

Welcome to Your Erasmus+ Mobility Guide

Congratulations on being selected for an Erasmus+ mobility! This guide is designed to provide you with **all the essential information** you need before, during, and after your stay abroad. It covers the required documentation throughout the process, financial support, housing and insurance advice, as well as course recognitions and grade conversions so that you can make the most of your experience with confidence and ease.

Please read this document carefully and keep it handy, as it will serve as your reference throughout your Erasmus+ journey.

The Table of Contents below will help you find the information you need; the sections are **clickable** for quick access.

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For additional questions, email us at erasmus.outgoing@ibu.edu.mk

DOCUMENTS and PROCEDURE

Before Mobility	
Document	Description
Section I	To be completed as soon as possible after receiving your acceptance email.
Statement	Available in the Hello! Module. Includes information about avoiding double-financing from the EU. It is considered submitted when the student ticks the box in the Hello! Module.
Declaration	Available in the Hello! Module. Includes information about not changing courses without consulting the Erasmus Office and the Course Coordinator. It is considered submitted when the student ticks the box in the Hello! Module.
Photo/Scan of Passport	A copy of the student's passport in .pdf or .jpg format must be uploaded to the designated section of Hello! Module.
Photo/Scan of Bank Account Number	A scan of the student's bank account number (transactional number) in .pdf or .jpg format must be uploaded to the designated section of the Hello! Module. Important: Students must have an active Macedonian bank account in their own name. International cards are not accepted. The account must be in Macedonian Denar (MKD) for the grant transfer to be successful.
Section II	To be completed after receiving the Course Catalog from your Host University.
Course Catalog	The Course Catalog from the Host University must be shared with your Course Coordinator.
Compatible Course List (CCL)	The Course Coordinator confirms which courses the student can take abroad. Courses must be matched with the student's remaining courses at IBU (ideally from the same semester as the mobility) and should total as close to 30 ECTS as possible. The Course Coordinator then adds the matched courses to their Module on Hello! and creates a PDF of the Compatible Course List (CCL) which they then give to the student. The student uses this list to prepare the Online Learning Agreement (OLA).
Online Learning Agreement (OLA) / Learning Agreement (LA) – Before Mobility Form	The OLA or LA must include only courses approved in the Compatible Course List (CCL). The Erasmus+ programme prioritizes digitalization. Therefore: Students going to Programme countries (blue table in the List of Inter-Institutional Agreements) must complete the digital Online Learning Agreement (OLA). Students going to Partner countries (green table) can use the paper Learning Agreement (LA) Before Mobility Form. If a Programme country university cannot sign the OLA online, the student and the IBU Erasmus+ Institutional Coordinator must sign it on the platform. The electronically signed PDF must then be submitted to the Host University for their digital or physical signature. Instructions on how to complete the OLA are available on page 7 of this document. The final document with all signatures must be uploaded to the Hello! Module.
Invitation Letter	Provided to the student by the Host University after completing their application procedures. The document needs to be emailed to the Erasmus Office once received.
Section III	Final Steps (ONLY after all previous steps are completed)
EU Academy English Language Assessment	Students must complete an English Language Assessment. Instructions are available on page 8 of this document. The PDF of the results from the EU Academy English Language Assessment must be uploaded to the Hello! Module by the student. Important: Students take the assessment before and after mobility, so students should save this instructions document and their login information on their phones or laptops.
Grant Agreement	Once all documents are submitted, the Erasmus Office prepares your Grant Agreement, which includes the Erasmus+ Student Charter . The agreement is first signed by the student, then by the Erasmus+ Institutional Coordinator.
Payment of the Initial Installment of the Grant	After signing the Grant Agreement, students receive 70% of the total grant , calculated based on the dates stated in the Invitation Letter, shortly before departure. If any required documents are missing, the Erasmus Office reserves the right to withhold grant payment until all documents are submitted, even if mobility has already begun.
Tuition Fee at IBU / Debts	Important: Students must pay the tuition at IBU for the semester of mobility. Grants are not paid until all tuition or other debts to IBU are settled. Students do not pay a tuition fee to the Host University.

