



**Erasmus+ Programme Key Action 1 – Mobility for learners and staff –
 Higher Education Student and Staff Mobility
 Inter-institutional agreement 2018-2021 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 details¹ (email, phone)	Website (eg. of the course catalogue)
University of Information Science and Technology "Saint Paul the Apostle" Ohrid Univerzitet za Informatički Nauki i Tehnologii "Sveti Apostol Pavle" Ohrid Partizanska bb Ohrid, Republic of Macedonia	MK OHRID01	Erasmus+ contact person: Olgica Apostolova Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/Content/DownloadableFiles/PROGAM-OUTLINES-AND-COURSE-OVERVIEWS.pdf
Université Lumière Lyon 2 IUT Département STID Lyon, France	F LYON02	Institutional Coordinator : Mr. James WALKER Director of the International Relations Office: Mr. Emmanuel MEYER emmanuel.meyer@univ-lyon2.fr Agreements Officer : Mr. Gilian ROSSIGNOL european.agreements@univ-lyon2.fr 18 quai Claude Bernard 69365 Lyon Cedex 07 +33 478697052 Departmental Coordinator : Elise BODET +33 478 77 30 08 Elise.bodet@univ-lyon2.fr	General website : http://www.univ-lyon2.fr/international/ Course catalogue : http://www.univ-lyon2.fr/formation/ Courses in English : http://www.univ-lyon2.fr/international/quel-cours-choisir--530560.kjsp?RH=WWW400&ksession=58caa965-5067-4e98-8c06-56959506d1f0

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.]

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 weeks of teaching periods or average duration *]	Staff Mobility for Training *
MK OHRID01	F LYON02	061 / 041	Information and Communication Technologies (ICTs) / Business and administration	2 persons x 1 week x min. 8 teaching hours	2 persons x 1 week
F LYON02	MK OHRID01	061 / 041	Information and Communication Technologies (ICTs) / Business and administration	2 persons x 1 week x min. 8 teaching hours	2 persons x 1 week

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 ³	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
MK OHRID01	061	English		B1	B2
F LYON02		French		B1	B2

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>)

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>

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>

F LYON02

The partner institution is in charge of selecting exchange students who will come and study at Université Lumière Lyon 2. However, Université Lumière Lyon 2 reserves the right to turn down student applications in case they do not comply with the necessary requirements (language skills, application date...).

Disability services: Mission Handicap, mission.handicap@univ-lyon2.fr Students and staff with disabilities can get in touch with the team of the international office (erasmus@univ-lyon2.fr for outgoing individuals and incoming-europe@univ-lyon2.fr for incoming individuals), who will endeavour to inform and support them. Information regarding the individual's disability will be considered confidential and will be shared with others within the university on a need-to-know basis only.

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
F LYON02	April 15th	September 20th
Nominations (Full name, e-mail address, period of stay and field of study)		
Applications (reception of hard copies of the students' applications forms signed by the	May 5th	October 5th

sending institution and supporting documents)		
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MK OHRID01:

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

F LYON02:

2. The receiving institution will send its decision within **6 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

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.

Please notify your decision not to renew our agreement before the beginning of November each year.

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>

F LYON02: http://www.univ-lyon2.fr/medias/fichier/grading-system_1385647149821-pdf?INLINE=FALSE

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: Olgica Apostolova Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/
F LYON02	incoming-europe@univ-lyon2.fr	Incoming: http://www.univ-lyon2.fr/international/exchange-programs/how-to-obtain-a-visa-564496.kjsp?RH=WWWUK4exc

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: Olgica Apostolova Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/
F LYON02	incoming-europe@univ-lyon2.fr	Incoming: http://www.univ-lyon2.fr/international/exchange-programs/how-to-obtain-a-visa-564496.kjsp?RH=WWWUK4exc



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: Olgica Apostolova Olgica.apostolova@uist.edu.mk	http://uist.edu.mk/
F LYON02	incoming-europe@univ-lyon2.fr	http://www.univ-lyon2.fr/international/exchange-programs/how-to-find-an-accommodation-in-lyon-564592.kjsp?RH=WWWUK4exc

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
MK OHRID01	Ninoslav Marina Ph.D., Rector		
F LYON02	James WALKER Vice-President	19/09/18	

⁴ Scanned signatures are accepted