РЕПУБЛИКА МАКЕДОНИЈА
УНИВЕРЗИТЕТ ЗА ИНФОРМАТИЧКИ НАУКИ
И ТЕХНОЛОГИИ
"СВЕТИ АПОСТОЛ ПАВЛЕ" ОХРИД
Бр. 13-586/1
3.6 2016 год.
ОХРИД

Erasmus+ Programme Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility
Inter-institutional agreement 2016-2021 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details[1] (email, phone)	Website (eg. of the course catalogue)
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 +389 78 23 29 23	http://uist.edu.mk/Content/DownloadableFiles/PROGAM-OUTLINES-AND-COURSE-OVERVIEWS.pdf
Universidad Rey Juan Carlos	E MADRID 26	**Institutional Coordinator:** **D. José Mª Álvarez Monzoncillo** Vice-rector for Specific Degrees, Continuing Education, Post-graduate and International Affaires c/Tulipán s/n 28933 Móstoles (Madrid) Phone.: + 34 91 4889311, e-mail: vice.relacionesinternacionales@urjc.es	http://www.urjc.es/

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	TO	*Subject*	*Subject*	*Study*	Number of student mobility

[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)*

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	*area code* * [ISCED]	*area name* *	*cycle [short cycle, 1st, 2nd or 3rd]* *	periods	
					Student Mobility for Studies *[total number of months of the study periods or average duration *]*	*Student Mobility for Traineeships* *
MK OHRID01	E MADRID26	0611	Computer Engineering	1st	3 students x 5 months	/
E MADRID26	MK OHRID01	0611	Computer Engineering	1st	3 students x 5 months	/

*Optional: subject area code & name and study cycle are optional.
http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx

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 OHRID01	E MADRID26	0611	Computer Engineering	2 persons x 1 week x min. 8 teaching hours	/
E MADRID26	MK OHRID01	0611	Computer Engineering	2 persons x 1 week x min. 8 teaching hours	/

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	*Optional: Subject area*	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[3]	
				Student Mobility for Studies *Minimum*	Staff Mobility for Teaching *Minimum recommended*

[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

code]				recommended level: B1	level: B2
MK OHRID01	061	English		B1	B2
E MADRID26		Spanish	English	Exchange students who want to study in Spanish must have a B1 Spanish certificate. B2 in Spanish is desirable. B2 English level is compulsory for studies in English. For all Health studies that they have to treat with patients and for Second Cycle (Master) we require a B2 level Certificate in Spanish.	B2

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/Erasmus/IncomingStudents

E MADRID26:

Nominations via Moveon: https://www.moveonnet.eu/directory/institution/infos_for_students?id=ESMADRID26
to internacional.in@urjc.es

http://www.urjc.es/estudios/grado/

Infrastructure to welcome students and staff with disabilities:
http://www.urjc.es/component/k2/1004-uad-discapacidad

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 OHRID01	June 15	December 1

E MADRID26		
Nominations	May 15th	October 15th
Applications	May 31st	October 31st

MK OHRID01:

1. The receiving institution will send its decision within 2 *weeks after the deadline*.
2. 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."

F. Information

1. Grading systems of the institutions

MK OHRID01: http://uist.edu.mk/Erasmus/IncomingStudents

E MADRID26:
http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf

Institutional grading system:

Numerical Mark	grading	ECTS
NP	NO PRESENTADO (NOT ATTENDANCE)	FX
0-4.9	SUSPENSO (SS)	FX
5.0-5.9	APROBADO (AP)	D
6.0-6.9	APROBADO (AP)	C
7.0-8.9	NOTABLE (NT)	B
9.0-10	SOBRESALIENTE (SB)	A
9.0-10	MAT. DE HONOR (MH)	A

ECTS Grade	%of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors

C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

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 OHRID01	**Erasmus+ contact person: Dr. Aleksandar Petkovski** aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	http://uist.edu.mk/
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/internacional/erasmus-y-movilidad

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 OHRID01	**Erasmus+ contact person: Dr. Aleksandar Petkovski** aleksandar.petkovski@uist.edu.mk	http://uist.edu.mk/

	+389 78 23 29 23	
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/internacional/erasmus-y-movilidad

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 OHRID01	**Erasmus+ contact person: Dr. Aleksandar Petkovski** aleksandar.petkovski@uist.edu.mk +389 78 23 29 23	http://uist.edu.mk/
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/internacional/erasmus-y-movilidad

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[4]
MK OHRID01	Ninoslav Marina Ph.D., Rector	03.06.2016	
E MADRID26	**D. José Mª Álvarez Monzoncillo** Vice-rector for Specific Degrees, Continuing Education, Post-graduate and International Affaires	13.06.2016	

[4] Scanned signatures are accepted