



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021 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 (email, phone)	Website
<b>SS. CYRIL AND METHODIUS UNIVERSITY IN SKOPJE (UKIM) - MK SKOPJE01</b>			
<b>Departmental Coordinator</b>	<b>MK SKOPJE01</b>	<b>Ana M. Lazarevska, Asst.Prof. DSc ME</b> Faculty of Mechanical Engineering, Skopje Karpov II b.b. POBox 464, 1000 Skopje, Republic of Macedonia email: <a href="mailto:ana.lazarevska@mf.edu.mk">ana.lazarevska@mf.edu.mk</a> <a href="mailto:ana.lazarevska@gmail.com">ana.lazarevska@gmail.com</a> phone: +389 (70) 27 09 83	<a href="http://www.ukim.edu.mk">www.ukim.edu.mk</a> <a href="http://www.mf.edu.mk">www.mf.edu.mk</a>
<b>Institutional Coordinator</b>		<b>Prof. Dr. Meri Cvetkovska</b> Vice-Rector for International Cooperation Blvd. Goce Delcev 9, 1000 Skopje Republic of Macedonia email: <a href="mailto:M.Cvetkovska@ukim.edu.mk">M.Cvetkovska@ukim.edu.mk</a> phone: (+389 2) 3293 206	

YILDIZ TECHNICAL UNIVERSITY- TR ISTANBU07			
Departmental Coordinator	TR ISTANBU07	<p>Assist. Prof. Dr. Ali Volkan Akkaya (Department Coordinator: Contact Person for outgoing students) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2786 E-mail: <a href="mailto:aakkaya@yildiz.edu.tr">aakkaya@yildiz.edu.tr</a></p>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>
		<p>Research Assistant. Dr. Alper Uysal ( Department Coordinator: Contact Person for incoming students and incoming staffs) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2807 E-mail: <a href="mailto:auysal@yildiz.edu.tr">auysal@yildiz.edu.tr</a></p>	
		<p>Assist. Prof. Dr. Orkun Ozener (Department Coordinator: Contact Person for incoming students and incoming staffs) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2900 E-mail: <a href="mailto:oozener@yildiz.edu.tr">oozener@yildiz.edu.tr</a></p>	
		<p>Research Assistant Dr. Mert Egilmez ( Department Coordinator: Contact Person for incoming students and incoming staffs) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2842 E-mail: <a href="mailto:megilmez@yildiz.edu.tr">megilmez@yildiz.edu.tr</a></p>	
		<p>Research Assistant Meltem Demirci ( Department Coordinator: Contact Person for incoming students and incoming staffs) Yıldız Technical University Mechanical Engineering</p>	

		Department Tel: +90 212 383 2796 E-mail: <a href="mailto:mdemirci@yildiz.edu.tr">mdemirci@yildiz.edu.tr</a>	
<b>Institutional Coordinator</b>		<b><u>Institutional:</u></b> Assoc.Prof.Dr. Bayram Ali Ersoy ( <i>Institutional Erasmus Coordinator</i> ) Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	

## B. Mobility numbers 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]	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 *
MK SKOPJE01	TR ISTANBU07	071, 072 (052, 054)	Engineering, manufacturing and construction (Mech. Eng.), Environment	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	2*6=12	
TR ISTANBU07	MK SKOPJE01	0715	Mechanical Engineering	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	2*6=12	

[\*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.]

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



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 SKOPJE01	TR ISTANBU07	071, 072 (052, 054)	Engineering, manufacturing and construction (Mech. Eng.), Environment	2 persons x 5 working days x min. 8 teaching hours per week	
TR ISTANBU07	MK SKOPJE01	0715	Mechanical Engineering	2 persons x 5 working days x min. 8 teaching hours per week	

\*\*) <http://www.uis.unesco.org/Education/Documents/isced-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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK SKOPJE01	071, 072 (052, 054)	Macedonian*	English (selected courses)	B1	B2
TR ISTANBU07		English		B1	B2

\*Ss. Cyril and Methodius University in Skopje organizes Macedonian language courses for foreign students that are free of charge and last from 3 to 6 months (this is a non-credit programme).

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

For more details on the language of instruction recommendations, see the course catalogue of each institution.

## 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.]*

MK SKOPJE01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a> <a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>
TR ISTANBU07	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds</a>

## E. Calendar

### 1. Academic Calendar

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	15.09 – 31.12	01.02 – 15.05
TR ISTANBU07	14.09 – 16.01	16.02 – 12.06

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

### 2. Nominations on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	15.05	15.11
TR ISTANBU07	Online Application Period 15 <sup>th</sup> May – 15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October – 15 <sup>th</sup> December

### 3. Applications on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK SKOPJE01	15.05	15.11
TR ISTANBU07	Online Application Period 15 <sup>th</sup> May – 15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October – 15 <sup>th</sup> December

2. The receiving institution

**MK SKOPJE01** will send its decision within **10 week** after submitting all required documents

**TR ISTANBU07** will send its decision within **4 weeks** after submitting all required documents

3. MK SKOPJE01: *Transcripts of Records (documenting credits earned at the UKIM) will be issued by UKIM. The UKIM will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.*

TR ISTANBU07: 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 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."]*

*The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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

- **Grading systems of the institutions**

**MK SKOPJE01:** Ss Cyril and Methodius University in Skopje grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F	5	Fail
E	6	Sufficient
D	7	Satisfactory
C	8	Good
B	9	Very Good
A	10	Excellent

ECTS-credits: 60 per year/30 per semester

**TR ISTANBU07:** <http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

## **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
MK SKOPJE01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</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 SKOPJE01	<a href="mailto:international@ukim.edu.mk">international@ukim.edu.mk</a>	<a href="http://www.ukim.edu.mk/en">www.ukim.edu.mk/en</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</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	Website for information
MK SKOPJE01	<a href="mailto:I.Bogoevski@ukim.edu.mk">I.Bogoevski@ukim.edu.mk</a>	University residence "Atanas Bliznakov", University Ss Cyril and Methodius, Skopje (optional)
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
MK SKOPJE01	Prof. Dr. Meri Cvetkovska Vice-Rector for International Cooperation	29-04-2014	
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	10.04.2014	