



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional agreement 2015-2021 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, Erasmus code and address (and department, where relevant)	Contact details (email, phone)	Website (eg. of the course catalogue)
KARABUK UNIVERSITY TR KARABUK01 Demir Çelik Kampüsü, Balıklar Kayası Mevkii, Rektörlük Binası C Blok no:315-78050 Karabük-TURKEY	Lect.Oya Önalın LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail : oyaonalan@karabuk.edu.tr	www.karabuk.edu.tr 
STATE UNIVERSITY OF TETOVA MK TETOVO01 Ilindennn, 1200 Tetovo, Macedonia	Shpresa Ademi International Relations Officer Erasmus + Coordinator +389 44 356 514 shpresa.ademi@unite.edu.mk	www.unite.edu.mk

B. Mobility numbers¹ per 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*]	
TR KARABUK01	MK TETOVO01		Mechatronics	1 st	3 students (5-10 months)	
MK TETOVO01	TR KARABUK01		Mechatronics	1 st	3 students (5-10 months)	

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	
TR KARABUK01	MK TETOVO01		Mechatronics	2 lecturers (min.2 days, 8 hrs)	2 staff
MK TETOVO01	TR KARABUK01		Mechatronics	2 lecturers (min.2 days, 8 hrs)	2 staff

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:

¹Mobility 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>

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	Staff Mobility for Teaching
TR KARABUK01		Turkish	English	B1	B2
MK TETOVO01		Albanian	English	B1	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

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 KARABUK01	May 31	November 30
MK TETOVO01	June 15	November 30

2. The receiving institution will send its decision within **3** 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.
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."]

F. Information

²For 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>

1. Grading systems of the institutions

MK TETOVO01: Macedonian grading scheme consists five grades with numerical equivalents: 10(excellent), 9 (very good), 8 (good), 7 (satisfactory), 6 (sufficient), 5 (fail). Passing grade is 6 (sufficient). Macedonian grading scheme does not have intermediate grades. State University of Tetova uses ECTS grading scale in addition to the national grade scheme.

ECTS SYSTEM	KBU GRADING SYSTEM		
Letter Grades	Assoc. & Bachelor's Degree		
	Letter Equivalent	Grading in 100	Grading in 4.00
A	A1	90-100	4.00
B	A2	80-89	3.50
C	B1	70-79	3.00
D	B2	65-69	2.75
E	C	60-64	2.50
	G		0
FX	F3		
F	F1		
	F2		
	K		

TR KARABUK01

Failing Grades:

- 1) F1: is given to students who do not fulfill the requirements for attendance, and who do not have right to take the final or makeup examination, coefficient is zero.
- 2) F2: is given to students who attend the classes regularly, but do not take the final or makeup examinations, coefficient is zero.
- 3) F3: is given to students who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is
- 4) K: is given to students who fail the course. It is for non-credit courses
- 5) G: Pass (Out of Grade)

ECTS SYSTEM	KBU GRADING SYSTEM					
Letter Grades	Master's Degree			Doctorate's Degree		
	Letter Equivalent	Grading in 100	Grading in 4.00	Letter Equivalent	Grading in 100	Grading in 4.00

A	AA	95-100	4.00	AA	95-100	4.00
B	BA	85-94	3.50	BA	85-94	3.50
C	BB	75-84	3.00	BB	75-84	3.00
D	CB	65-74	2.50			
E	G		0	G		0
FX	F1			F1		
F	F2			F2		
	F3			F3		
	K/E			K/E		

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 KARABUK01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
MK TETOVO01	Valon Shabani Valon.shabani@unite.edu.mk Tel: +389 44 335 510	www.unite.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 KARABUK01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
MK TETOVO01	Majlinda Ismaili majlinda.ismaili@unite.edu.mk Tel: +389 44 335 510	www.unite.edu.mk


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 KARABUK01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
MK TETOVO01	Valon Shabani Valon.shabani@unite.edu.mk Tel: +389 44 335 510	www.unite.edu.mk

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR KARABUK01	Prof. Dr. Refik POLAT	23-10-2015	
MK TETOVO01	Prof. Dr. Vullnet Ameti Rector	26.08.2015	