



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2018/2019- 2020/2021

### 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 (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (Matej Bel University in Banská Bystrica)	SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator <a href="mailto:erasmus@umb.sk">erasmus@umb.sk</a> Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia	
Faculty of Arts		<b>Postal Address:</b> Faculty of Arts MBU International Relations Office Tajovského 40 97401 Banská Bystrica Slovak Republic Tel: +42148 446 7414   Fax: +421484136153 <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@umb.sk</a>	<b>General information:</b> In Slovak: <a href="http://www.ff.umb.sk/">http://www.ff.umb.sk/</a> (Faculty web sites), In English: <a href="http://www.ff.umb.sk/en/">http://www.ff.umb.sk/en/</a>  <b>The course catalogue:</b> <a href="http://www.ff.umb.sk/en/erasmus-students/courses-for-international-students.html">http://www.ff.umb.sk/en/erasmus-students/courses-for-international-students.html</a>
Bahçeşehir University (Bahçeşehir Üniversitesi)	TR ISTANBU08	<b>Institutional Erasmus+ Coordinator</b>  Mr. Selim Övünç Altınkök	<a href="http://international.bahcesehir.edu.tr/exchange">http://international.bahcesehir.edu.tr/exchange</a>  ECTS information/ Course

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

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		@: <a href="mailto:selimovunc.altinkok@int.bau.edu.tr">selimovunc.altinkok@int.bau.edu.tr</a> <b>Departmental coordinator:</b> Roda Akgün @: <a href="mailto:roda.akgun@es.bau.edu.tr">roda.akgun@es.bau.edu.tr</a> <b>Incoming and Staff exchange Coordinator:</b> Mr. Ferhat Sezer Kurtoglu @: <a href="mailto:ferhatsezer.kurtoglu@int.bau.edu.tr">ferhatsezer.kurtoglu@int.bau.edu.tr</a> <b>Exchange Programs Director:</b> Mr. Gurhan Kara @ <a href="mailto:Gurhan.kara@int.bau.edu.tr">Gurhan.kara@int.bau.edu.tr</a>	catalogues: <a href="https://ects.bahcesehir.edu.tr/">https://ects.bahcesehir.edu.tr/</a> Academic Coordinators for each graduate school and faculty: <a href="http://international.bahcesehir.edu.tr/exchange/erasmus/outgoing-students/faculty-coordinators/">http://international.bahcesehir.edu.tr/exchange/erasmus/outgoing-students/faculty-coordinators/</a>
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## 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [1 <sup>st</sup> – bachelor 2 <sup>nd</sup> – master 3 <sup>rd</sup> – doctoral]	Number of student mobility periods	
					Student Mobility for Studies [number of students / number of study months per person and total]	Student Mobility for Traineeships *
TR ISTANBU08	SK BANSKA01	023	Languages (English)	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5	2x3
SK BANSKA01	TR ISTANBU08	023	English Language Teaching (BA), English Language Education (MA)	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5	2x3

[\*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 of mobility periods or average duration can be indicated]

**SK BANSKA01:** Erasmus for traineeships:

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

FROM [Erasmus	TO [Erasmus code	Subject area	Subject area	Number of staff mobility periods
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code of the sending institution]	of the receiving institution]	code [ISCED]	name	Staff Mobility for Teaching  [number of persons and teaching days & teaching hours per person]	Staff Mobility for Training *
TR ISTANBU08	SK BANSKA01	023	Languages (English)	2 x 5 days	0
SK BANSKA01	TR ISTANBU08	023	Languages (English)	2 x 5 days	0

### 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>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SK BANSKA01	Subjects in foreign languages	SK	English	B2	C1
TR ISTANBU08	ALL except Health Sciences and Law Faculty	%100 English	%100 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].

**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

**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.

<sup>3</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>

**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](mailto:ingrid.balazova@umb.sk)).

**TR ISTANBU08:**

When students experience problems or difficulties in their study environment due to specific circumstances, BAU can offer advice and support when they consult to the incoming coordinator and the Buddy Team. Students with disabilities can be hosted. This should be discussed prior to the mobility of the participant.

