

# Erasmus<sup>+</sup> Programme

## Inter-institutional agreement 2014/15-2020/21

### Higher Education Student and Staff Mobility

#### –Mobility for learners and staff (Key Action 1)–

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

		Univerzita Palackého v Olomouci
		CZ OLOMOUC01
<u>Institutional Coordinator<sup>1</sup>:</u>		<b><u>Institutional Coordinator<sup>1</sup>:</u></b> Mgr. Yvona Vyhnánková, International Relations Office Křížkovského 8, 77147 Olomouc Tel.: +420 585 631 041 Fax: +420 585 631 140 Email: <a href="mailto:yvona.vyhnankova@upol.cz">yvona.vyhnankova@upol.cz</a>
<u>Contact Details for Student Mobility / Nomination:</u>		<b><u>Contact Details for Student Mobility / Nomination:</u></b> <a href="mailto:Zuzana.hamdanieh@upol.cz">Zuzana.hamdanieh@upol.cz</a> Tel: +420 585 631 108 <a href="http://www.upol.cz/en/menu/erasmus-exchange/erasmus/">http://www.upol.cz/en/menu/erasmus-exchange/erasmus/</a>  <b><u>Contact Details for Staff Mobility (if applicable):</u></b> <a href="mailto:yvona.vyhnankova@upol.cz">yvona.vyhnankova@upol.cz</a> Tel.: +420 585 631 041
<u>Departmental Coordinator:</u>		<b><u>Departmental Coordinator:</u></b> Mgr. Jaroslav Vala, Ph.D. Department of Czech Language and Literature Katedra českého jazyka a literatury PdF UP v Olomouci <a href="mailto:jaroslav.vala@upol.cz">jaroslav.vala@upol.cz</a>

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (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  <b>Postal Address:</b> Faculty of Arts MBU International Relations Office	<b>General information:</b>  In Slovak: <a href="http://www.ff.umb.sk/">http://www.ff.umb.sk/</a> (Faculty web sites), In English: <a href="http://www.ff.umb.sk/en/">http://www.ff.umb.sk/en/</a>  <b>The course catalogue:</b>  <a href="http://www.ff.umb.sk/en/erasmus-students/courses-for-international-">http://www.ff.umb.sk/en/erasmus-students/courses-for-international-</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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



		Tajovského 40 974 01 Banská Bystrica Slovak Republic Tel: +421 48 446 7414   Fax: +421 48 4136153 <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@umb.sk</a>	<a href="#">students.html</a>
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## B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS <sup>3</sup>	SMT <sup>4</sup>
SK BANSKA01	CZ OLOMOUC01	222	FOREIGN LANGUAGES (Czech – Slovak)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students/10 month (each for 5 months)	2/10
CZ OLOMOUC01	SK BANSKA01	222	FOREIGN LANGUAGES (Czech – Slovak)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students/10 month (each for 5 months)	2/10

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA <sup>5</sup>	STT <sup>6</sup>
SK BANSKA01	CZ OLOMOUC01	222	FOREIGN LANGUAGES (Czech – Slovak)	2 teachers / 7 days	1/5 days
CZ OLOMOUC01	SK BANSKA01	222	FOREIGN LANGUAGES (Czech – Slovak)	2 teachers / 7 days	1/5 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 n <sup>o</sup>	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ OLOMOUC01	222	English	Czech	B2	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

<sup>3</sup> Student Mobility for Studies

<sup>4</sup> Student Mobility for Traineeship

<sup>5</sup> Staff Mobility for Teaching

<sup>6</sup> Staff Mobility for Training



## 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).

## E. Calendar

### 1. Nomination deadlines:

Receiving institution	Winter term <sup>7</sup> [month]	Summer term <sup>8</sup> [month]
SK BANSKA01	Nomin: 15 May, Appl: 15 July	Nomin: 30 Sept, Appl: 15 November
CZ OLOMOUC01	May 31st	October 31st

- The receiving institutions will send their decisions within 6-8 weeks after deadline.
- 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.
- Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1<sup>st</sup>. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

CZ OLOMOUC01	
WWW for Incoming Students	<a href="http://www.upol.cz/en/menu/erasmus-exchange/erasmus/">http://www.upol.cz/en/menu/erasmus-exchange/erasmus/</a>
WWW Course Catalogue	<a href="https://edis.upol.cz/cc">https://edis.upol.cz/cc</a>
Housing <sup>9</sup>	<a href="http://www.upol.cz/en/menu/erasmus-exchange/erasmus/">http://www.upol.cz/en/menu/erasmus-exchange/erasmus/</a>
Contact details	<a href="mailto:zuzana.hamdanieh@upol.cz">zuzana.hamdanieh@upol.cz</a> Tel: +420 585 631 108

<sup>7</sup> To be adapted in case of a trimester system.

<sup>8</sup> To be adapted in case of a trimester system.

<sup>9</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.



WWW Visa Information <sup>10</sup>	<a href="http://www.upol.cz/en/menu/erasmus-exchange/erasmus/">http://www.upol.cz/en/menu/erasmus-exchange/erasmus/</a>
Contact details	<a href="mailto:zuzana.hamdanieh@upol.cz">zuzana.hamdanieh@upol.cz</a> Tel: +420 585 631 108
WWW Insurance Information <sup>11</sup>	<a href="http://www.upol.cz/en/groups/practical-information/insurance/">http://www.upol.cz/en/groups/practical-information/insurance/</a>
Contact details	<a href="mailto:zuzana.hamdanieh@upol.cz">zuzana.hamdanieh@upol.cz</a> Tel: +420 585 631 108
ECTS Users' Guide <sup>12</sup>	<a href="http://www.upol.cz/en/groups/ects/v-menu/institution/">http://www.upol.cz/en/groups/ects/v-menu/institution/</a>
WWW Students and Staff with Disabilities	<a href="http://www.upol.cz/en/groups/ects/v-menu/facilities-for-special-needs-students/">http://www.upol.cz/en/groups/ects/v-menu/facilities-for-special-needs-students/</a>
Contact details	<a href="mailto:zuzana.hamdanieh@upol.cz">zuzana.hamdanieh@upol.cz</a> Tel: +420 585 631 108

### 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

### 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, <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@umb.sk</a> , fax: +421 48 413 6153  <a href="http://www.foreign.gov.sk/en/contact_us/mfa_contact">http://www.foreign.gov.sk/en/contact_us/mfa_contact</a>	<a href="http://www.ff.umb.sk/en/erasmus-students/">http://www.ff.umb.sk/en/erasmus-students/</a>  <a href="http://www.foreign.gov.sk/en/consular_info/visa">http://www.foreign.gov.sk/en/consular_info/visa</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:

<sup>10</sup> 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 ECHE.

<sup>11</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>12</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SK BANSKA01	Incoming + outgoing: PhDr. Ingrid Balážová, Erasmus Administrator, <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@umb.sk</a> , fax: +421 48 413 6153	<a href="http://www.ff.umb.sk/en/erasmus-students/">http://www.ff.umb.sk/en/erasmus-students/</a>

**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, <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@umb.sk</a> , fax: +421 48 413 6153	<a href="http://www.ff.umb.sk/en/erasmus-students/">http://www.ff.umb.sk/en/erasmus-students/</a>

**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	Name function	Date	Signature <sup>13</sup>
SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	15 JAN. 2014	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 17 974 01 Banská Bystrica
CZ OLOMOUC01	prof. PaedDr. Libuše Ludíková, CSc. Dean of the Faculty of Education	06 -01- 2014	

<sup>13</sup> Scanned signatures are accepted



