



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>FIRAT UNIVERSITY</b>  TR ELAZIG01  Address: Firat University 23119, Elazig/Turkey	<i>Erasmus+ Institutional Coordinator</i> <b>Prof. Dr. Sedat SÜNTER, PhD.</b>  Email: <a href="mailto:ssunter@firat.edu.tr">ssunter@firat.edu.tr</a> Tel.: 00904242370061 Http: <a href="http://dib.firat.edu.tr">dib.firat.edu.tr</a>  International Relations & Erasmus Office Email: <a href="mailto:erasmus@firat.edu.tr">erasmus@firat.edu.tr</a>	<a href="https://obs.firat.edu.tr/oibs/bologna/">https://obs.firat.edu.tr/oibs/bologna/</a>
<b>Univerzita sv. Cyrila a Metoda v Trnave</b>  SK TRNAVA02  Address: Nám. J. Herdu 2	<i>Institutional Erasmus+ Coordinator</i> <b>Ao. Prof. Dr. Ružena Kozmová, PhD.</b>  Email: <a href="mailto:ruzena.kozmova@ucm.sk">ruzena.kozmova@ucm.sk</a> Tel.: +421 33 5565 133	<a href="http://www.ucm.sk/en/students/">http://www.ucm.sk/en/students/</a>

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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

## B. Mobility numbers<sup>5</sup> 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
TR ELAZIG01	SK TRNAVA02	023	Foreign Languages (German Language and Literature)	1 <sup>st</sup> , 2 <sup>nd</sup>	15 months (3 students x 5 months)	TBA
SK TRNAVA02	TR ELAZIG01	023	Foreign Languages (German Language and Literature)	1 <sup>st</sup> , 2 <sup>nd</sup>	15 months (3 students x 5 months)	TBA

[\*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 ELAZIG01	SK TRNAVA02	023	Foreign Languages (German Language and Literature)	2 x 5 days	
SK TRNAVA02	TR ELAZIG01	023	Foreign Languages (German Language and Literature)	2 x 5 days	

<sup>5</sup> 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>)

## 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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ELAZIG01		Turkish	English	B1	B2
SK TRNAVA02		Slovak	English	B2	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.]

TR ELAZIG01: <http://dib.firat.edu.tr/tr/node/43>

SK TRNAVA02: Useful information: <http://www.ucm.sk/en/students/>

## 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 ELAZIG01	30 <sup>th</sup> August	30 <sup>th</sup> December
SK TRNAVA02	30 <sup>th</sup> May	1 <sup>st</sup> December

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

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

<sup>6</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>

3. A Transcript of Records will be issued by the receiving institution no later than 2 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."]

## F. Information

### 1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

#### TR ELAZIG01

ECTS grade	F.Ü. ECTS grade (Başarı Notu)	Points (Ham Başarı Notu)	Mark (Kat Sayı)	English – in words (Açıklama)
A	AA	90 - 100	4.00	EXCELLENT
B	BA	85 - 89	3.50	VERY GOOD
	BB	75 - 84	3.00	GOOD
C	CB	70 - 74	2.50	SATISFACTORY
	CC	60 - 69	2.00	SUFFICIENT
D	DC	55 - 59	1.50	UNSATISFACTORY
E	DD	50 - 54	1.00	INSUFFICIENT

SK TRNAVA02 : Grading system at: <http://www.ucm.sk/en/students/>; A=Excellent (1-UCM-grade); B= Very Good (1,5- UCM-grade); C=Good (2- UCM-grade); D= Satisfactory (2,5-UCM-grade); E= Sufficient(3- UCM-Grade); FX=insufficient, failed (4- UCM-grade)

### 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 ELAZIG01	International Relations and Erasmus Office <a href="mailto:erasmus@firat.edu.tr">erasmus@firat.edu.tr</a>	<a href="http://www.mfa.gov.tr/default.en.mfa">http://www.mfa.gov.tr/default.en.mfa</a>

