



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2021

between programme countries

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
UNIVERSITE DE LORRAINE	F NANCY 43	Dr. Mariama TRAORE Institutional ERASMUS coordinator Phone: +33 3 87 54 77 83 - Email: mariama.traore@univ-lorraine.fr Mme Marie-Christine VIRY-MICHEL Central management of the ERASMUS+ programme Contact person for Erasmus + partners Phone: +33 3 54 50 41 53 - Email: marie-christine.viry@univ-lorraine.fr	http://www.univ-lorraine.fr http://www.univ-lorraine.fr/content/d%C3%A9couvrez-nos-formationen
Departmental Coordinators	Foreign languages	M. Jérémy Tranmer – students mob. M. André Pannier –staff mobilities	
	Humanities	M. Alain Genetiot – students and staff mobilities	

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 numbers³ per 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] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeship s
F NANCY 43	SK BANSKA01	022	Humanities	1,2,3	2*20 MONTHS	0
SK BANSKA01	F NANCY 43	222	Humanities	1,2, 3	2*20 MONTHS	0
F NANCY 43	SK BANSKA01	023	Languages	1,2,3	2*20 MONTHS	0
SK BANSKA01	F NANCY 43	023	Languages	1,2, 3	2*20 MONTHS	0

[*Optional: Though subject area code & name and study cycle are optional, **the specification of the number of students/staff is requested**. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.

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	Staff Mobility for Training *
SK BANSKA01	F NANCY 43	022	Humanities	2*7 DAYS	Only by individual agreement
F NANCY 43	SK BANSKA01	222	Humanities	2*14 DAYS	Only by individual agreement
SK BANSKA01	F NANCY 43	023	Languages	2*7 DAYS	Only by individual agreement
F NANCY 43	SK BANSKA01	023	Languages	2*14 DAYS	Only by individual agreement

³ 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 ⁴	
				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, F: B1	All languages C1
F NANCY 43	Any	F	F	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)

F NANCY43: * Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

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).

F NANCY43:

Outgoing and Incoming areas

- 1- Campus Metz
- 2- Campus Nancy

⁴For 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>

1-Campus METZ

Outgoing and Incoming students :

Law, Human Sciences, Language Science, Short Programs (IUT) Mr Damien LUDMANN

damien.ludmann@univ-lorraine.fr

Languages, Arts, Hard sciences, Sport, Management, ISFATES Ms Phanny SIN

phanny.sin@univ-lorraine.fr

2-Campus NANCY

Outgoing students

- Human and Social Sciences Ms Elisabeth BILLY, elisabeth.billy@univ-lorraine.fr

Incoming students

- Human and Social Sciences Ms Elisabeth BILLY, elisabeth.billy@univ-lorraine.fr

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
F NANCY 43	May 31th	October 31th

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

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.
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. 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

F NANCY 43 :**Université de Lorraine grading system**

In the French university system, each course unit is graded on a scale from 0 to 20 points, 0 being the lowest grade and 20 the highest grade.

Rating scale

The pass mark thresholds are as follows:

10 < mark < 12	Acceptable
12 < mark < 14	Satisfactory
14 < mark < 16	Good
16 < mark	Excellent

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

F NANCY 43:

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact	L'Accueil-Info Étudiants – Université de Lorraine
Responsibility	Assistance in securing visas
Contact details	Email: drie-info-contact@univ-lorraine.fr
Website	http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine

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
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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/
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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.

F NANCY 43:

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

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

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact	L'Accueil-Info Étudiants – Université de Lorraine
Responsibility	Assistance in securing visas
Contact details	Email: drie-info-contact@univ-lorraine.fr
Website	http://www.univ-lorraine.fr/content/accueil-des-etudiants-internationaux-en-lorraine

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/

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.

F NANCY 43:

Our institution will guide incoming student/staff 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:

1-Campus METZ

- Law, Human Sciences, Language Science, Short Programs (IUT)
Mr Damien LUDMANN, damien.ludmann@univ-lorraine.fr
- Languages, Arts, Hard sciences, Sport, Management, ISFATES
Ms Phanny SIN, phanny.sin@univ-lorraine.fr

2-Campus NANCY

- Human and Social Sciences Ms Elisabeth BILLY, elisabeth.billy@univ-lorraine.fr
- Graduate Schools of Engineering : (EEIGM, ENSAIA, ENSEM, ENSG, ENSGSI, ENSIC, ENSMN)
Mr Arnaud BOURGUIGNON arnaud.bourguignon@univ-lorraine.fr
- Graduate Schools of Engineering : ENSTIB, ESSTIN, TELECOM, and Short Programs (IUT)
Mr Olivier REGO olivier.rego@univ-lorraine.fr
- Health, hard sciences, ESPE Lorraine Ms Sophia FESEI DANGANA, sophia.fesei-dangana@univ-lorraine.fr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
SK BANSKA01	Prof. Ing. Igor Kosir, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	06 MAR. 2014	UNIVERZITA MATEJA BELA Banskej Bystrici V.2. REKTORAT Pour le Président et par le Directeur Général des Services Jean-François MCLTER
F NANCY 43	Pierre Mutzenhardt Président	04 MARS 2014	

⁵Scanned signatures are accepted