



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> 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 <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	<b>Prof. Ing. Igor Kosír, CSc.</b> 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 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>	<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-students.html">http://www.ff.umb.sk/en/erasmus-students/courses-for-international-students.html</a>
University of Zielona Góra	PL ZIELONA01	<b>Institutional Coordinator:</b> <b>Ms. Agnieszka Możejko, M.A.</b> Department of International Cooperation 9 Licealna str., 65-417 Zielona Góra, Poland Tel: +4868 328 32 93 Fax: 4868 328 32 98, 78 97 E-mail: <a href="mailto:A.Mozejko@dwz.uz.zgora.pl">A.Mozejko@dwz.uz.zgora.pl</a> <a href="mailto:erasmus@uz.zgora.pl">erasmus@uz.zgora.pl</a>	General University Page: <a href="http://www.uz.zgora.pl/index_en.html">http://www.uz.zgora.pl/index_en.html</a>  For exchange students: <a href="http://www.dwz.uz.zgora.pl/index_en.html">http://www.dwz.uz.zgora.pl/index_en.html</a>  Course catalogue: <a href="http://www.ects.uz.zgora.pl/en_index.php">http://www.ects.uz.zgora.pl/en_index.php</a>

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

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



		<b>Departmental coordinators:</b> Polish philology: <b>dr Joanna Gorzelana</b> tel.: [+48 68]328 3208 e-mail: <a href="mailto:J.Gorzelana@ifp.uz.zgora.pl">J.Gorzelana@ifp.uz.zgora.pl</a>	
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## B. Mobility numbers<sup>3</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Trainee ships
PL ZIELONA01	SK BANSKA01	023 (222)	Foreign languages	1,2,3	4*5 MONTHS	1*5 MONTHS
SK BANSKA01	PL ZIELONA01	023 (222)	Foreign languages (Polish studies)	1,2	2*5 MONTHS	1*5 MONTHS

[\*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	PL ZIELONA01	023 (222)	Foreign languages (Polish studies)	2*7 DAYS	Only by individual agreement
PL ZIELONA01	SK BANSKA01	023 (222)	Foreign languages	4*7 DAYS	Only by individual agreement

## 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	Optional:	Language	Language	Recommended language of
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<sup>3</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>)



institution [Erasmus code]	Subject area	of instruc- tion 1	of instruc- tion 2	instruction level <sup>4</sup>	
				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, F	SK: B2; EN: B2; D: B2; HU: B2; RU: B1; PL: A2; ES: B1; IT: B1; F: B1	All languages C1
PL ZIELONA01	222 Foreign languages (Polish studies)	English	Polish	If ECTS-Points are needed a minimum of B1 is recommended. No certificate is required for admission	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)

## 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).

### PL ZIELONA01:

#### University of Zielona Góra

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: Students of first cycle studies are entitled to free of charge foreign language courses (total 120 hours). University of Zielona Góra offers courses in two foreign languages English and German. Although Polish is a language of instruction at the University, several faculties offer a selection of courses taught in foreign languages, mainly in English. Polish language course for incoming students and staff is run at the Faculty of Humanities at the university. The course is run on levels ranging from A1 to C2. Participants, who attend classes, pass the final test and fulfill other conditions determined by the program of the course, will complete the course and get a relevant number of ECTS credits.

<sup>4</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>



University of Zielona Gora is ready to welcome students with disabilities. If you have any question, contact the following person: Mr Marcin Garbat, Ph.D., Campus B, al. Wojska Polskiego 69, Ground floor, Room No.9, tel: (+48 68) 328 31 79, e-mail: [m.garbat@dzps.uz.zgora.pl](mailto:m.garbat@dzps.uz.zgora.pl)

## 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
PL ZIELONA01	30th June	31st December

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

### SK BANSKA 01:

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

### University of Zielona Góra:

1. Students coming to the University of Zielona Góra, after they were nominated by their home university, are obliged to send to the Department of International Cooperation: a filled-in Application Form, the Learning Agreement, the Transcript of Records (if required by a faculty). After having received the paper application (printed online application) the letter of admission will be send within a max. of six weeks.

