Erasmus+ Programme Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-2021 between programme countries

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 details¹ (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 Univerzitet za Informaticki Nauki i Tehnologii "Sveti Apostol Pavle" Ohrid Partizanska bb Ohrid, Republic of Macedonia | MK OHRID01 | Erasmus+ contact person:
Dr. Aleksandar Petkovski
aleksandar.petkovski@uist.edu.mk
| Tallinn University of Technology | EE TALLINN 04 | Mrs Maret Hein
Head of International Cooperation and Mobility
Ehitajate tee 5, 19086, Estonia
Maret.hein@ttu.ee
Natalja Sleptšuk
Departmental Coordinator
Faculty of Information Technology
Natalja.sleptsu@ttu.ee | http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/courses-in-english |

B. Mobility numbers² 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.]

² 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]
<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>MK OHRID01</td>
<td>EE TALLINN 04</td>
<td>061</td>
<td>Information and Communication Technologies (ICTs)</td>
<td>1st, 2nd</td>
<td>Student Mobility for Studies [total number of months of the study periods or average duration*]</td>
</tr>
<tr>
<td>EE TALLINN 04</td>
<td>MK OHRID01</td>
<td>061</td>
<td>Information and Communication Technologies (ICTs)</td>
<td>1st, 2nd</td>
<td>Student Mobility for Traineeships</td>
</tr>
</tbody>
</table>

*Optional: subject area code & name and study cycle are optional.

<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>MK OHRID01</td>
<td>EE TALLINN 04</td>
<td>061</td>
<td>Information and Communication Technologies (ICTs)</td>
<td>Staff Mobility for Teaching [total number of days of teaching periods or average duration *]</td>
</tr>
<tr>
<td>EE TALLINN 04</td>
<td>MK OHRID01</td>
<td>061</td>
<td>Information and Communication Technologies (ICTs)</td>
<td>Staff Mobility for Training</td>
</tr>
</tbody>
</table>

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</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>MK</td>
<td>061</td>
<td>English</td>
<td>B1</td>
<td>Student Mobility for Studies [Minimum recommended level: B1]</td>
</tr>
</tbody>
</table>

* 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

2
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.]

MK OHRID01

For admission to the University of Information Science and Technology "Saint Paul the Apostle" Ohrid in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: http://uist.edu.mk/?page_id=3455

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>MK OHRID01</td>
<td>June 15</td>
<td>December 1</td>
</tr>
<tr>
<td>EE TALLINN 04</td>
<td>15 May</td>
<td>15 November</td>
</tr>
</tbody>
</table>

MK OHRID01:
1. The receiving institution will send its decision within 2 weeks after the deadline.
2. A Transcript of Records will be issued by the receiving institution by email no later than 5 weeks after the assessment period has finished at the receiving HEI.
3. Termination of the agreement
   The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to 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."

EE TALLINN04:
1. The receiving institution will send its decision within 4 weeks.
2. A Transcript of Records will be issued by the receiving institution by email no later than 4 weeks after the assessment period has finished at the receiving HEI.
3. Termination of the agreement
In the event of unilateral termination, a notice of at least one academic year will be given. 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/?page_id=3455
EE TALLINN 04: http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/academic-issues/

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</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| MK OHRID01       | **Erasmus+ contact person:** Dr. Aleksandar Petkovski  
                                 alexsandar.petkovski@uiest.edu.mk  
                                 +389 78 23 29 23                | http://uiest.edu.mk/                          |
| EE TALLINN 04    | Kerti Sönmez  
                                 Kerti.sönmez@ttu.ee  
                                 +372 620 3517               | http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/b_visa-living-permit/ |

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</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| MK OHRID01       | **Erasmus+ contact person:** Dr. Aleksandar Petkovski  
                                 alexsandar.petkovski@uiest.edu.mk  
                                 +389 78 23 29 23                | http://uiest.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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| MK OHRID01                 | Erasmus+ contact person: Dr. Aleksandar Petkovski  
aleksandar.petkovski@uist.edu.mk  
+389 78 23 29 23 | http://uist.edu.mk/ |
| EE TALLINN 04              | Ragne Kougija  
Ragne.kougija@ttu.ee  
+372 620 3517 | http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/b_visa-living-permit/medical-insurance-contract |

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></td>
<td></td>
</tr>
</tbody>
</table>
| EE TALLINN 04               | Mrs Maret Hein  
Head of International Cooperation and Mobility | 19.06.2014 |               |

* Scanned signatures are accepted