



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 **between programme countries**

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 (email, phone)	Website (eg. of the course catalogue)
INTERNATIONAL BALKAN UNIVERSITY	MK SKOPJE04	Asst. Prof. Dr. Snezana Bilic – Sotiroska, Erasmus + Institutional Coordinator Str. Tashko Karadza No.11A, 1000 Skopje, (Republic of Macedonia) e-mail: sbilicsotiroska@ibu.edu.mk Phone : +389 2 3214 831 Fax : +389 2 3214 832	http://www.ibu.edu.mk
KARABUK UNIVERSITY	TR KARABUK01	Lect.Oya Onalan LLP /International Relations Coordinator Tel: + 90 370 433 6687 Fax: + 90 370 4336697 E-mail: oyaonalan@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

B. Mobility numbers¹ per 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 *	Stud y cycle [short cycle, 1 st / 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [number of students/t otal number of months of the study periods *]	Stude nt Mobili ty for Trainee ships *
MK SKOPJE04	TR KARABUK01	340	Business			
		581	Administration			
		061	Architecture			
		481	Industrial Engineering	1st	4x5=20	
		522	Computer Engineering	2nd		
			Electrical and Electronic Engineering			
		222	English Language Teaching			
TR KARABUK01	MK SKOPJE04	340	Business			
		581	Administration			
		061	Architecture			
		481	Industrial Engineering	1st	4x5=20	
		522	Computer Engineering	2nd		
			Electrical and Electronic Engineering			
		222	English Language Teaching			
		222	Turkish Language Teaching			

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus	TO [Erasmus code	Subject area	Subject area name *	Number of staff mobility periods
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¹ 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>)

code of the sending institution]	of the receiving institution]	code * [ISCED]		Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
MK SKOPJE04	TR KARABUK01	340	Business Administration	2x5:10days	2x5:10days
		581	Architecture		
		061	Industrial Engineering		
		481	Computer Engineering		
		522	Electrical and Electronic Engineering		
		222	English Language Teaching		
		222	Turkish Language Teaching		
TR KARABUK01	MK SKOPJE04	340	Business Administration	2x5:10days	2x5:10days
		581	Architecture		
		061	Industrial Engineering		
		481	Computer Engineering		
		522	Electrical and Electronic Engineering		
		222	English Language Teaching		
		222	Turkish Language Teaching		

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

² 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>

MK SKOPJE04		English	English	B2	B2
TR KARABUK01		English	Turkish	B2	B2

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

ZUT Szczecin: Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Some lecture rooms and toilets accessible to wheelchairs. Disabled parking area. Friendly students. Some rooms accessible to wheelchairs are available in one of the student houses.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
MK SKOPJE04	30 th June	15 th December
TR KARABUK01	30 th June	15 th December

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 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
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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

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
MK SKOPJE04	Legal Affairs Office Str. Tashko Karadza No.11A, 1000 Skopje, (Republic of Macedonia) e-mail: blerim_ibuniversity@yahoo.com Phone : +389 2 3214 831 Fax : +389 2 3214 832	http://www.ibu.edu.mk
TR KARABUK01	Kerim TANIŞ kerimtanis@karabuk.edu.tr 00903704336687	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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
MK SKOPJE04	Legal Affairs Office Str. Tashko Karadza No.11A, 1000 Skopje, (Republic of Macedonia) e-mail: blerim_ibuniversity@yahoo.com Phone : +389 2 3214 831 Fax : +389 2 3214 832	http://www.ibu.edu.mk
TR KARABUK01	Kerim TANIŞ kerimtanis@karabuk.edu.tr 00903704336687	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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
MK SKOPJE04	Legal Affairs Office Str. Tashko Karadza No.11A, 1000 Skopje, (Republic of Macedonia) e-mail: blerim_ibuniversity@yahoo.com Phone : +389 2 3214 831 Fax : +389 2 3214 832	http://www.ibu.edu.mk
TR KARABUK01	Kerim TANIŞ kerimtanis@karabuk.edu.tr 00903704336687	http://www.altinkalemkarabuk.com/iletisim.html http://www.cebioglugrup.com/tr/contact/ Girls: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu http://karabukeyim.com/?page_id=8 https://plus.google.com/108928705950560092220/about?gl=tr&hl=tr https://plus.google.com/110378798161805439942/about?gl=tr&hl=tr http://beyazincisafraibolu.com/index.php?islem=iletisim http://www.karabukcelebikizyurdu.com/iletisim.html http://www.ayvazlaryurt.com/iletisim.asp Boys: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu https://plus.google.com/101993924644974471698/about?gl=tr&hl=tr https://plus.google.com/117447428061025925248/about?gl=tr&hl=tr http://www.pansiyonadres.com/iletisim.html https://plus.google.com/108641637779944114075/about?gl=tr&hl=tr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
MK SKOPJE04	Asst. Prof. Dr. Snezana Bilic – Sotiroska, <i>Erasmus + Institutional Coordinator</i>		
TR KARABUK01	Lect.Oya Önalın <i>LLP /International Relations Coordinator</i>	05.05. 2015	 

³ Scanned signatures are accepted