2. 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.]*

Termination of the agreement: **30<sup>th</sup> September 2021**

## 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

### University of Zielona Góra:

Student performances are graded individually and not on a statistical basis. In general, the University of Zielona Góra uses the grading system charted below

[http://www.ects.uz.zgora.pl/en\\_1.php?s=9](http://www.ects.uz.zgora.pl/en_1.php?s=9)

Local grade		Numerical grade	Abbreviation
bardzo dobry	very good	5,0	bdb



dobry plus	good plus	4,5	db plus
dobry	good	4,0	db
dostateczny plus	satisfactory plus	3,5	dst plus
dostateczny	satisfactory	3,0	dost
niedostateczny	unsatisfactory	2,0	ndst
zal.	pass	-	-
niezal.	fail	-	-

A course credit is awarded with at least "dostateczny" (satisfactory) or "zal" (pass).

## 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: <b>PhDr. Ingrid Balážová</b> , 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>
PL ZIELONA01	<b>Paulina Senkow-Mackowska, M.A.</b> tel: +48 68 328 32 97 e-mail: <a href="mailto:p.senkow-mackowska@dwz.uz.zgora.pl">p.senkow-mackowska@dwz.uz.zgora.pl</a> <a href="mailto:erasmus@uz.zgora.pl">erasmus@uz.zgora.pl</a>	<a href="http://www.erasmus.uz.zgora.pl/index.php?temporary-residence-and-visa-requirements-1">http://www.erasmus.uz.zgora.pl/index.php?temporary-residence-and-visa-requirements-1</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SK BANSKA01	Incoming + outgoing: <b>PhDr. Ingrid Balážová</b> , 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>
PL ZIELONA01	<b>Paulina Senkow-Mackowska, M.A.</b> tel: +48 68 328 32 97 e-mail: <a href="mailto:p.senkow-mackowska@dwz.uz.zgora.pl">p.senkow-mackowska@dwz.uz.zgora.pl</a>	<a href="http://www.erasmus.uz.zgora.pl/index.php?health-insurance-and-medical-care-1">http://www.erasmus.uz.zgora.pl/index.php?health-insurance-and-medical-care-1</a>

	<a href="mailto:erasmus@uz.zgora.pl">erasmus@uz.zgora.pl</a>	
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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.

#### 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	<b>PhDr. Ingrid Balážová,</b> 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>
PL ZIELONA01	<b>Paulina Senkow-Mackowska, M.A.</b> tel: +48 68 328 32 97 e-mail: <a href="mailto:p.senkow-mackowska@dwz.uz.zgora.pl">p.senkow-mackowska@dwz.uz.zgora.pl</a> <a href="mailto:erasmus@uz.zgora.pl">erasmus@uz.zgora.pl</a>	In order to apply for accommodation, a student must mark the accommodation option in the application form. We can guarantee accommodation for the students, who apply for Erasmus stay in first deadline (30 <sup>th</sup> June).

**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 <sup>5</sup>
SK BANSKA01	<b>Prof. Ing. Igor Kosír, CSc.</b> Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	15 APR. 2014	UNIVERZITA MATEJA BELA v Banskej Bystrici <b>REKTORÁT</b> Národná 12, 974 01 Banská Bystrica -16-
PL ZIELONA01	<b>Prof. dr hab. Janusz Gil</b> Deputy Rector for Scientific Research and International Cooperation <a href="mailto:erasmus@uz.zgora.pl">erasmus@uz.zgora.pl</a>	08/04/2014	Uniwersytet Zielonogórski ul. Licealna 9, 65-417 Zielona Góra REGON 977924147, NIP 973-07-13-421 (9) <b>PROREKTOR</b> DS. NAUKI I WSPÓŁPRACY Z ZAGRANICĄ Prof. dr hab. Janusz Gil

<sup>5</sup>Scanned signatures are accepted