



Erasmus+ Programme

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

26/05/18
69-40/4

Inter-institutional¹ agreement 2014-20[21]² between programme 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 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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Atatürk University	TR ERZURUM01	Assoc. Prof. Bülent ÇAVUŞOĞLU, Erasmus Institutional Coordinator E-mail: bcavusoglu@atauni.edu.tr erasmus@atauni.edu.tr Phone: +90442 231 3126/3 Atatürk University Office of International Affairs Student Affairs Building 2 nd Floor 25240 Erzurum/ TURKEY	http://eobs.atauni.edu.tr/Default.aspx
"St Kliment Ohridski" University – Bitola	MK BITOLA01	Institutional Erasmus Coordinator Prof. Dr. Violeta Manevska, Vice-Rector for Student Affairs	www.uklo.edu.mk

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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 Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Faculty of Technical Sciences – Bitola</p>		<p>violeta.manevska@uklo.edu.mk</p> <p>Administrative Coordination Kaliopa STILINOVIC, Head of IRO kaliopa.stilnovic@uklo.edu.mk "St Kliment Ohridski" University – Bitola</p> <p>Bulevar 1 maj, BB, 7000 Bitola Republic of Macedonia Phone: +389 47 223 788 Fax: +389 47 223 594</p> <p>Departmental coordinator</p> <p>Prof. Dr Gordana JANEVSKA Vice-Dean for IR gordana.janevska@uklo.edu.mk</p>	<p>www.tfb.uklo.edu.mk</p>
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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 no later than the end of January in the preceding 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, 1 st , 2 nd or 3 rd]	Number of student mobility periods	Student Mobility for Studies Student Mobility for Traineeships * [Total number of months of the study periods or average duration]
MK BITOLA01	TR ERZURUM01	710	Engineering and engineering trades	1 st , 2 nd , 3 rd	2*5=10 months	-
TR ERZURUM01	MK BITOLA01	710	Engineering and engineering trades	1 st , 2 nd , 3 rd	2*5=10 months	-

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>)

[*Optional: subject area 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 [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
MK BITOLA01	TR ERZURUM01	710	Engineering and engineering trades	2*5=10 days (8 hours teaching)	-
TR ERZURUM01	MK BITOLA01	710	Engineering and engineering trades	2*5=10 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

⁶ 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>

TR ERZURUM01	Engineering and engineering trades	Turkish	English	B1 (English)	B1 (English)
MK BITOLA01		Macedonian	English	minimum B2 (Language of instruction – English)	

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

D. 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; measures for preparing, receiving and integrating mobile students and/or staff]

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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ERZURUM01	June 30 th	November 30 th
MK BITOLA01	Nomination deadline: June 1	Nomination deadline: November 30

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

2. The receiving institution will send its decision within minimum of [4] weeks
3. A Transcript of Records will be issued by the receiving institution no later than minimum [4] 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 2014 will only take effect as of 1 September 2020+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

1. Grading systems of the institutions

MK BITOLA01

Grading scale – 5-10

- 10 (A) = Excellent
- 9 (B) = Very Good
- 8 (C) = Good
- 7 (D) = Satisfactory
- 6 (E) = Sufficient
- 5 (F) = Fail

TR ERZURUM01- <http://eobs.atauni.edu.tr/Default.aspx>

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
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO (kaliopa.stilinovic@uklo.edu.mk) Ms Nurten Sulejmani, IR Officer (nurten.sulejmani@uklo.edu.mk)

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:

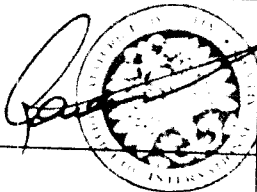
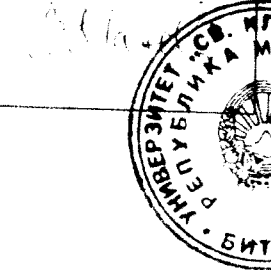
Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx
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4. Housing

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
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO (kaliopa.stilinovic@uklo.edu.mk) Ms Nurten Sulejmani, IR Officer (nurten.sulejmani@uklo.edu.mk)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR ERZURUM01	Assoc. Prof. Bülent ÇAVUŞOĞLU Head, Office of International Affairs and Erasmus Institutional Coordinator	1/02/2018	
MK BITOLA01	Prof. Dr Violeta MANEVSKA Vice-Rector for Student Affairs and Institutional Erasmus Coordinator	26/02/2018	



⁷ Scanned signatures are accepted