Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021
between programme countries

[Minimum requirements][1]

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[2] (email, phone)	Website (eg. of the course catalogue)
MODERN BUSINESS SCHOOL	RS BELGRAD17	Erasmus Coordinator: Jelena Lukić jelena.lukic@mbs.edu.rs +381 63 365 511	https://mbs.edu.rs/international-cooperation/course-catalogue/
Faculty of Information studies in Novo mesto	SI NOVO-ME05	Erasmus + coordinator: Doc. dr. Katarina Rojko katarina.rojko@fis.unm.si	https://www.fis.unm.si/en/

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[1]Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
[2]Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers[3] per 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
RS BELGRAD17	SI NOVO-ME05	11.3 481	Informatics Computer science	1st, 2nd	12(2x6)	12 (2x6)
SI NOVO-ME05	RS BELGRAD17		Management Marketing	1st, 2nd	6 (2x3)	0

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 *
RS BELGRAD17	SI NOVO-ME05	11.3 481	Informatics Computer science	2x5 days	2x5 days
SI NOVO-ME05	RS BELGRAD17		Management Marketing	2x5 days	1x5 days

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:

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[3] Mobility numbers can be given per sending/receiving institutions*and per educationfield (optional*:
http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RS BELGRAD17	SI NOVO-ME05	Serbian	English	B1	B2
SI NOVO-ME05	RS BELGRAD17	Slovenian	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

D. Additional requirements

NO ADDITIONAL REQUIREMENTS

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI NOVO-ME05	15 May	15 November
RS BELGRAD17	15 March	15 October

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

2. The receiving institution will send its decision within [8] 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

   [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."]

F. Information

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[4]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

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' guide[5]. 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.]

Modern Business School grading scale related to ECTS grading system:

The grading system at Modern Business School fully corresponds to the ECTS grading system. Student's achievement is continuously assessed and expressed in points. Students can achieve a maximum of 100 points for one subject. Student's success is expressed by grades from 5 (failed) to 10 (excellent – outstanding) (see Table 1).

Table 1. Grading system

Local Grade	Description	Number of points	Alphabetical	Expected percentage
10	Excellent – Outstanding	91-100	A	10%
9	Exceptionally good	81-90	B	25%
8	Very good	71-80	C	30%
7	Good	61-70	D	25%
6	Sufficient	51-60	E	10%
5	Insufficient/Failed	0-50	F	

ECTS-credits: 60 per year/30 per semester

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
SI NOVO-ME05	erasmus@fis.unm.si	https://www.fis.unm.si/en/
RS BELGRAD17	saradnja@mbs.edu.rs	http://mbs.edu.rs/wp-content/uploads/2019/03/Incoming-Participants-Handbook.pdf

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:

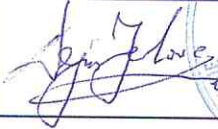| Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI NOVO-ME05	erasmus@fis.unm.si	https://www.coris.si/si/860/Zavarovanja_za_tujce.aspx
RS BELGRAD17	saradnja@mbs.edu.rs	http://mbs.edu.rs/wp-content/uploads/2019/03/Incoming-Participants-Handbook.pdf

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
SI NOVO-ME05	erasmus@fis.unm.si	http://nova.situla.si/, http://www.dijaskidom.org/
RS BELGRAD17	saradnja@mbs.edu.rs	http://mbs.edu.rs/wp-content/uploads/2019/03/Incoming-Participants-Handbook.pdf

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[6]	
SI NOVO-ME05	Prof. Dr. Dejan Jelovac, Dean of Faculty of Information studies in Novo mesto	5.12.2019		
RS BELGRAD17	Prof. Dr. Čedomir Ljubojević Director of Modern business School in Belgrade	9.12.2019		

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[6]Scanned signatures are accepted