



## INFORMATION SHEET

### INSTITUTION

<b>OFFICIAL NAME</b>	University of Kragujevac
<b>ADDRESS</b>	Jovana Cvijica b.b. 34000 Kragujevac, Serbia
<b>WEB</b>	<a href="http://kg.ac.rs/eng/index.php">http://kg.ac.rs/eng/index.php</a>

### INTERNATIONAL RELATIONS

<b>INSTITUTIONAL ERASMUS+ COORDINATOR</b>	<b>Prof. Vesna Rankovic, PhD</b> <b>Institutional Erasmus+ coordinator</b> <b>Vice Rector for Science</b>
<b>E-MAIL</b>	<a href="mailto:prorektor.nauka@kg.ac.rs">prorektor.nauka@kg.ac.rs</a>
<b>CONTACT PHONE</b>	+381 34 370 191

### INTERNATIONAL RELATIONS OFFICE – ADMINISTRATION

<b>HEAD OF INTERNATIONAL RELATIONS OFFICE</b>	<b>Ms. Olivera Mijatovic</b> E-mail: <a href="mailto:olivera.mijatovic@kg.ac.rs">olivera.mijatovic@kg.ac.rs</a> Phone: +381 34 304 985
<b>CONTACT PERSONS FOR ADMINISTRATION</b>	<b>Ms. Milica Spasojevic</b> <b>Ms. Ivana Balsic</b> <b>Ms. Marija Tomović</b> (Erasmus+ mobility projects, CEEPUS)   <a href="mailto:erasmus@kg.ac.rs">erasmus@kg.ac.rs</a> <a href="mailto:erasmusKA107@kg.ac.rs">erasmusKA107@kg.ac.rs</a>
<b>ADDRESS AND WORKING HOURS</b>	University of Kragujevac Rectorate, 2 <sup>nd</sup> floor ( <a href="#">map</a> ) Jovana Cvijica b.b. 34000 Kragujevac Monday to Friday from 08:00 to 16:00
<b>CONTACT PHONE</b>	+381 34 300 425 +381 34 370 168 (fax)
	Find us → <b>UniKG Erasmus mobility</b>



## ACADEMIC INFORMATION

<b>COURSE CATALOGUE</b>	Courses for exchange students available at: <a href="http://kg.ac.rs/eng/courses.php" style="color: white;">http://kg.ac.rs/eng/courses.php</a>																					
<b>NUMBER OF COURSES PER SEMESTER</b>	Up to 30 credits in total, in accordance with the rule of home and host institution.																					
<b>CREDIT SYSTEM (ECTS)</b>	<p>Every study program includes precise description of the courses and the number of ECTS that are based on the workload students need in order to achieve expected learning outcomes.</p> <p>Workload for a full-time year of study (academic year) is 60 ECTS, i.e. 30 ECTS for a semester.</p>																					
<b>GRADING SYSTEM</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Local Grade</th> <th>Description</th> <th>No. of points</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Excellent</td> <td>91-100</td> </tr> <tr> <td>9</td> <td>Exceptionally good</td> <td>81-90</td> </tr> <tr> <td>8</td> <td>Very good</td> <td>71-80</td> </tr> <tr> <td>7</td> <td>Good</td> <td>61-70</td> </tr> <tr> <td>6</td> <td>Passing</td> <td>51-60</td> </tr> <tr> <td>5</td> <td>Failing</td> <td>0- 50</td> </tr> </tbody> </table> <p>Note: The indicated number of points may vary from faculty to faculty, or even on departmental level, as it relates to the evaluation of student's knowledge (maximum 100 points) and includes pre-exam obligations (class activity, seminars, presentations, colloquia, etc.) and the final exam.</p>	Local Grade	Description	No. of points	10	Excellent	91-100	9	Exceptionally good	81-90	8	Very good	71-80	7	Good	61-70	6	Passing	51-60	5	Failing	0- 50
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<b>LANGUAGE OF INSTRUCTION</b>	The main language of instruction is Serbian. The University offers some degree programs in English, and for exchange students there are more than 500 courses in English on all 3 study levels and some courses in German, French, Italian and Spanish (Faculty of Philology). For detailed information on our academic offer you can visit University website and our <b>Course Catalogue</b> .																					
<b>LANGUAGE REQUIREMENTS</b>	<p>International students should provide either some official language certificate, or certificate issued by the home institution in order to ensure that they can follow the study program of their choice.</p> <p>→ <b>Min. B1 level</b> (<a href="#">CEFR</a>)</p>																					



