



MTF 09

# 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website
SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE (UKIM) - MK SKOPJE01			
Departmental Coordinator	MK SKOPJE01	Ana M. Lazarevska, Asst.Prof. DSc ME Faculty of Mechanical Engineering, Skopje Karpos II b.b. POBox 464, 1000 Skopje, Republic of Macedonia email: <a href="mailto:ana.lazarevska@mf.edu.mk">ana.lazarevska@mf.edu.mk</a> , <a href="mailto:ana.lazarevska@gmail.com">ana.lazarevska@gmail.com</a> phone: +389 (70) 27 09 83	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a> <a href="http://www.mf.edu.mk">www.mf.edu.mk</a>
Institutional Coordinator		Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia email: <a href="mailto:M.Cvetkovska@ukim.edu.mk">M.Cvetkovska@ukim.edu.mk</a> phone: (+389 2) 3293 206	
TECHNICAL UNIVERSITY – SOFIA (TU-Sofia) - BG SOFIA16			
Departmental Coordinator	BG SOFIA16	Prof. Dr. Eng. Georgi Todorov Dean of Faculty of Industrial Technology Blvd. Kliment Ohridski 8, 1000 Sofia, Bulgaria email: <a href="mailto:gdt@tu-sofia.bg">gdt@tu-sofia.bg</a> Phone: (+359 2) 965 25 36 Asst.Prof. Dr. Eng. Ina Yankova email: <a href="mailto:iyankova@tu-sofia.bg">iyankova@tu-sofia.bg</a> Phone: (+359 2) 965 2910	<a href="http://www.tu-sofia.bg">www.tu-sofia.bg</a> <a href="http://mtf.tu-sofia.bg/">http://mtf.tu-sofia.bg/</a>
Institutional Coordinator		Prof. Dr. Eng. Valeri Mladenov Vice - Rector for international integration and public relations Blvd. Kliment Ohridski 8, 1000 Sofia, Bulgaria email: <a href="mailto:valerim@tu-sofia.bg">valerim@tu-sofia.bg</a> Phone: (+359 2) 965 21 31	

## B. Mobility numbers<sup>1</sup>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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods [total number of months of the study periods or average duration*]	
MK SKOPJE01	BG SOFIA16	071, 072 (052, 054)	Engineering, manufacturing and construction (Mech. Eng.), Environment	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	2 students/ 12 months	
BG SOFIA16	MK SKOPJE01	071, 072 (052, 054)	Engineering, manufacturing and construction (Mech. Eng.), Environment	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	2 students/ 12 months	

[\*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.]

\*\*) <http://www.uis.unesco.org/Education/Documents/iscd-37c-fos-review-222729e.pdf>

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 [total number of days of teaching periods or average duration*]	
				Staff Mobility for Teaching	Staff Mobility for Training
MK SKOPJE01	BG SOFIA16	071, 072 (052, 054)	Engineering, manufacturing and construction (Mech. Eng.), Environment	2 persons x 5 working days x min. 8 teaching hours per week	
BG SOFIA16	MK SKOPJE01	071, 072 (052, 054)	Engineering, manufacturing and construction (Mech. Eng.), Environment	2 persons x 5 working days x min. 8 teaching hours per week	

\*\*) <http://www.uis.unesco.org/Education/Documents/iscd-37c-fos-review-222729e.pdf>

<sup>1</sup> 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>)

### 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 <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK SKOPJE01	071, 072 (052, 054)	Macedonian	English (selected courses)	B1	B2
BG SOFIA16	071, 072 (052, 054)	Bulgarian	English (selected courses)	B1 or higher	B2

**\*\*)** <http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf>

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]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

**TU – Sofia, BG SOFIA16:**

1/ Incoming Exchange Students are required to agree on the duration and kind of studies (study courses or project work) with the faculty (agreement coordinator) prior arrival at TU – Sofia.

2/ TU- Sofia could welcome students and staff with disabilities, only according to prior approval of each separate case.

