



Erasmus+ Programme

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

Inter-institutional agreement 2017-2021

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

Institution	Erasmus code	Contact details (email, phone)	Website
Matej Bel University in Banská Bystrica)	SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator erasmus@umb.sk Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia	
Faculty of Arts		Postal Address: Faculty of Arts MBU International Relations Office Tajovského 40 97401 Banská Bystrica Slovak Republic Tel: +42148 446 7414 Fax: +421484136153 ingrid.balazova@umb.sk	General information: In Slovak: http://www.ff.umb.sk/ (Faculty web sites), In English: http://www.ff.umb.sk/en/ The course catalogue: http://www.ff.umb.sk/en/erasmus-students/courses-for-international-students.html
Namik Kemal University	TR TEKIRDA01	Prof. Dr. H. Ersin ŞAMLI Erasmus Institutional Coordinator Tel: +90 282 250 21 76 Fax: +90 282 250 99 29 E-mail: esamli@nku.edu.tr Assist. Prof. Dr. Emine GÜZEL Erasmus Departmental Coordinator Tel: +90 282 250 27 04 Fax: +90 282 250 99 25 E-mail: eguzel@nku.edu.tr International Relations/Erasmus Office infoerasmus@nku.edu.tr nku.erasmus@gmail.com	http://www.nku.edu.tr/en http://intrelations.nku.edu.tr/

B. Mobility numbers 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	TO	Area code ISCED 2013*	Subject area name	Cycle 1st, 2nd, 3rd	Number of student mobility periods	
					Studies (Students x months)	Traineeships (Students x months)
SK BANSKA01	TR TEKIRDA01	0232	French Language and Literature	1-2-3	3 x 10	Only by individual agreement
TR TEKIRDA01	SK BANSKA01					

SK BANSKA01: Erasmus for traineeships:

<http://www.ff.umb.sk/en/erasmus-students/erasmus-for-traineeships.html>

FROM	TO	Area code ISCED 2013*	Subject area name	Number of staff mobility periods	
				Teaching (Staff x min. hours)	Training (Staff x hours)
SK BANSKA01	TR TEKIRDA01	0232	French Language and Literature	3 x 8 hours/week	3 x 5 working day day
TR TEKIRDA01	SK BANSKA01				

* <http://www.uis.unesco.org/Education/Documents/iscied-37c-fos-review-222729e.pdf>

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	Area code ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Studies	Teaching
SK BANSKA01	Subjects in foreign languages	SK	See below	See below	All languages C1
TR TEKIRDA01		French	Turkish	B1	

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

Subjects in foreign languages:

- Bachelor study: SK: B1; EN: B1; D: B1; RU: B1; PL: B1; ES: B1; IT: B1, F: B1.
- Master study: SK: B2; EN: B2; D: B2; RU: B2; PL: B2; ES: B2; IT: B2, F: B2.
- Doctoral study: SK: B2; EN: B2; D: B2; RU: B2; PL: B2; ES: B2; IT: B2, F: B2.

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's Erasmus office (infoerasmus@nku.edu.tr). The programme are forwarded to regarding department and it must be confirmed by regarding departmental coordinator and institutional coordinator.

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Erasmus Office 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).

Mobility of students and staff with disabilities shall be announced to the receiving institution with the mobility nomination, describing the kind of disability and expected required infrastructure.

E. Calendar

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

Institution	Autumn term* [month]	Spring term* [month]
SK BANSKA01	Nomin: 15 May, Appl: 15 July	Nomin: 30 Sept, Appl: 15 November
TR TEKIRDA01	15 April - 15 July	15 April - 15 November

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

2. The receiving institution will send its decision within 5 weeks from the application deadline.
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

Institution	Website for information
SK BANSKA01	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	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	Contact details (email, phone)	Website for information
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
TR TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 11 10 +90 282 250 11 12	http://intrelations.nku.edu.tr/

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:

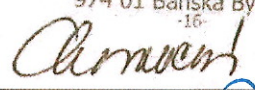
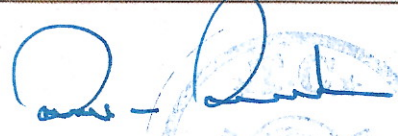
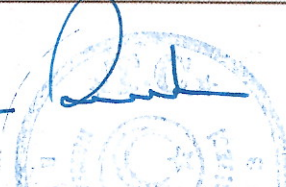
Institution	Contact details (email, phone)	Website for information
SK BANSKA01	Incoming + outgoing: PhDr. Ingrid Balážová, Erasmus Administrator, ingrid.balazova@umb.sk , fax: +421 48 413 6153	http://www.ff.umb.sk/en/erasmus-students/ SK BANSKA01: The foreigner must submit a document confirming health insurance during the stay in the Slovak Republic. Students can arrange it in their own country.
TR TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 11 10 +90 282 250 11 12	http://intrelations.nku.edu.tr/

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	Contact details (email, phone)	Website for information
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.
TR TEKIRDA01	infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 11 10 +90 282 250 11 12	http://intrelations.nku.edu.tr/

G. Signatures of the institutions (legal representatives)

Institution	Name, function	Date	Signature ¹
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator	12.1.2017	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16- 
TR TEKIRDA01	Prof. Dr. Osman ŞİMŞEK Rector	16.01.2017	 

¹ Scanned signatures are accepted