



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (Matej Bel University in Banská Bystrica)	SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Institutional Erasmus Coordinator Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia Postal Address: Faculty of Arts MBU International Relations Office Tajovského 40 974 01 Banská Bystrica Slovak Republic Tel: +421 48 446 7414 Fax: +421 48 4136153 ingrid.balazova@umb.sk	General information: In Slovak: http://www.ff.umb.sk/ (Faculty web sites), In English: http://www.ff.umb.sk/en/ The course catalogue: http://www.ff.umb.sk/en/erasmus-students/courses-for-international-students.html
UNIVERZITA PARDUBICE University of Pardubice Faculty of Arts and Philosophy Department of English and American Studies	CZ PARDUB01	Mgr. Věra Albrechtová, Office of International Affairs and Development, e-mail: mobility@upce.cz , tel. +420 466 036 350	www.uni-pardubice.eu

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

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

B. Mobility numbers per academic year

Teaching staff mobility/Staff Mobility for Training

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISC ED]	Subject area name	Number of staff mobility periods Staff Mobility for Teaching [total number of days of teaching periods or average duration *]
CZ PARDUB01	SK BANSKA01	222	Foreign languages	7 days
SK BANSKA01	CZ PARDUB01	222	Foreign languages	7 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]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SK BANSKA01	Subjects in foreign languages	SK	EN, D, HU, RU, PL, FR, ES, IT	SK: B2; EN: B2; D: B2; HU: B2; RU: B1; PL: A2; ES: B1; IT: B1	All languages C1
CZ PARDUB01		Czech	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].

SK BANSKA01: A type of certificate for students: a confirmation from sending institution (signed by a staff of university or faculty or department)

³For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europa.europa.eu/en/resources/european-language-levels-cefr>

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.

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).

CZ PARDUB01:

The University of Pardubice is able to welcome students and staff with disabilities. However, the International Office must be informed about it during the application procedure.

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
CZ PARDUB01	Visa students 15/5; EU students 30/6	Visa students 15/10; EU students 30/11

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

2. The receiving institution will send its decision within 2 weeks (SK BANSKA01)/ 8 weeks (CZ PARDUB01).
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks (SK BANSKA01)/ 2 weeks (CZ PARDUB01) 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.

The agreement is automatically invalid in case one of partners will not receive the ERASMUS charter.

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

CZ PARDUB01:

Description of the institutional grading system:

Grade	Grade in words (English/Czech)	
1	excellent	výborně
1,5	excellent minus	výborně mínus
2	very good	velmi dobře
2,5	very good minus	velmi dobře mínus
3	good	dobře
4	unsatisfactory, failed	nevyhověl
R*	satisfactory completion of course, no grade	předmět splněn
absolvoval s vyznamenáním	passed with honours	
absolvoval	passed	

ECTS grading scale: the University of Pardubice does not use the ECTS grading scale

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	
C	30	VERY GOOD - above the average standard but with some errors
D	25	GOOD - generally sound work with a number of notable errors
E	10	
FX	-	SATISFACTORY - fair but with significant shortcomings
F	-	SUFFICIENT - performance meets the minimum

criteria

FAIL - some more work required before the credit can be awarded

FAIL - considerable further work is required

ECTS credits:

1 full academic year = 60 credits
1 semester = 30 credits
1 term/trimester = 20 credits

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, ingrid.balazova@umb.sk , fax: +421 48 413 6153 http://www.foreign.gov.sk/en/contact_us/mfa_contact	http://www.ff.umb.sk/en/erasmus-students/ http://www.foreign.gov.sk/en/consular_info/visa
CZ PARDUB01	Mgr. Andrea Pilařová, Office of International Affairs and Development, email: andrea.pilarova@upce.cz , tel. +420 466 036 725	http://www.upce.cz/en/studium/erasmus-incoming/application-procedure.html

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
SK BANSKA01	Incoming + outgoing: PhDr. Ingrid Balážová, Erasmus Administrator, ingrid.balazova@umb.sk , fax: +421 48 413 6153	http://www.ff.umb.sk/en/erasmus-students/
CZ PARDUB01	Mgr. Andrea Pilařová, Office of International Affairs and Development, email: andrea.pilarova@upce.cz , tel. +420 466 036 725	http://www.upce.cz/en/studium/ects/pojisteni.html

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SK BANSKA01	PhDr. Ingrid Balážová, Erasmus Administrator, Tajovského 40, 974 01 Banská Bystrica, Slovakia, ingrid.balazova@umb.sk , fax: +421 48 413 6153	http://www.ff.umb.sk/en/erasmus-students/
CZ PARDUB01	Bc. Monika Křištofová, email: monika.kristofova@upce.cz , tel. +420 466 036 469	http://www.upce.cz/en/zazemi/koleje-a-menza.html

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. Students can use university wi-fi.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	21 NOV. 2013	 UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16-
CZ PARDUB01	Prof. PhDr. Karel Rýdl, CSc., Vice-Rector for Education	06 - 11 - 2013	 University of Pardubice Czech Republic

⁴Scanned signatures are accepted