During Mobility	
Document	Description
Compatible Course List (CCL)	If the student needs to make any course changes during mobility, they must inform the Erasmus Office and their IBU Course Coordinator. All changes <u>must be approved by the Course Coordinator</u> . The updated CCL must be uploaded to the student's Hello! Module.
Changes to the OLA / LA – During Mobility Form	If the course list changes, the Online Learning Agreement (OLA) or Learning Agreement (LA) must be updated: - For OLAs signed online by all parties, students can update the OLA using the same link where it was originally created and click on 'Changes to the OLA'. - If the OLA includes a final signature not done on the online platform, or if a paper LA was signed, students should use the "LA - During Mobility" form, available in the Online Services section of their dashboard or through e-mail. The final version, with all required signatures, must be uploaded to the dedicated section in the Hello! Module.
After Mobility	
Document	Description
Certificate of Attendance	The Host University provides this document, which confirms the successful completion of the Erasmus+ mobility and includes the start and end dates. Students must: - Upload a PDF of the certificate to the designated section of the Hello! Module. - Submit the original document with stamps and signatures to the IBU Erasmus Office. Important: If the dates on the certificate are shorter than those on the Invitation Letter, the remaining grant will be reduced accordingly.
Transcript of Records	This document lists all courses passed or failed during mobility. Students must: - Upload a PDF of the transcript to the designated section of the Hello! Module. - Submit the original document with stamps and signatures to the IBU Erasmus Office.
EU Academy English Language Assessment	After mobility, students must complete the English Language Assessment again using the same login information. Guidelines are available on page 8 of this document. - Upload the results as a PDF to the designated section in the Hello! Module.
Erasmus+ Participant Report	After completing the mobility, students will receive an EU Survey to their email through the Beneficiary Module online platform. - IBU automatically recognizes all passed courses that were approved by the Course Coordinator. When asked if your courses will be recognized, answer "Yes." - After completing the survey, download the PDF version of the report and upload it to the Hello! Module.
Payment of the Remainder of the Grant	Once the original certificate and transcript, as well as the PDFs of the second language assessment and the participant report, are received, the overall grant will be recalculated based on the dates on the Certificate of Attendance. The initial grant will be deducted from this total, and the remainder will be paid to the student. - If the certificate dates match the Invitation Letter, students will receive 30% of the grant. - If the certificate dates are shorter than the Invitation Letter, the remainder of the grant will be reduced proportionally.

ERASMUS+ GRANTS

All students who participate in the Erasmus+ Student Mobility for Studies program will receive a grant. The amount of the grant depends on the length of the mobility and the country where the mobility takes place. The amount is based on the group of countries the host country belongs to:

Group of Countries	Host Country	Monthly Grant
Group 1: Programme countries with a higher cost of living	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Lichtenstein, Norway Partner countries from region 14	600 EUR
Group 2: Programme countries with a medium cost of living	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal Partner countries from region 5	600 EUR
Group 3: Programme countries with a lower cost of living	Bulgaria, Croatia, Czechia, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Turkiye, Serbia	540 EUR

Grant Installments

Other important information related to the grants is the following:

- Students **do not receive monthly grant installments**, nor 100% of the total grant awarded.
- Students are paid in Macedonian Denar (MKD) currency, not Euro (EUR).
- Before the mobility takes place, students receive **70% of the total amount**.
- After the mobility is successfully finished, the students receive the remaining **30% of the total amount**. However, if the dates on the certificate do not match the dates on the invitation letter, the remaining amount will be adjusted accordingly.

Grant Calculations

All students participating in the Erasmus+ Student Mobility for Studies program are registered in the **Beneficiary Module** platform. This platform helps track and calculate each student's grant details.

Before the student goes abroad, the grant is automatically calculated based on the dates on the **Invitation Letter** (the start and end dates of the mobility). The student will receive 70% of the total grant amount before they leave.

However, when the student returns and submits the **Certificate of Attendance**, the dates of their actual mobility may be different from the dates in the Invitation Letter. If the dates change, the grant amount will also be adjusted. The remainder (approximately 30%) of the grant will be calculated based on the final dates of mobility as written in the Certificate of Attendance.

Conditions for Grant Transfers

1st Installment – 70% of the total grant

- The student must complete the whole documentation (before mobility) in order to receive the grant.
- The student must have 0 debt towards IBU in order to receive the grant.

