



Erasmus+ Programme

Key Action 1

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

Inter-institutional¹ agreement 2014-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Namık Kemal University	TR TEKIRDA01	Erasmus office: infoerasmus@nku.edu.tr nku.erasmus@gmail.com Prof. Dr. Nuray ÖZER Erasmus Institutional Coordinator nozer@nku.edu.tr	http://www.nku.edu.tr/en http://intrelations.nku.edu.tr/

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

		<p>Tel: +90 282 250 20 78</p> <p>Assoc. Prof. Dr. Petru GOLBAN</p> <p>Erasmus Departmental Coordinator</p> <p>pgolban@nku.edu.tr</p> <p>+90 282 250 26 11</p>	
<p>UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI</p> <p>(Matej Bel University in Banská Bystrica)</p>	SK BANSKA01	<p>Prof. Ing. Igor Kosír, CSc. Institutional Erasmus Coordinator Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia</p> <p>Postal Address: Faculty of Arts MBU International Relations Office Tajovského 40 974 01 Banská Bystrica Slovak Republic Tel: +421 48 446 7414 Fax: +421 48 4136153 ingrid.balazova@umb.sk</p>	<p>General information:</p> <p>In Slovak: http://www.ff.umb.sk/ (Faculty web sites), In English: http://www.ff.umb.sk/en/</p> <p>The course catalogue:</p> <p>http://www.ff.umb.sk/en/erasmus-students/courses-for-international-students.html</p>

B. Mobility numbers⁴ 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, 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 TEKIRDA01	SK BANSKA01	222	English Language and Literature	1 st , 2 nd , 3 rd	30 (3 students x 10 months)	
SK BANSKA01	TR TEKIRDA01	222	English Language and Literature	1 st , 2 nd , 3 rd	30 (3 students x 10 months)	

⁴ 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 [total number of days of teaching periods or average duration *]	
				Staff Mobility for Teaching	Staff Mobility for Training *
TR TEKIRDA01	SK BANSKA01	222	English Language and Literature	10 (2 staff x 5 working days, at least 8 hours for each staff)	Only by individual agreement
SK BANSKA01	TR TEKIRDA01	222	English Language and Literature	10 (2 staff x 5 working days, at least 8 hours for each staff)	Only by individual agreement

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR TEKIRDA01	0232	English		B1	
SK BANSKA01	Subjects in foreign languages	SK	EN, D, HU, RU, PL, FR, ES, IT	SK: B2; EN: B2; D: B2; HU: B2; RU: B1; PL: A2; ES: B1; IT: B1	All languages C1

⁵ 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*].

SK BANSKA01: A type of certificate for students: a confirmation from sending institution (signed by a staff of university or faculty or department)

D. Additional requirements

TR TEKIRDA01:

Link for the application documents for incoming students

<http://intrelations.nku.edu.tr/StudentMobility/0/s/3953/4072>

Incoming staff must send a teaching/working programme which includes mobility dates and content to Namık Kemal University Erasmus office (infoerasmus@nku.edu.tr). The programme is also forwarded to the department and it must be confirmed by both the departmental coordinator and the institutional coordinator.

In case of additional requirements concerning academic, organisational and other aspects (e.g. students with special needs) please contact the Erasmus Office at infoerasmus@nku.edu.tr

SK BANSKA 01: *The candidates with disabilities can only be accepted after the consultation with Faculty of Arts, Matej Bel University in Banská Bystrica.*

Students: The sending institution on the nomination letter (name, e-mail, area of study, period of study) must notify the International Relations Office (ingrid.balazova@umb.sk) about their interest in studying at the Faculty of Arts at Matej Bel University two months prior to the deadline. Students must arrive at least 7 days before the academic year starts.

Foreign students coming to Banská Bystrica are automatically enrolled in the buddy system (ESN UMB).

Students in Bachelor and Master study programmes must attend courses minimum: 20 credits per one semester; PhD. students minimum: 10 credits per one semester.

Subject areas only in Slovak language: 225 History, 226 Philosophy and Ethics, 223 Mother tongue (Slovak language and literature), 813 Sports. Minimum recommended level B2.