MK SKOPJE01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a> <a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>
BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: <a href="mailto:oignatova@tu-sofia.bg">oignatova@tu-sofia.bg</a> Mrs. D. Margenova, Erasmus exchange coordinator: E mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> <a href="http://www.tu-sofia.bg/eng_new">www.tu-sofia.bg/eng_new</a>

### E. Calendar

#### 1. Academic Calendar.

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	01.10-31.01	01.02-30.09
BG SOFIA16	01.10-25.01	25.02-15.06

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

<sup>2</sup> 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. Nominations on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	15.05	15.11
BG SOFIA16	TU – Sofia needs to receive the signed & complete application package by 1 May (students who need a visa) 15 June (students who do not need a visa)	TU – Sofia needs to receive the signed & complete application package by 1 October (students who need a visa) 15 November (students who do not need a visa)

## 3. Applications on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	15.05	15.11
BG SOFIA16	TU – Sofia needs to receive the signed & complete application package by 1 May (students who need a visa) 15 June (students who do not need a visa)	TU – Sofia needs to receive the signed & complete application package by 1 October (students who need a visa) 15 November (students who do not need a visa)

## 4. The receiving institution

**MK SKOPJE01** will send its decision within **10 week** after submitting all required documents

**BG SOFIA16** will send its decision within **5 weeks** after submitting all required documents

## 5. Issue of the Transcript of Records

**MK SKOPJE01:** *Transcripts of Records (documenting credits earned at the UKIM) will be issued by UKIM. The UKIM will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.*

**BG SOFIA16:** A Transcript of Records will be issued by TU faculties no later than [5] weeks after the assessment period has finished, but not later than 30 September 20XX of the Erasmus academic year (in effect as of 1 September 20XX -1. ). Every student must pick up the transcript him/herself! The TU Sofia will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

## 6. 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."]*

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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."

## F. Information

### 1. Grading systems of the institutions

**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

**BG SOFIA16:** Technical University of Sofia grading scale related to ECTS grading system

<http://www.tu-sofia.bg/Erasmus/index.html>

ECTS grade	points	mark	Bulgarian-in words	English-in words
A	100-90	6.0	ОТЛИЧЕН	EXCELLENT Outstanding performance
B	89-80	5.0	МНОГО ДОБЪР	VERY GOOD Above the average standard but with some errors
C	79-70	4.0	ДОБЪР	GOOD Generally sound work with a number of notable errors
D	69-60	3.5	ЗАДОВОЛИТЕЛЕН	SATISFACTORY Fair but with significant shortcomings
E	59-50	3	ДОСТАТЪЧЕН	SUFFICIENT Performance meets the minimum criteria
F	49-0	2	СЛАБ /НЕДОСТАТЪЧЕН /	FAILED Substantial improvement necessary; requirement of further work

### 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	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>
BG SOFIA16	International integration Dept. Mrs. O. Ignatova , E mail: <a href="mailto:oignatova@tu-sofia.bg">oignatova@tu-sofia.bg</a>  Mrs. D. Margenova: E mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a>	<a href="http://www.mfa.bg/setlang/en/">http://www.mfa.bg/setlang/en/</a> <a href="http://www.tu-sofia.bg/Erasmus/index.bg">http://www.tu-sofia.bg/Erasmus/index.bg</a> <a href="http://www.tu-sofia.bg/eng_new">http://www.tu-sofia.bg/eng_new</a>

### 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	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>
BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: <a href="mailto:oignatova@tu-sofia.bg">oignatova@tu-sofia.bg</a> Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> Tel. +359(02) 9652655	<a href="http://www.tu-sofia.bg/Erasmus/index.bg">http://www.tu-sofia.bg/Erasmus/index.bg</a> <a href="http://www.tu-sofia.bg/eng_new">http://www.tu-sofia.bg/eng_new</a>



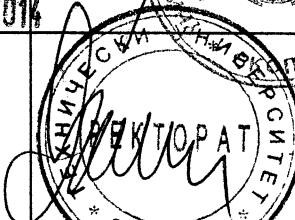

### 4. Housing

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	Website for information
MK SKOPJE01	<a href="mailto:I.Bogoevski@ukim.edu.mk">I.Bogoevski@ukim.edu.mk</a>	University residence "Atanas Bliznakov", University Ss Cyril and Methodius, Skopje (optional)
BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: <a href="mailto:oignatova@tu-sofia.bg">oignatova@tu-sofia.bg</a> Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> Tel. +359(02) 9652655	<a href="http://www.tu-sofia.bg/Erasmus/index.bg">http://www.tu-sofia.bg/Erasmus/index.bg</a> <a href="http://www.tu-sofia.bg/eng_new">http://www.tu-sofia.bg/eng_new</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
MK SKOPJE01	PROF. DR. MERI CVETKOVSKA VICE-RECTOR FOR INTERNATIONAL COOPERATION	23 -05- 2014	 
BG SOFIA16	VICE RECTOR: PROF. DR. - ENG. VALERI MLADENOV		 

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<sup>3</sup> Scanned signatures are accepted