th December
BG PLOVDIV04	30 June (applic)	30 November (applic)

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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

[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.]

RS KRAGUJE01: The University of Kragujevac uses ECTS credit system. The number of ECTS credits is allocated to course units depending on the student's workload required to complete them.

Local Grade	Description	No. of points *
10	Excellent	91-100
9	Exceptionally good	81-90
8	Very good	71-80
7	Good	61-70
6	Passing	51-60
5	Failing	0-50

Detailed information on local grading system is available at: http://kg.ac.rs/eng/grading_system.php

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:

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
RS KRAGUJE01	International Relations Office Email: erasmus@kg.ac.rs Phone: +381 34 300 425	Visa: http://kg.ac.rs/eng/visa.php Residence permit: http://kg.ac.rs/eng/registration.php
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160/

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
RS KRAGUJE01	International Relations Office Email: erasmus@kg.ac.rs Phone: +381 34 300 425	http://kg.ac.rs/eng/health_care.php
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160/



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
RS KRAGUJE01	International Relations Office Email: erasmus@kg.ac.rs Phone: +381 34 300 425	IRO cannot guarantee the accommodation in student dormitories due to limited capacities, but will provide assistance in finding private accommodation. http://kg.ac.rs/eng/accommodation.php
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
RS KRAGUJE01	Prof. Nenad Filipovic, PhD Rector of the University of Kragujevac	10 JAN 2019	
BG PLOVDIV04	Ass.Prof. Boryan Yanev, PhD Institutional Erasmus Coordinator	03.01.2019	

⁸ Scanned signatures are accepted