Staff: Teachers must notify the departmental coordinator about their interest in teaching at the Faculty of Arts at Matej Bel University two months prior to their arrival. The teaching plan and invitation letter will be signed by the Erasmus Administrator (ingrid.balazova@umb.sk).

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 TEKIRDA01	15 th April – 15 th July	15 th April – 15 th November
SK BANSKA01	Nomin: 15 May, Appl:15 July	Nomin: 30 Sept, Appl: 15 November

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

2. TR TEKIRDA01:

The application deadline for autumn semester and full year admission is 15th July and for spring semester is 15th November.

The receiving institution (TR TEKIRDA01) will send its decision within 3 weeks from receiving the application and the students and the coordinators will be informed directly by email/ordinary post (by e-mailing/sending the confirmed copies of the application documents and a letter of acceptance)

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 institution. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

This is certify that this bilateral agreement is valid from 2014/2015 to 2020/2021 (2020/2021 is included). Any decision to terminate the agreement which may be made by one of the institutions must be notified to the other institution at least one academic year before the academic year that the termination will take effect. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SK BANSKA01:

2. The receiving institution will send its decision within 2 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

In case of earlier 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 June of year N will only take effect as of 1 September of year N+1. 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

SK BANSKA01: Grades: **A** – EXCELLENT - outstanding performance with only minor errors, , **B** – VERY GOOD - above the average standard but with some error, , **C** – GOOD - generally sound work with a number of notable error, **D** – SATISFACTORY - fair but with significant shortcomings, , **E** – SUFFICIENT - performance meets the minimum criteria, , **FX** – FAIL - some more work required before the credit can be awarded. The value of local credits corresponds to ECTS credits

TR TEKIRDA01: Link for Namık Kemal University (TR TEKIRDA01) Grading System:

<http://intrelations.nku.edu.tr/recognition/0/s/3953/4522>

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 TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 20 78 +90 282 250 11 10 +90 282 250 11 13 +90 282 250 11 14	http://intrelations.nku.edu.tr/
SK BANSKA01	Incoming + outgoing: PhDr. Ingrid Balážová, Erasmus Administrator, ingrid.balazova@umb.sk , fax: +421 48 413 6153 http://www.foreign.gov.sk/en/contact_us/mfa_contact	http://www.ff.umb.sk/en/erasmus-students/ http://www.foreign.gov.sk/en/consular_info/visa

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 TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 20 78 +90 282 250 11 10 +90 282 250 11 13 +90 282 250 11 14	http://intrelations.nku.edu.tr/

SK BANSKA01	Incoming + outgoing: PhDr. Ingrid Balážová, Erasmus Administrator, ingrid.balazova@umb.sk , fax: +421 48 413 6153	http://www.ff.umb.sk/en/erasmus-students/
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SK BANSKA01: The foreigner must submit a document confirming health insurance during the stay in the Slovak Republic. Students can arrange it in their own country.

4. Housing



TR TEKIRDA01: The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. There are dormitory/hostel options which offer accommodation for Erasmus students within the campus as well as in the area near the campus. Erasmus Office provides guidance and assistance on finding accommodation for Erasmus students.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 20 78 +90 282 250 11 10 +90 282 250 11 13 +90 282 250 11 14	http://intrelations.nku.edu.tr/
SK BANSKA01	PhDr. Ingrid Balážová, Erasmus Administrator, Tajovského 40, 974 01 Banská Bystrica, Slovakia, ingrid.balazova@umb.sk , fax: +421 48 413 6153	http://www.ff.umb.sk/en/erasmus-students/

SK BANSKA01: Foreign students can stay at University residence halls Študentský domov 3, Tajovského 51, Banská Bystrica. The residence hall provide rooms with three bedrooms. Each floor has a shared kitchen with two electric cookers and a fridge. Students can use university wi-fi.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR TEKIRDA01	Prof. Dr. Nuray ÖZER Erasmus Institutional Coordinator	27.12.2013	
SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	07 JAN. 2014	<p>UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16-</p> 

⁶ Scanned signatures are accepted