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

SK TRNAVA02	<p>Ing. Jana Judinyová</p> <p><i>Administrative Contact Person for Incomings</i></p> <p>Phone : +421 33 5565 107 ;</p> <p>e-mail : jana.judinyova@ucm.sk</p>	<p>European citizens can enter Slovakia with their passport or ID-card and are allowed to stay for study or work in Slovakia. However, they are required to register at the local branch of the foreigners' police within ten working days since their entering Slovakia; therefore it is necessary to have all the needed documents before leaving the home country</p> <p>Non-EU citizens are to be registered at the local branch of the foreigners' police within three days since their entering Slovakia. Non-EU citizens are required to apply for visa at the Slovak Embassy or Consulate concerned prior to leaving their home country. It is recommendable to start the necessary procedures well in advance and consult the whole process with the embassy concerned. If non-European citizens intend to stay in Slovakia longer than 90 days, they are to ask for their preliminary stay permit; otherwise they have to leave Slovakia on the 89th day of their stay.</p> <p>The whole process can be checked at:  <a href="http://www.minv.sk/?vizova-info-typy-viz-1">http://www.minv.sk/?vizova-info-typy-viz-1</a>;  <a href="http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinec_ka_policia/pravne_predpisy/zakony/zakon_404_2011_o_pobyte_cudzincov.pdf">http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinec_ka_policia/pravne_predpisy/zakony/zakon_404_2011_o_pobyte_cudzincov.pdf</a></p> <p>Residence Permit</p> <p>EU-citizens may stay in Slovakia without a residence permit for less than ninety days, but they have to be registered at the foreigners' police. If they intend to stay longer than three months, they have to apply for their preliminary stay permit.</p> <p>Non-European citizens are to apply for their preliminary stay permit within 10 working days on their arrival in Slovakia. The applications with all the necessary documents are to be submitted to the local branch of the foreigners' police. A tourist visa does not entitle to study in Slovakia.</p> <p>The University International Relations Office sends acceptance letters in English and Slovak to all incoming students to make the possible visa process as smooth as possible.</p> <p>The University International Relations Office also sends lists of non-EU- incoming students to the Slovak embassies and consulates concerned to make the visa process as smooth as possible</p>
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### 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 ELAZIG01	International Relations and Erasmus Office <a href="mailto:erasmus@firat.edu.tr">erasmus@firat.edu.tr</a>	<a href="http://dib.firat.edu.tr/en/node/43">http://dib.firat.edu.tr/en/node/43</a>

SK TRNAVA02	<p>Ing. Jana Judinyová  <i>Administrative Contact Person for Incomings</i>  Phone : +421 33 5565 107 ;  e-mail : <a href="mailto:jana.judinyova@ucm.sk">jana.judinyova@ucm.sk</a></p>	<p>All incoming students have to have appropriate health insurance for their study stay at UCM. EU-citizens can come with their European health insurance cards. European health insurance cards enable EU-citizens to have access to medical treatment under the same circumstances as other health insured Slovak citizens. However, EU-citizens are welcome to make commercial health insurance as well to cover their possible repatriation and other costs which are not covered by the European health insurance cards.</p> <p>Students coming from non-EU countries are strongly recommended to conclude an international health and other insurance policy, valid for Slovakia (the Schengen-area), which covers costs of necessary medical treatment, emergency cases, repatriation and other costs.</p> <p>Detailed information on health insurance can be found at: <a href="http://www.ucm.sk/en/students/">http://www.ucm.sk/en/students/</a></p>
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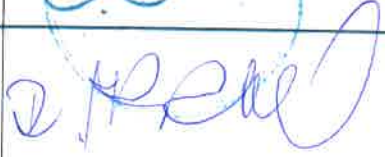
#### 4. Housing

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 ELAZIG01	<a href="mailto:erasmus@firat.edu.tr">erasmus@firat.edu.tr</a>	<p>Our university can assure free accommodation for 20 students within the campus. For the rest we will help them to find a place in private dormitories.</p> <p><a href="http://dib.firat.edu.tr/tr/node/81">http://dib.firat.edu.tr/tr/node/81</a></p> <p><i>For more details, please contact us by email.</i></p>
SK TRNAVA02	<p>Ing. Jana Judinyová  <i>Administrative Contact Person for Incomings</i>  Phone : +421 33 5565 107 ;  e-mail : <a href="mailto:jana.judinyova@ucm.sk">jana.judinyova@ucm.sk</a></p>	<p><a href="http://www.ucm.sk/en/students/">http://www.ucm.sk/en/students/</a></p>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
TR ELAZIG01	Prof. Dr. Sedat SÜNTER Erasmus Institutional Coordinator	26 <sup>th</sup> March 2018	
SK TRNAVA02	Ao. Prof. Dr. Ružena Kozmová, PhD. Institutional Erasmus+ Coordinator	5. 4. 2018	



<sup>8</sup> Scanned signatures are accepted