Erasmus+ Programme

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

Inter-institutional agreement 2014/15 – 2020/21
Higher Education Student and Staff Mobility
☐Mobility for learners and staff☐

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[1] (email, phone)	Website (eg. of the course catalogue)
SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE	MK SKOPJE01	**Institutional Erasmus Coordinator** Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia Tel: (+389 2) 3293 206 e-mail: *M.Cvetkovska@ukim.edu.mk*	www.ukim.edu.mk
		Departmental Erasmus Coordinator Prof. dr. Suzana Loshkovska Faculty of Computer Science and Engineering Tel:(+389 2)3099154 e-mail: suzana.loshkovska@finki.ukim.mk	www.finki.ukim.mk
PAISII HILENDARSKI UNIVERSITY OF PLOVDIV **FACULTY OF MATHEMATICS AND INFORMATICS**	**BG PLOVDIV 04**	Assoc. Prof. Dr. Maria STOYANOVA Institutional Erasmus Coordinator Tel.: +359 261462 marianas@uni-plovdiv.bg Mrs Nadya Kaneva Agreements' Administrator Tel.: + 359 261363 nadya@uni-plovdiv.bg;	https://uni-plovdiv.bg/pages/index/28/
		Prof. Dr. Mancho MANEV Faculty Erasmus Coordinator Tel.: + 359 261744 mmanev@uni-plovdiv.bg	http://fmi.uni-plovdiv.bg/index.jsp?id=1&ln=2

1Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers[2] 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*]*
MK SKOPJE01	BG PLOVDIV 04	541	MATHEMATICS, INFORMATICS AND INFORMATION TECHNOLOGY	1st cycle,	2 student * 4months = 8
BG PLOVDIV 04	MK SKOPJE01	541	MATHEMATICS, INFORMATICS AND INFORMATION TECHNOLOGY	1st cycle,	2 student * 4months = 8

*[*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 *]*
MK SKOPJE01	BG PLOVDIV 04	541	MATHEMATICS, INFORMATICS AND INFORMATION TECHNOLOGY	1 staff * 7 days=7
BG PLOVDIV 04	MK SKOPJE01	541	MATHEMATICS, INFORMATICS AND INFORMATION TECHNOLOGY	1 staff * 7 days=7

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:

2Mobility numbers can be given per sending/receiving institutions *and per education field (optional*:*
http://www.uis.org/Education/Pages/international-standard-classification-of-education.aspx)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[3]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK SKOPJE01		Macedonian*	English (selected courses)	B1	B2
BG PLOVDIV 04		English	Bulgarian	B1 English	B2 English

*Ss. Cyril and Methodius University in Skopje organizes Macedonian language courses for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme).

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

[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]
MK SKOPJE01	15 May	15 November

Receiving institution [Erasmus code]	Autumn term* [month]	Winter term* [month]	Spring term* [month]
BG PLOVDIV 04	1st October	1st January	1st April

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

2. The receiving institution will send its decision within 4 week.

3. A Transcript of Records will be issued by the receiving institution no later than 5 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."]

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[3]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

F. Information

1. Grading systems of the institutions

BG PLOVDIV 04:

Traditional grade		ECTS grade	
digital	textual	digital	textual
6	ОТЛИЧЕН	A+	EXCELLENT
5,75	ОТЛИЧЕН	A	EXCELLENT
5,5	ОТЛИЧЕН	A–	EXCELLENT
5,25	МНОГО ДОБЪР	B+	VERY GOOD
5	МНОГО ДОБЪР	B	VERY GOOD
4,75	МНОГО ДОБЪР	C+	GOOD
4,5	МНОГО ДОБЪР	C	GOOD
4,25	ДОБЪР	C–	GOOD
4	ДОБЪР	D+	SATISFACTORY
3,75	ДОБЪР	D	SATISFACTORY
3,5	ДОБЪР	E+	SUFFICIENT
3,25	СРЕДЕН	E	SUFFICIENT
3	СРЕДЕН	E–	SUFFICIENT
2,75	СЛАБ	Fx+	FAIL
2,5	СЛАБ	Fx	FAIL
2,25	СЛАБ	F+	FAIL
2	СЛАБ	F	FAIL

MK SKOPJE01: Ss Cyril and Methodius University in Skopje grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F	5	Fail
E	6	Sufficient
D	7	Satisfactory
C	8	Good
B	9	Very Good
A	10	Excellent

ECTS-credits: 60 per year/30 per semester

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 SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en
BG PLOVDIV04	iro@uni-plovdiv.bg	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
MK SKOPJE01	international@ukim.edu.mk	www.ukim.edu.mk/en
BG PLOVDIV04	iro@uni-plovdiv.bg	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
MK SKOPJE01	I.Bogoevski@ukim.edu.mk	
BG PLOVDIV04	iro@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/160/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[4]
MK SKOPJE01	Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation	– 5 -09- 2014	
BG PLOVDIV04	Prof. DSC Zapryan Kozludzhov, Rector	19.09.2014	

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[4]Scanned signatures are accepted