**Staff Exchange:** Teaching or Training staffs should get in touch with Incoming coordinator to arrange the visit.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SK BANSKA01	Nomin: 15 May, Appl: 15 July	Nomin: 30 Sept, Appl: 15 November
TR ISTANBU08	Nom: Between 01 March – 1 May  *Students will have one month to complete and send the required documents after nomination deadline	Nom: Between 24 September – 1 November  *Students will have one month to complete and send the required documents after nomination deadline

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

2. The receiving institution will send its decision within 2 weeks.
3. 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.  
later than 4 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



Grading system at TR ISTANBU08:

LETTER GRADE	GPA	SCALE OF 100	ECTS GRADE	PERCENTAGE	DEFINITION	EXPLANATION
A	4.00	90 - 100	A	10 %	EXCELLENT	outstanding performance with only minor errors
A-	3.67	87 - 89				
B+	3.33	84 - 86	B	25 %	VERY GOOD	above the average standard but with some errors
B	3.00	80 - 83				
B-	2.67	77 - 79				
C+	2.33	74 - 76	C	30 %	GOOD	generally sound work with a number of notable errors
C	2.00	70 - 73				
C-	1.67	67 - 69	D	25 %	AVERAGE	fair but with significant shortcomings
D+	1.33	64 - 66				
D	1.00	60 - 63	E	10 %	PASS	performance meets the minimum criteria
I			FX		FAIL (INCOMPLETE)	Fail - some more work required before the credit can be awarded
F	0.00	59 and lower	F		FAIL	Fail - considerable further work is required

## 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
SK BANSKA01	Incoming + outgoing: PhDr. Ingrid Balážová, Erasmus Administrator, <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@umb.sk</a> , fax: +421 48 413 6153  <a href="http://www.foreign.gov.sk/en/contact_us/mfa_contact">http://www.foreign.gov.sk/en/contact_us/mfa_contact</a>	<a href="http://www.ff.umb.sk/en/erasmus-students/">http://www.ff.umb.sk/en/erasmus-students/</a>  <a href="http://www.foreign.gov.sk/en/consular_info/visa">http://www.foreign.gov.sk/en/consular_info/visa</a>
TR ISTANBU08	Ferhat Sezer Kurtoğlu <a href="mailto:ferhatsezer.kurtoğlu@int.bau.edu.tr">ferhatsezer.kurtoğlu@int.bau.edu.tr</a>	<a href="http://international.bahcesehir.edu.tr/exchange/student-visa-residence-permit/">http://international.bahcesehir.edu.tr/exchange/student-visa-residence-permit/</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SK BANSKA01	Incoming + outgoing: PhDr. Ingrid Balážová, Erasmus Administrator, <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@umb.sk</a> , fax: +421 48 413 6153	<a href="http://www.ff.umb.sk/en/erasmus-students/">http://www.ff.umb.sk/en/erasmus-students/</a>
TR ISTANBU08	Ferhat Sezer Kurtoglu <a href="mailto:ferhatsezer.kurtoglu@int.bau.edu.tr">ferhatsezer.kurtoglu@int.bau.edu.tr</a>	<a href="http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/">http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/</a>  It is highly recommended to incoming students to purchase a health insurance during the orientation week which is required for residence permit application (according to the immigration office regulations, students have to have a life health insurance which costs approx. around 40,00 euros)

**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**

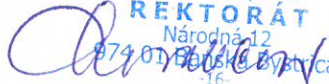

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SK BANSKA01	PhDr. Ingrid Balážová, Erasmus Administrator, Tajovského 40, 974 01 Banská Bystrica, Slovakia, <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@umb.sk</a> , fax: +421 48 413 6153	<a href="http://www.ff.umb.sk/en/erasmus-students/">http://www.ff.umb.sk/en/erasmus-students/</a>
TR ISTANBU08	Ferhat Sezer Kurtoglu <a href="mailto:ferhatsezer.kurtoglu@int.bau.edu.tr">ferhatsezer.kurtoglu@int.bau.edu.tr</a>	<a href="http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/accomodation/">http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/accomodation/</a>

**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. There is Internet connection in all rooms of the dormitory, however you have to bring your own LAN cable (NO WIFI IN ROOMS!). To connect it is necessary to modify network settings, login and password

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator	22. 1. 2019	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16- 
TR ISTANBU08	Erasmus+ Institutional Coordinator  Selim Övünç ALTINKÖK (Mr)	18.01.2019	BANÇEŞİR UNIVERSITY International Students Office Çırağan Caddesi Beşiktaş 34353 İstanbul / TURKEY 

<sup>4</sup>Scanned signatures are accepted