

Erasmus+ Programme
University of Kragujevac Serbia
Prof. Chiara Melloni

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ¹	Contact details ² (email, phone)	Website (eg. of the course catalogue)
University of Kragujevac Serbia	Kragujevac PIC: 998850323	Prof. Milovan Matovic, PhD Vice-Rector for International Relations Olivera Mijatovic, Head of IRO Milica Spasojevic, Ivana Balsic Erasmus+ administrative coordinators erasmus@kg.ac.rs +38134300425 Postal address: University of Kragujevac International Relations Office- Erasmus+KA1 Jovana Cvijica bb 34000 Kragujevac Serbia	University website for general info: http://kg.ac.rs/eng/index.php University Course catalogue: http://kg.ac.rs/eng/courses.php

C. Recommended language skills

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies	
Kragujevac		Serbian	English	B1	

¹ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

² Contact details to reach the senior officer in charge of this agreement.

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>

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** 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

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- 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.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes 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. Costs for visas can be covered with the mobility grants. 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. Costs for insurance can be covered with the organisational support grants. 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. 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; any split of organisational support funds among the partners; 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.]

Courses at University of Kragujevac are normally taught in Serbian. However, there are courses in other languages too, especially at the Faculty of Philology and Arts (German, French, Spanish, Italian and English).

International Office of the University in cooperation with Faculty Erasmus+ coordinator(s) provides all necessary information for incoming students/staff, as well as assistance and support regarding pre-arrival arrangements (application procedure, accommodation, health insurance, and travel to Kragujevac), and arrangements upon arrival: (registration at the Faculty, procedure for acquiring residence permit). International students have access to libraries (with computer rooms, Wi-Fi), and other resources at the University.

Insurance: The participant shall have adequate insurance coverage and are themselves responsible for the insurance costs from the grant received for the realization of the mobility activity. The insurance must cover: health insurance, personal accident coverage. All grantees will have to submit the above mentioned documents upon arrival and registration. University of Kragujevac has partial infrastructure to support students and staff with disabilities. Whether a student of staff with disability will be accepted or not depends on extra services demanded from/available at the University of Kragujevac.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
Kragujevac	Deadline: July 01 st Please send nominations by e-mail to: erasmus@kg.ac.rs	Deadline: December 01 st Please send nominations by e-mail to: erasmus@kg.ac.rs

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

2. The receiving institution will send its decision within [5] 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."]

G. Information

1. Grading systems of the institutions

Receiving institution [Erasmus code]	ECTS Link
Kragujevac	http://kg.ac.rs/eng/grading_system.php

2. Visa

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Kragujevac	International Relations Office erasmus@kg.ac.rs Phone: +381 34 300 425	Visa: http://kg.ac.rs/eng/visa.php Residence permit: http://kg.ac.rs/eng/registration.php

3. Insurance

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Kragujevac	International Relations Office erasmus@kg.ac.rs Phone: +381 34 300 425	http://kg.ac.rs/eng/health_care.php

4. Housing

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Kragujevac	International Relations Office erasmus@kg.ac.rs Phone: +381 34 300 425	IRO cannot guarantee the accommodation in student dormitories due to limited capacities, but will provide assistance in finding private accommodation. http://kg.ac.rs/eng/accommodation.php