IBU INTERNATIONAL BALKAN UNIVERSITY

ibu.edu.mk

29 İSTANBUL MAYIS ÜNİVERSİTESİ

Erasmus+ Programme

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

Inter-institutional[1] agreement

2021/2022 – 2027/2028

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[2] (email, phone)	Website (eg. of the course catalogue)
ISTANBUL 29 MAYIS UNIVERSITY	TR ISTANBU43	**Department Erasmus+ Coordinator** Nur AKBULUT KILIÇOĞLU, PhD Address: Elmalıkent Mah. Elmalıkent Cad. No:4 34764 Ümraniye/İstanbul e-mail: nakilicoglu@29mayis.edu.tr	http://international.29mayis.edu.tr/ https://pdr.29mayis.edu.tr/tr/
INTERNATIONAL BALKAN UNIVERSITY	MK SKOPJE04	Prof. Dr. Snezana Bilic Erasmus+ Institutional Coordinator Str. Makedonsko Kosovska Brigada bb, 1000 Skopje, (Republic of North Macedonia) Email: sbilic@ibu.edu.mk | iro@ibu.edu.mk Phone: +389 2 2600 004 | +389 2 5515 000	http://www.ibu.edu.mk https://www.iro.ibu.edu.mk

[1] Inter-institutional agreements can be signed by two or more higher education institutions

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

B. Mobility numbers[3] 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* *	*Study cycle [short cycle, 1st, 2nd or 3rd]* *	Number of student mobility periods: Student Mobility for Studies [total number of months of the study periods or average duration*]	Number of student mobility periods: *Student Mobility for Traineeships* *
MK SKOPJE04	TR ISTANBUL43	011	Education (pedagogy)	1st, 2nd	2 students x 5 months	tbc
TR ISTANBUL43	MK SKOPJE04	0111	Psychological Counseling and Guidance	1st	2 students x 5 months	tbc

*[*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 *]	Number of staff mobility periods: *Staff Mobility for Training* *
MK SKOPJE04	TR ISTANBUL43	011	Education (pedagogy)	2 staff x 5 days	2 staff x 5 days
TR ISTANBUL43	MK SKOPJE04	0111	Psychological Counseling and Guidance	2 staff x 5 days	2 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:

[3] 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)*

Receiving institution [Erasmus code]	*Optional: Subject area*	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [*Minimum recommended level: B1*]	Staff Mobility for Teaching [*Minimum recommended level: B2*]
TR ISTANBU43	Any	Turkish	English	B1 English	B2 English
MK SKOPJE04	All	English	English	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 / information

E. Calendar

1. Complete applications/information on nominated students/staff must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU43	30th of May	1st of December
MK SKOPJE04	30th June	15th December

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records (learning agreement after mobility) will be issued and send by email to sending institution 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]*. The document will include grades and dates of arrival and departure of the student
4. Termination of the agreement

   In case 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 2014+1. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

TR ISTANBU43 Academic Calendar:

a) Winter (1st) Semester: Usually from 1st week of October to last week of January.
b) Summer (2nd) Semester: Usually from 3rd week of February to last week of June.

MK SKOPJE04: https://www.ibu.edu.mk/academic-calendar/

[4] 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

F. Information

1. Grading systems of the institutions

TR ISTANBU43:

UNDERGRADUATE PERCENTAGE	GRADUATE PERCENTAGE	COURSE GRADE	GRADE POINTS
90 - 100	90 - 100	AA	4.0
85 - 89	85 - 89	BA	3.5
75 - 84	75 - 84	BB	3.0
65 - 74	65 - 74	CB	2.5
60 - 64	60 - 64	CC	2.0
50 - 59	N/A	DC	1.5
45 - 49	N/A	DD	1.0
40 - 44	N/A	FD	0.5
00 - 39	00 - 59	FF	0.0

MK SKOPJE04:

Numerical System from 5 to 10	10	9	8	7	6	5
100 Point System	90-100	80-89	70-79	60-69	50-59	<50
ECTS System	A	B	C	D	E	F

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 ISTANBU43	International Office Elmalıkent Mah. Elmalıkent Cad. No:4 34764 Ümraniye / İstanbul, Turkey Email: erasmus@29mayis.edu.tr Phone: +90 216 4740860/ Fax: +90 216 4740874	https://international.29mayis.edu.tr/
MK SKOPJE04	International Relations Office Str. Makedonsko Kosovska Brigada bb, 1000 Skopje, Republic of North Macedonia Email: iro@ibu.edu.mk | iro.incoming@ibu.edu.mk Phone : +389 2 2600 004 | +389 2 5515 000	https://iro.ibu.edu.mk/visa-process-upon-arrival/ https://iro.ibu.edu.mk/visa-process-through-embassy-consulate/ Further information for incoming students on: iro.incoming@ibu.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 ISTANBU43	International Office Elmalıkent Mah. Elmalıkent Cad. No:4 34764 Ümraniye / İstanbul, Turkey Email: erasmus@29mayis.edu.tr Phone: +90 216 4740860/ Fax: +90 216 4740874	https://international.29mayis.edu.tr/
MK SKOPJE04	International Relations Office Str. Makedonsko Kosovska Brigada bb, 1000 Skopje, Republic of North Macedonia Email: iro@ibu.edu.mk | iro.incoming@ibu.edu.mk Phone : +389 2 2600 004 | +389 2 5515 000	Further information for incoming students on: iro.incoming@ibu.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 ISTANBU43	International Office Elmalıkent Mah. Elmalıkent Cad. No:4 34764 Ümraniye / İstanbul, Turkey Email: erasmus@29mayis.edu.tr Phone: +90 216 4740860/ Fax: +90 216 4740874	https://international.29mayis.edu.tr/
MK SKOPJE04	International Relations Office Str. Makedonsko Kosovska Brigada bb, 1000 Skopje, Republic of North Macedonia Email: iro@ibu.edu.mk | iro.incoming@ibu.edu.mk Phone : +389 2 2600 004 | +389 2 5515 000	https://iro.ibu.edu.mk/dormitory-private-housing/ Further information for incoming students on: iro.incoming@ibu.edu.mk

5. Disabilities

TR ISTANBU43: Units and buildings of the institution are designed according to the needs of students and staff with disabilities, so campus is accessible. Also, there is a team supporting disabled students at university.

MK SKOPJE04: Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Lecture rooms and toilets accessible to wheelchairs. Disabled parking area is available. Friendly students.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
TR ISTANBU43	**Prof. Michelangelo GUIDA** *Erasmus+ Institutional Coordinator*	31/03/2021	[redacted] INTERNATIONAL OFFICE 29 İSTANBUL MAYIS ÜNİVERSİTESİ TR ISTANBU43 ULUSLARARASI OFİS
MK SKOPJE04	**Prof. Dr. Snezana Bilic** *Erasmus + Institutional Coordinator*	25-05-2021	[redacted]

[5] Scanned signatures are accepted