2nd Installment – 30% (or remainder) of the total grant

- The student must complete the whole documentation (after mobility) in order to receive the grant.
- The student must have 0 debt towards IBU in order to receive the grant.

Erasmus+ Programme 2021 – 2027

Erasmus+ Financial Support for Inclusion

The 2021-2027 Erasmus+ Charter **prioritizes** the mobilities of and provides financial support to students with fewer opportunities. This support can be up to an additional 250 euros per month. The National Agency for European Educational Programmes and Mobility in North Macedonia defines the following groups of students as eligible for this support:

- Students who benefit from social support or students whose parents have a monthly net income of 18.000 MKD or less.
- Students from single-parent households.
- Students of Roma nationality.
- Students and Staff with disabilities.

Documentation is required and will be explained to students who qualify.

Information regarding qualification is kept **strictly confidential** and is only accessible to the Erasmus Office staff, who are happy to support fewer opportunity mobilities.

Erasmus+ Financial Support for Green Travel

Students who choose an environmentally friendly means of transportation to their Host University will receive a one-time top-up grant of 50 euros. The European Commission defines green transport as:

- Transportation by train
- Transportation by bus
- Transportation through carpooling or car sharing to the destination

Students must provide proof of using one of these green travel options.

PLEASE NOTE: Students are **not eligible for the green travel top-up grant if any part of their journey to or from the host country is done by plane.**

There are no additional funds for visa, travel or health insurance.

HOUSING IN YOUR HOST COUNTRY

When looking for housing, students should first contact the Host University for information about available dormitories or private housing options.

If the university does not provide housing options, you can start your search using Erasmus Play at <https://erasmusplay.com/en/>.



Erasmus Play is an online platform that helps students find accommodation. It gathers a wide range of student housing options and works closely with universities to provide the best experience for students.

Erasmus Play allows you to:

- Compare different accommodation options quickly and easily.
- Book accommodation safely, as all listings are 100% verified.

The booking process is simple:

1. Select your destination and dates.
2. Compare the available accommodation.
3. Book safely and securely.

Erasmus Play covers a wide range of cities, including Madrid, Milan, Paris, Porto, Berlin, Florence, Bologna, Lisbon, Rome, London, Munich, Frankfurt, Barcelona, Vienna, Helsinki, Budapest, Amsterdam, Stockholm, and many more!

INSURANCE REQUIREMENTS

All students participating in an Erasmus+ mobility **must have valid insurance coverage** for the duration of their stay abroad.

Students are free to select an insurance company that best fits their needs, as long as the policy covers the **entire period of their mobility**. If students plan to travel to other countries during their mobility, they must ensure their policy also provides coverage for these countries.

- **Macedonian residents:** Students can choose an insurance policy from any of the companies registered with the National Insurance Bureau. A list of companies is available at the following link: <https://www.nibm.com.mk/nbo.nsf/alllang/d7efbce25dbedbc8c125797200774bbf>
- **Non-Macedonian residents:** Students should contact the listed companies above to confirm whether their policies can be valid for them. If coverage for the mobility cannot be provided, students should research insurance providers in their home country and select a suitable company.

The policy **must be purchased before the start of the mobility**, and students should familiarize themselves with its terms and requirements before departure.

Documentation of coverage should be kept with you throughout your stay and travels.

HOW TO CREATE THE ONLINE LEARNING AGREEMENT (OLA)

The link to the Online Learning Agreement (OLA) Platform is: <https://learning-agreement.eu/>

Step 1: Create your AcademicID (login via google or similar)

Step 2: Enter your personal information (check your code of your field of study/education from the following link:

<https://egracons.eu/sites/default/files/Isced%202013%20fields%20of%20education%20code%20list.pdf>

Step 3: In the comment section enter the title of your study program/department

Step 4: Enter your Sending Institution information as follows:

Responsible person

- Mare
- Ushkovska
- Erasmus+ Institutional Coordinator
- mare.ushkovska@ibu.edu.mk
- +38925515000

Administrative contact

- Erasmus Office
- erasmus.outgoing@ibu.edu.mk
- +38925515000

Step 5: Enter your Receiving Institution information as requested (institutional coordinator, departmental coordinator, incoming student's coordinator etc.) The Host University provides you with this information.

