



Erasmus+ Programme

ВИСОКА ПОСЛОВНА ШКОЛА

СТРУКОВНИХ СТУДИЈА

Број 1-280

Датум 27.03.2019

НОВИ САД

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

Inter-institutional¹ agreement 2018-20[23]² between institutions from programme and partner 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 of the organization and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Novi Sad School of Business	910011612	Prof Željko Račić, PhD, Erasmus Coordinator	Phone: +381 21 4854013, e-mail: raciczeljko@gmail.com , Novi Sad School of Business Vladimira Perića- Valtera 4, 21000 Novi Sad, Serbia	https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

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 Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

Istanbul Aydın University	TR ISTANBU25	Pinar ELBASAN, ERASMUS+ Institutional Coordinator	Istanbul Aydın University, Erasmus Office, Besyol Mah. Inonu Cad. No.40 Sefakoy Kucukcekmece Istanbul Turkey Email: pinarelbasan@aydin.edu.tr Tel:0090 212 4441428-12820	General University Page: www.aydin.edu.tr For exchange Students: https://www.aydin.edu.tr/en-us/international/erasmus/Pages/index.aspx/ Email: erasmus@aydin.edu.tr Course catalogue: http://ebs.aydin.edu.tr
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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 the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
RS NOVISAD01	TR ISTANBU25	0410	Management	1 st , 2 nd	4 students x 5 months each	-
		0313	Trade and international business	1 st	4 students x 5 months each	-
		0710	Applied informatics	1 st	4 students x 5 months each	
TR ISTANBU25	RS NOVISAD01	0410	Management	1 st	4 student x 10 months each or 8 students x 5 months each	-
		0313	International trade	1 st , 2 nd	2 student x 10 months each or 4 students x 5 months each	-
		0710	Software	1 st	2 student x 10 months each	

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>)

		Engineering	or 4 students x 5 months each
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[*Optional: subject 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 ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
RS NOVISAD01	TR ISTANBU25	0410	Management	2 x / 8 h	2 x 2-5 days
		0313	Trade and international business	2 x / 8 h	2 x 2-5 days
		0710	Engineering	2 x / 8 h	2 x 2-5 days
TR ISTANBU25	RS NOVISAD01	0410	Management	2 x / 8 h	2 x 2-5 days
		0313	International trade	2 x / 8 h	2 x 2-5 days
		0710	Engineering	2 x / 8 h	2 x 2-5 days

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 or city]	Optional: Subject area	Main language of instruc- tion	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility	Staff Mobility for

⁶ See Common European Framework of Reference for Languages

				for Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
RS NOVISAD01		English	English/Serbian	minimum B1 English Level	Serbian/English: B2 recommended.
TR ISTANBU 25		English	English/Turkish	minimum B1 English Level	Turkish/English: B2 recommended.

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organizational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

TR ISTANBU25:

- The Orientation Day is organized for international students each semester and during this time students get information about the university in general, administrative issues, student activities, the Turkish language course and other services.
- Turkish culture and language classes are offered during the terms. Exchange students are welcome and participation is recommended.
- A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc.
- Language courses: International students with knowledge of B1 English or less are asked to participate in the intensive courses during their studies Istanbul Aydın University. The courses are free of charge and are offered each semester.
- International staff could be assisted by the Erasmus Office: Erasmus.aydin.edu.tr
- **TR ISTANBU25** welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (6 months prior to arrival). <http://ebs.aydin.edu.tr/index.iau?Page=OIhtiyacHizmetleri&In=tr>

RS NOVISAD01

- The Orientation Day is organized for international students each semester and during this time students get information about the School in general, administrative issues, student activities.

- Serbian language classes are offered during the terms. Exchange students are welcome and participation is recommended.
- A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc.
- Language courses: International students with knowledge of B1 English or less are asked to participate in the intensive courses during their studies at NSSB. The courses are free of charge and are offered each semester.
- International staff could be assisted by the International Office: international.office@vps.ns.ac.rs
- RS NOVISAD01 welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (6 months prior to arrival).

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
RS NOVISAD01	June 15 th	November 15 th
TR ISTANBU25	15 th August, later nominations may be accepted	15 th December, later nominations may be accepted

TR ISTANBU25:

- Academic calendar:
 - Autumn semester: usually first week of October till mid January
 - spring semester: from second week of February till June
- Partner institution should send nominations to erasmus@aydin.edu.tr specifying the name, field of study, academic year and semester, number of months and e-mail address of the nominated student(s).

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

2. The receiving institution will send its decision within [4] weeks.
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. *[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."]

