Erasmus+ Programme

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

Inter-institutional\(^1\) agreement 2016-2021\(^2\)
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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details(^4) (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| University of Information Science and Technology «Saint Paul the Apostle» Ohrid | MK OHRID01 | **Erasmus+ contact person**
Dr. Aleksandar Petkovski
aleksandar.petkovski@uist.edu.mk
| University of Ostrava (Ostravská univerzita v Ostravě)
Faculty of Science | CZ OSTRAVA02 | **Faculty coordinator:** Lukáš Laš,
Faculty of Science, University of Ostrava, 30. dubna 22, 701 03
Ostrava, Czech Republic
Lukas.Las@osu.cz
phone: +420 597 092 113
**Department coordinator**
Dr. Tomas Sochor
[http://prf.osu.eu/kip](http://prf.osu.eu/kip) |

\(^1\) 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.
### B. Mobility numbers per 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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle [short cycle, 1st, 2nd or 3rd]*</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>CZ OSTRAVA02</td>
<td>MK OHRID01</td>
<td>481</td>
<td>Computer science</td>
<td>2 students</td>
<td>10 months/student</td>
</tr>
<tr>
<td>MK OHRID01</td>
<td>CZ OSTRAVA02</td>
<td>481</td>
<td>Computer science</td>
<td>2 students</td>
<td>10 months/student</td>
</tr>
</tbody>
</table>

[*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.*]

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>CZ OSTRAVA02</td>
<td>MK OHRID01</td>
<td>481</td>
<td>Computer science</td>
<td>1 staff member /1 week</td>
</tr>
<tr>
<td>MK OHRID01</td>
<td>CZ OSTRAVA02</td>
<td>481</td>
<td>Computer science</td>
<td>2 staff members /1 week</td>
</tr>
</tbody>
</table>

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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](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)
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:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level⁶</th>
</tr>
</thead>
<tbody>
<tr>
<td>CZ OSTRAVA02</td>
<td>computers</td>
<td>English</td>
<td>Czech</td>
<td>B1</td>
</tr>
<tr>
<td>MK OHRID01</td>
<td>computers</td>
<td>English</td>
<td></td>
<td>B1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B2</td>
</tr>
</tbody>
</table>

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.]

There is an adequate infrastructure to welcome students and staff with disabilities.

E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>CZ OSTRAVA02</td>
<td>31st of May</td>
<td>31st of October</td>
</tr>
<tr>
<td>MK OHRID01</td>
<td>June 15</td>
<td>December 01</td>
</tr>
</tbody>
</table>

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

2. The receiving institution will send its decision within [5] weeks.

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

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
In the event of unilateral termination of the agreement, 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. "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 OHRID01:** [http://uiest.edu.mk/Erasmus/IncomingStudents](http://uiest.edu.mk/Erasmus/IncomingStudents)

**CZ OSTRAVA02:** [http://www.osu.eu/index.php?id=9899](http://www.osu.eu/index.php?id=9899)  
**CZ OSTRAVA02:** [http://ects.osu.cz](http://ects.osu.cz)

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| MK OHRID01                 | Dr. Aleksandar Petkovski  
Aleksandar.petkovski@uiest.edu.mk  
Ministry of Foreign Affairs:  
| CZ OSTRAVA02               | lukas.las@osu.cz  
+420 597 092 113 | Ministry of Foreign Affairs of Czech Republic:  
Ministry of the Interior of Czech Republic:  

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| MK OHRID01                 | Dr. Aleksandar Petkovski  
Aleksandar.petkovski  
[http://uiest.edu.mk](http://uiest.edu.mk)  
Best to purchase insurance in your country prior to travelling to |
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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>MK OHRID01</td>
<td>Dr. Aleksandar Petkovski <a href="mailto:Aleksandar.petkovski@uist.edu.mk">Aleksandar.petkovski@uist.edu.mk</a> +389 78 23 29 23</td>
<td><a href="http://uist.edu.mk">http://uist.edu.mk</a></td>
</tr>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function                  | Date       | Signature
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MK OHRID01</td>
<td>Ninoslav Marina Ph.D., Rector</td>
<td>15.04.2016</td>
<td><a href="#">Signature</a></td>
</tr>
<tr>
<td>CZ OSTRAVA02</td>
<td>doc. RNDr. Jan Hradecky, Ph.D. Dean of the Faculty of Science</td>
<td>20-04-2016</td>
<td><a href="#">Signature</a></td>
</tr>
</tbody>
</table>

<sup>2</sup> Scanned signatures are accepted