Step 6: Add components

1) Start and end date (must be added as in the invitation letter. If you haven't received it yet, add the dates from the academic calendar of the Host University)

2) Add components from the Sending / Receiving Institution

- Note that 'components' mean 'courses'. For all courses you need to add the following:

- (1) *Name of the component/course*
- (2) *Code of the course (if available)*
- (3) *ECTS of the component/course - awarded to the student after successful completion*
- (4) *In which semester the course takes place: First semester (fall) or Second semester (spring)*

Links from the course catalogs from both institutions need to be added below the component's tables. The link from IBU is: <https://ibu.edu.mk/>

Step 7: Skip virtual components unless the Erasmus Office has advised differently

Step 8: Sign the agreement (touchpad/mouse). By signing the OLA you will receive the following notification:
This OLA is automatically sent to the Sending Institution for reviewing.

HOW TO COMPLETE THE ENGLISH LANGUAGE ASSESSMENT (OLS)

Open the Europass website: <https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=en>

Download the mobile app: EU Login (allow the app to send you notifications)

Step 1: Click REGISTER and create your Europass account

- You will receive an email that will allow you to create a password and complete your registration.
- Follow the link and create your password

Step 2: Try to LOG IN with your account

At this step, your account needs to be connected to your EU Login mobile app. Please ensure you allow the app to send you notifications, to avoid technical difficulties in the enrolment process of the app.

If the connection is not completed, you will receive a warning:

No mobile device was found. To register a mobile device, please go to My account.

When you click on *My account* a new page with your account will appear.

Step 3: First click *Manage My Mobile Devices* and after click *Add a Mobile Device*. You will need to write your device name, which you can find in the Settings part of the app, and after that, you will need to create a 4-digit code.

Step 4: Scan the QR code using your EU Login app.

Step 5: Enter the EU Academy with your Europass account from the following link: <https://academy.europa.eu/>

Step 6: Search for English Language Assessment. You will see the English Placement Test. Click on the yellow part on the right which says ENROL and take the test.

Don't forget to agree to all terms.

After completion of the English Placement Test, on the right side you will be able to download your Certificate stating your level of English language. You must share the certificate with the Erasmus Office by adding it in your Hello! Module or sending it via email on: erasmus.outgoing@ibu.edu.mk

RECOGNITION and GRADE CONVERSION

Recognition

IBU ensures **automatic recognition** for all courses selected by a Course Coordinator that the student successfully passes. This includes courses chosen Before Mobility and any **approved** changes During Mobility.

Important: The Declaration signed at the start of the Before Mobility process obligates students to inform both the Course Coordinator and the Erasmus Office of any changes that happen during mobility.

Changes made without approval may result in courses not being recognized, even if they are passed successfully.

Grade Conversion

Each university has its own grading system, either based on points or letter grades. To ensure proper conversion of grades to the IBU system, we use either the **100-point system** or the **ECTS system**.

Example conversions:

- **C+ (local grade)** at a foreign university = 63 points → **D (60 points)** at IBU
- **BA (local grade)** at a foreign university = 92 points → **A (90 points)** at IBU

This ensures that your academic achievements abroad are accurately reflected in your IBU transcript. Please note that we need to receive an original transcript of records with both your passed and failed courses (if any).

Diploma Supplement

The Diploma Supplement is an official document produced by Higher Education Institutions (universities) that implement the Bologna Process. It provides a clear record of your degree, the courses you took, and the results you achieved, and helps universities, employers, and authorities across the European Higher Education Area recognize your qualifications. All IBU students receive a Diploma Supplement upon graduation.

For Erasmus+ students, the Diploma Supplement will also include details of the mobility, such as the Host University, country, semester, and academic year, ensuring that your Erasmus+ experience is formally acknowledged as part of your academic journey.

Your Erasmus+ journey is just beginning, and the experiences you gain will stay with you far beyond your stay abroad.

Keep this guide handy as your roadmap but also trust yourself - every step is a chance to embrace challenges, explore new academic and personal opportunities, grow, and create memories that will last a lifetime.

We wish you every success!