RS NOVISAD01

- Academic calendar:
 - Autumn semester: usually first week of October till February
 - spring semester: from second week of February till June
- Partner institution should send nominations to raciczeljko@gmail.com, specifying the name, field of study, academic year and semester, number of months and e-mail address of the nominated student(s).
- The receiving institution will send its decision within [4] weeks.
- A Transcript of Records will be issued no later than [4] weeks after the assessment period has finished at our institution.
- This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. 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' guide⁸. 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.]

Istanbul Aydın University: <http://ebs.aydin.edu.tr/index.iau?Page=ectsVeisyuku&In=tr>

As of 2013 we are proud to have received the Diploma Supplement Label and the ECTS label, which places us among the other European HEI using the ECTS grading system.

At IAU, the conversion scales for Incoming students are:

100 Grading System		IAU Grading System	ECTS Grading System
100	90	AA	A "excellent"
89	85	BA	B "very good"
84	80	BB	B "very good"
79	75	CB	C "good"
74	70	CC	C "good"
69	60	DC	D "satisfactory"
59	50	DD	E "sufficient"
49	40	FD	F-FX "failed"
39	0	FF	F-FX "failed"

RS NOVISAD01

Grade	Local grades at NSSB (descriptively)	Numerical value	Percent of required knowledge for this grade
A	excellent with distinction	10	91-100
B	excellent	9	81-90
C	very good	8	71-80
D	good	7	61-70
E	sufficient	6	51-60
F	insufficient	5	0-50

ECTS Grade	Definition
A	Outstanding performance with only minor errors.
B	Above the average standard but with some errors.
C	Generally sound work with a number of notable errors.
D	Fair but with significant shortcomings.
E	Performance meets the minimum criteria.

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

F*	Some more work required before the credit can be awarded
Fx	Considerable further work is required.

*- NSSB, for both fail grades, uses "F".

ECTS grades "A" to "E" accompany the award of credit, and grades "Fx" and "F" attract zero credit.

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 or city]	Contact details (e-mail, phone)	Website for information
RS NOVISAD01	Jelena Kojić kojici@uns.ac.rs , international.office@vps.ns.ac.rs	https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/
TR ISTANBU25	Erasmus+ Office, erasmus@aydin.edu.tr 00902124441428-14908	All international students entering Turkey must apply in advance for a student visa at the nearest to them Turkish Consulate/Embassy. Further info: http://erasmus.aydin.edu.tr/index.asp?id=60

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 or city]	Contact details (e-mail, phone)	Website for information
RS NOVISAD01	Jelena Kojić kojici@uns.ac.rs , international.office@vps.ns.ac.rs	https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/
TR ISTANBU25	Erasmus+ Office, erasmus@aydin.edu.tr 00902124441428-14908	All international students are advised to acquire a full coverage international travelling medical insurance before entering Turkey. Further info: http://erasmus.aydin.edu.tr/index.asp?id=61

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:



NOVI SAD SCHOOL OF BUSINESS

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
RS NOVISAD01	Jelena Kojić	https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/
TR ISTANBU25	Erasmus+ Office, erasmus@aydin.edu.tr 00902124441428-14908	Upon request, accommodation can be provided in one of the private dormitories close to IAU. Further info: http://erasmus.aydin.edu.tr/index.asp?id=62

SIGNATURES OF THE INSTITUTIONS (legal representatives)

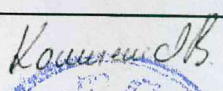
Institution [Erasmus code or name and city]	Name, function	Date	Signature
Novi Sad School of Business NOVISAD01	Prof. Biserka Komnenić PhD <i>Deputy Director for Development and International Cooperation</i>	27.03.2019.	
ISTANBULAYDIN UNIVERSITY TR ISTANBU25	Pınar ELBASAN, ERASMUS+ Institutional Coordinator		



NOVI SAD SCHOOL OF BUSINESS

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
RS NOVISAD01	Jelena Kojić	https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/
TR ISTANBU25	Erasmus+ Office, erasmus@aydin.edu.tr 00902124441428-14908	Upon request, accommodation can be provided in one of the private dormitories close to IAU. Further info: http://erasmus.aydin.edu.tr/index.asp?id=62

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
Novi Sad School of Business NOVISAD01	Prof. Biserka Komnenić PhD Deputy Director for Development and International Cooperation	27.03.2019.	
ISTANBULAYDIN UNIVERSITY TR ISTANBU25	Pinar ELBASAN, ERASMUS+ Institutional Coordinator	9.5.2019	