

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017/2018²

between institutions from

programme and partner 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Novi Sad (Faculty of Law)	NOVI SAD	Prof. Dr. Sanja Stojanović Vice Rector for International Relations Ms. Ivana Vujkov Head of IRO <u>Faculty of Law:</u> Assistant Professor Bojan Tubić, PhD Erasmus+ Academic and Administrative Coordinator	International Relations Office, University of Novi Sad iro@uns.ac.rs +381(0)214852016 +381(0)214852017 381(0)214852032 <u>Faculty of Law:</u> <u>B.Tubic@pf.uns.ac.rs</u> +381(0)214853066	http://www.uns.ac.rs/index.php/en/ http://english.pf.uns.ac.rs/ Course catalogue : http://english.pf.uns.ac.rs/

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

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 Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

Comenius University in Bratislava Slovak Republic	SK BRATISL02	Prof. Daniela Ostatníková, MD, PhD. Vice-Rector for International Relations	erasmusplus@rec.uniba.sk tel: 00421 2 592 44 502	www.uniba.sk http://uniba.sk/en/international-relations/incoming-students/erasmus/course-catalogue/
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B. Mobility numbers⁵ 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 the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code* [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies <i>[total number of months of the study periods or average duration*]</i>	Student Mobility for Traineeships* <i>[total number of months of the study periods or average duration*]</i>
NOVI SAD	SK BRATISL02	0421	Law	all	3 students, each for maximum of 10 months	Not relevant for 2017
SK BRATISL02	NOVI SAD	0421	Law	all	4 students, each for maximum of 5 months	Not relevant for 2017

[*Optional: subject 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.]

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching <i>[total number of days of the teaching periods or average duration*]</i>	Staff Mobility for Training*
NOVI SAD	SK BRATISL02	0421	Law	3 teachers, each for maximum of 7 days, minimum 8 teaching hours per week	2 administrators, each for maximum of 7 days
SK BRATISL02	NOVI SAD	0421	Law	3 teachers, each for maximum of 7 days, minimum 8 teaching hours per week	2 administrators, each for maximum of 7 days

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>)

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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NOVI SAD		Serbian	English	B2	B2
SK BRATISL02	all	English		B2 level is recommended for full advantage of the mobility	B2 level is recommended for full advantage of the mobility

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

Both higher education institutions must respect the following set of principles and requirements:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

⁶ See Common European Framework of Reference for Languages

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

Both higher education institutions further undertake to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Students must get a student visa (not tourist visa) before the arrival to the receiving institution. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. It is the responsibility of all incoming students to have a health insurance which is valid during the whole mobility period. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]

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

- Students from the Partner country must set up a bank account in the Programme country after their arrival.
- Students from the Partner country will receive both Travel Grant and Individual Support to the bank account set up upon arrival to the higher education institution in the Programme country and after signing a Grant Agreement.
- Incoming staff from the Partner country will receive both Travel Grant and Individual Support upon arrival to the Programme country via the Programme Country's cash office in EUR.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
NOVI SAD	June 30	November 15
SK BRATISL02	15 June (applications of students)	15 November (applications of students)

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

2. Both the receiving institution and the sending institution will send an Acceptance letter no later than 6 weeks after the deadline of applications.
3. A Transcript of Records will be issued by both the receiving institution and the sending institution no later than 5 weeks after the assessment period has finished. Please note that the Transcript of Records may be somewhat delayed during holiday periods.
4. Termination of the agreement

This Agreement will be effective when it is signed by the representatives of both institutions and will be valid for the time period stated above. It may be subject to revision or modification from time to time by mutual agreement including the attachment of additional schedules as they are developed. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

ECTS Grading system at **Comenius University in Bratislava**

Grade	Evaluation	Numerical value	Percentage
A	Excellent	1	100-91
B	Very good	1,5	90-81
C	Good	2	80-73
D	Satisfactory	2,5	72-66
E	Sufficient	3	65-60
Fx	Failed	4	59-0

The receiving institution

Novi Sad

<http://www.uns.ac.rs/index.php/en/>

Description of the institutional grading system:

Local grade	ECTS Grade	Definition
10	A	excellent
9	B	exceptionally good
8	C	very good
7	D	good
6	E	sufficient
5	F	fail

The lowest passing grade is **6**, and the highest is **10**; the grading is numerical but not according to statistical distribution.

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
NOVI SAD	<p>Contact in central IRO: incoming.erasmus@uns.ac.rs</p> <p>+381 21 485 - 2016 +381 21 485 - 2017 +381 21 485 - 2032</p> <p>Contact at the Faculty:</p> <p><u>B.Tubic@pf.uns.ac.rs</u></p> <p>+381 21 485 - 3066</p>	http://www.uns.ac.rs/index.php/en/
SK BRATISL02	<p>Ing. Michaela Krescanková, PhD. <u>erasmus@flaw.uniba.sk</u></p> <p>+421 2 592 44 143</p>	http://uniba.sk/en/international-relations/incoming-students/erasmus/practical-information/health-insurance/

5. 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 or city]	Contact details (e-mail, phone)	Website for information
NOVI SAD	<p>Contact in central IRO: incoming.erasmus@uns.ac.rs</p> <p>+381 21 485 - 2016 +381 21 485 - 2017 +381 21 485 - 2032</p> <p>Contact at the Faculty:</p> <p><u>B.Tubic@pf.uns.ac.rs</u></p> <p>+381 21 485 - 3066</p>	http://www.uns.ac.rs/index.php/en/
SK BRATISL02	<p>Mgr. Blažej Svoboda <u>blazej.svoboda@druzba.uniba.sk</u> Mgr. Kristína Ácsová <u>kristina.acsova@druzba.uniba.sk</u></p>	https://druzba.uniba.sk/en/accommodation/