ACADEMIC CALENDAR	
<b>1st TERM (Winter semester)</b>	15th September/1st October – 15th January
<b>2nd TERM (Summer semester)</b>	15th February/1st March – 30th May/15th June
<b>Final Exams</b>	mid-January/mid-February mid-June/mid-July mid-August/mid-September  <b>Note:</b> <u>exact dates may vary from faculty to faculty</u>
<b>Holidays</b> <b>(on days listed on the right all faculties and the Rectorate are closed)</b>	<b>National holidays:</b> New Year – January 1 <sup>st</sup> and 2 <sup>nd</sup> Constitution Day – 15 <sup>th</sup> and 16 <sup>th</sup> February Labour Day – 1 <sup>st</sup> and 2 <sup>nd</sup> May Armistice Day – 11 <sup>th</sup> November  <b>Religious holidays:</b> The first day of Christmas - January 7 <sup>th</sup> Easter holidays – from Good Friday until the second day of Easter

## PRACTICAL INFORMATION FOR INCOMING PARTICIPANTS

<b>All relevant information regarding Erasmus+ KA107 (travel insurance, scholarship, documentation)</b> →	<a href="https://kg.ac.rs/eng/erasmusplus_mobility.php">https://kg.ac.rs/eng/erasmusplus_mobility.php</a>
<b>Information for staff members</b> →	<a href="https://kg.ac.rs/eng/staff.php">https://kg.ac.rs/eng/staff.php</a>
<b>Information for students</b> →	<a href="https://kg.ac.rs/eng/exchange_students.php">https://kg.ac.rs/eng/exchange_students.php</a>



# ISTRUCTIONS FOR CONDUCTING THE CALL FOR APPLICATION

Dear KA107-partners,

We have three beautiful project years ahead of us, so let's use them well. We are very happy to start this cooperation and to welcome your students and staff member to our academic community, as well as to send our students and staff members to your institution.

In order to ensure smooth project realization and focus on the most important aspect of our project – mobility of individuals – we have prepared the instructions for conducting the call for application with all relevant information and rules we have to follow within the Erasmus+ program.

<p>Respecting the principles of Erasmus Charter for Higher Education</p>	<p><a href="https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/he-charter_en.pdf">https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/he-charter_en.pdf</a></p>
<p>Respecting the Erasmus Student Charter</p>	<p><a href="https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-student-charter-july2018_en.pdf">https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-student-charter-july2018_en.pdf</a></p>
<p>Call for application → for your outgoing mobile participants (students and staff members)</p>	<ol style="list-style-type: none"> <li>1. Conduct the Call for application in accordance with your institutional rules and procedures.</li> <li>2. The Call for application must be publicly displayed and available to everyone within your academic community.</li> <li>3. The Call for application must be fair and transparent, with clearly described evaluation/selection rules and appeal procedures.</li> </ol>
<p><b>Call for application for STUDENTS →</b></p>	
<p>Call for application for STUDENTS →</p>	<p>After completing your Call for application, please nominate your students for mobility at our University → <a href="mailto:erasmusKA107@kg.ac.rs">erasmusKA107@kg.ac.rs</a></p> <p>Nomination must include the following information:</p> <ul style="list-style-type: none"> <li>• Full name of your student</li> <li>• Home faculty/department/study area</li> <li>• Level of study and study year</li> <li>• Contact email</li> </ul> <p>Please, provide your students with our <b>Students' Guide</b>, as it contains all detailed information on the application process upon your nomination.</p> <p><b>Please, inform your students that we will organize an online interview with all nominated candidates.</b></p>



Call for application for STAFF →

After completing your Call for application, please, nominate your staff for mobility at our University → [erasmusKA107@kg.ac.rs](mailto:erasmusKA107@kg.ac.rs)

Nomination must include the following information:

- Full name of your staff member
- Home faculty/department/unit
- Type of mobility (STA/STT)
- Contact email

After receiving your nomination International Relations Office (IRO) will contact your nominees and request the following documents:

Staff mobility for teaching - STA	Staff mobility for training - STT
<ol style="list-style-type: none"> <li>1. Mobility Agreement</li> <li>2. Employment contract (as requested by Serbian NA)</li> <li>3. CV with the list of publication</li> <li>4. Copy of Passport</li> <li>5. Language certificate/confirmation (mobility language must be at min. B2 level <a href="#">CEFR</a> – not applicable for Bosnia and Herzegovina and Montenegro)</li> </ol>	<ol style="list-style-type: none"> <li>1. Mobility Agreement</li> <li>2. Employment contract (as requested by Serbian NA)</li> <li>3. CV</li> <li>4. Copy of Passport</li> <li>5. Language certificate/confirmation (mobility language must be at min. B2 level <a href="#">CEFR</a> – not applicable for Bosnia and Herzegovina and Montenegro)</li> </ol>

**WE LOOK FORWARD TO COOPERATE WITH YOU  
AND TO WELCOME YOUR STUDENTS AND STAFF MEMEBERS  
TO THE UNIVERSITY OF KRAGUJEVAC**

