



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
University "St Kliment Ohridski" – Bitola	MK BITOLA01	<b>Institutional Erasmus Coordinator</b> Prof. Dr. Violeta Manevska, Vice-Rector for Student Affairs <a href="mailto:violeta.manevska@uklo.edu.mk">violeta.manevska@uklo.edu.mk</a> <b>Administrative Coordination</b> Kaliopa Stilinovic, Head of IRO <a href="mailto:kaliopa.stilinovic@uklo.edu.mk">kaliopa.stilinovic@uklo.edu.mk</a>  University "St Kliment Ohridski" – Bitola Bulevar 1 maj, BB, 7000 Bitola Republic of North Macedonia	<a href="http://www.uklo.edu.mk">www.uklo.edu.mk</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Faculty of Security - Skopje		Phone: +389 47 223 788 <b>Departmental coordinator</b> Prof. Dr Rade Rajkovchevski <a href="mailto:raderaj@yahoo.com">raderaj@yahoo.com</a>  Faculty of Security - Skopje Str. 1 Kolonija Idrizovo 2 <sup>a</sup> 1000 Skopje Republic of North Macedonia Phone: +389 2 25 46 211 ext. 111	<a href="http://www.fb.uklo.edu.mk">www.fb.uklo.edu.mk</a>
İhsan Doğramacı Bilkent University	TR ANKARA07	Prof.Dr. Orhan Aytür ERASMUS Institutional Coordinator <a href="mailto:exchange@bilkent.edu.tr">exchange@bilkent.edu.tr</a> Tel: +90 312 290 2748  Erkin Tarhan Coordinator, Office of International Students and Exchange Programs <a href="mailto:exchange@bilkent.edu.tr">exchange@bilkent.edu.tr</a> Tel: +90 312 290 2435  Betul Esmer Administrative Coordinator Faculty of Economics Administrative and Social Sciences <a href="mailto:exchange-feass@bilkent.edu.tr">exchange-feass@bilkent.edu.tr</a> Tel: +90 312 290 2320	<a href="http://www.bilkent.edu.tr/bilkent/academic/exchange/">http://www.bilkent.edu.tr/bilkent/academic/exchange/</a>

#### B. Mobility numbers<sup>4</sup> 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 1]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *

<sup>4</sup> 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>)

MK BITOLA01	TR ANKARA07	313	International Relations	1 <sup>st</sup> (BA)	2 x 6 months	N/A
				2 <sup>nd</sup> (MA)	1 x 6 months	1 x 6 months
				3 <sup>rd</sup> (PhD)	N/A	1 x 6 months
TR ANKARA07	MK BITOLA01	313	International Relations	1 <sup>st</sup> (BA)	2 x 6 months	N/A
				2 <sup>nd</sup> (MA)	1 x 6 months	1 x 6 months
				3 <sup>rd</sup> (PhD)	N/A	1 x 6 months

[\*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 ANKARA07	313	International Relations	1 staff x 5 days (minimum 8 hours)	1 staff x 5 days
TR ANKARA07	MK BITOLA01	313	International Relations	1 staff x 5 days (minimum 8 hours)	1 staff x 5 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK BITOLA01		Macedonian	English	B2 for English	B 2 for English
TR ANKARA 07		English	-	B2 for English	B2

<sup>5</sup> 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>



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]
MK BITOLA01	June 1 <sup>st</sup>	November 30 <sup>th</sup>
TR ANKARA 07	May 15 <sup>th</sup>	November 15 <sup>th</sup>

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

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 [3] 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 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

### 1. Grading systems of the institutions

PARTNER UNIVERSITY:

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 ANKARA 07:

**Bilkent University's official grading system uses letter grades with pluses and minuses. Passing grades range from A+ to D; F, FX grades fail. The quality-point equivalents of the grades are as follows:**

**A+ = 4.00, A = 4.00, A- = 3.70, B+ = 3.30, B = 3.00, B- = 2.70, C+ = 2.30, C = 2.00, C- = 1.70, D+ = 1.30, D = 1.00, F = 0.00, FX = 0.00**

<http://catalog.bilkent.edu.tr/current/general/grading.html>

## 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
MK BITOLA01	IRO Tel: +389 47 242 278	Ms Kaliopa Stilinovic, Head of IRO ( <a href="mailto:kaliopa.stilinovic@uklo.edu.mk">kaliopa.stilinovic@uklo.edu.mk</a> ) Ms Nurten Sulejmani, IR Officer ( <a href="mailto:nurten.sulejmani@uklo.edu.mk">nurten.sulejmani@uklo.edu.mk</a> )
TR ANKARA 07	Office of International Students and Exchange Programs  <a href="mailto:exchange@bilkent.edu.tr">exchange@bilkent.edu.tr</a> Tel: +90 312 290 2435	<a href="http://www.bilkent.edu.tr/bilkent/academic/exchange/visa_permit.html">http://www.bilkent.edu.tr/bilkent/academic/exchange/visa_permit.html</a>

## 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 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)
TR ANKARA 07	<a href="mailto:exchange@bilkent.edu.tr">exchange@bilkent.edu.tr</a>	<a href="http://www.bilkent.edu.tr/bilkent/academic/exchange/cost.html">http://www.bilkent.edu.tr/bilkent/academic/exchange/cost.html</a>

#### 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 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)
TR ANKARA 07	<a href="mailto:dormexchange@bilkent.edu.tr">dormexchange@bilkent.edu.tr</a>  +90 312 290 40 15	<a href="http://www.bilkent.edu.tr/bilkent/academic/exchange/accommodation.html">http://www.bilkent.edu.tr/bilkent/academic/exchange/accommodation.html</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
MK BITOLA01	Prof. Dr Violeta Manevska Viçe-Rector Institutional E+ Coordinador	23.10.2019	
TR ANKARA 07	Prof. Dr. Orhan Aytür Vice-Rector, Institutional ERASMUS-Coordinator	23.10.2019	

<sup>6</sup> Scanned signatures are accepted