



Erasmus+ Programme

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

Inter-institutional¹ agreement 2020-20[27]² between programme countries

[Minimum requirements]³

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.⁷

A.Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Institute of communication studies Institutional Coordinator Dejan Andonov	MKSKOPJE 16	Str. Jurij Gagarin 17/1-1, Skopje +38923090004 dandonov@iks.edu.mk	www.iks.edu.mk/en
Erasmus Coordinator and Contact person Bojan Georgievski		Str. Jurij Gagarin 17/1-1, Skopje +38923090004 bojang@iks.edu.mk	www.iks.edu.mk/en
Kocaeli University Assoc. Prof. Dr. Banu İNAN KARAGÜL Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Umuttepe Yerleşkesi Sosyal Tesisler No:30 41380, İzmit/Kocaeli/TÜRKİYE Tel: +902623033862 E-mail: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php
KOU İlgili Erasmus Koordinatörü Erasmus Departmental Coordinator İdil SAYIMER		Kocaeli Üniversitesi İletişim Fakültesi Umuttepe Yerleşkesi Kocaeli Tel: +90 262 303 1816 Faks: +90 262 303 1803 E-posta: isayimer@kocaeli.edu.tr	https://ogr.kocaeli.edu.tr/koubs/bologna/Genel/AmacMisyonVizyon.cfm?Dilid=D1E373C1909FBEF6D9A8A969A69D7AA8&CFID=16755400&CFTOKEN=48f79885a186d79b-07DB58C0-C969-C713-CAA364EBBC71D168

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] 6	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR KOCAELI02	MK SKOPJE16	032	Public Relations	1,2,3	2 studentsx5 months	
MK SKOPJE16	TR KOCAELI02	032	Public Relations	1,2,3	2 studentsx5 months	

[*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 *]	Staff Mobility for Training *
TR KOCAELI02	MK SKOPJE16	032	Public Relations	2 staff x 1 week	2 staff x 1 week
MK SKOPJE16	TR KOCAELI02	032	Public Relations	2 staff x 1 week	2 staff x 1 week

⁵ 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>)

⁶ 1st: undergraduate, 2nd: master or 3rd: PhD

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 ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		English	Turkish	B1	B2
MK SKOPJE16		English	Macedonian	B1	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

[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.]

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 KOCAELI02	15 JULY	15 DECEMBER
MK SKOPJE16	15 JUNE	20 DECEMBER

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

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁷ 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

Kocaeli University grading system

At Kocaeli University, one full academic year includes two terms with an ECTS credit of 30 for each. Each course is graded in numbers from 0,00 to 4,00 and these grades are equivalent in ECTS grade and level as follows: 0,00-0,50: Fail (F), 0,50-1,50: Conditional Pass (FX), 1,50-2,00: Sufficient (E), 2,00-2,50: Satisfactory (D), 2,50-3,00: Good (C), 3,00-3,50: Very Good (B), 3,50-4,00: Excellent (A)

The ECTS Credits and Grade Transformation Chart for incoming undergraduate/master's/doctorate students is available at the relevant tab of the following link: <http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1>

Institute of communication studies

At ICS, one full academic year includes two terms with an ECTS credit of 60 for each. Each course is graded in numbers from 5,00 to 10,00, and these grades are equivalent in ECTS grade and level as follows: 00 – 49 (Fail – F), 50-59 (6), 60-69 (7), 70-79 (8), 80-89 (9), 90-99 (10).

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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 KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=student-visa
MK SKOPJE16	International office bojang@iks.edu.mk/en	www.iks.edu.mk/en

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 KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=insurance
MK SKOPJE16	International office bojang@iks.edu.mk/en	www.iks.edu.mk/en



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 KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=accomodation
MK SKOPJE16	International office bojang@iks.edu.mk/en	www.iks.edu.mk/en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR KOCAELI02	Assoc. Prof. Dr. Banu İNAN KARAGÜL Erasmus Institutional Coordinator	02/12/2022	
MK SKOPJE16	Prof. Dr. Zaneta Trajkoska Director	01.12.2022	

⁸ Scanned signatures are accepted