



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

Inter-institutional¹ agreement 2015/16-2020/21²
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 details³ (email, phone)	Website (eg. of the course catalogue)
Université Saint-Louis (Saint-Louis University, Brussels)	B BRUXEL02	M. Philippe Moreau Contact person for the Faculty of Translation philippe.moreau@usaintlouis.be +32 2 793 40 60 (fax : + 32 2 793 40 69) Rue d'Arlon, 11 1050 Bruxelles Ms Fanny Lutz Assistant to the Vice-Rector for International Relations International@usaintlouis.be +32 / (0)2 211 79 91 Boulevard du Jardin Botanique 43 1000 Bruxelles Belgium	General English website: http://www.usaintlouis.be/sl/1058.html Course catalogue of the Faculty of Translation: http://www.usaintlouis.be/sl/1783.html Information on student mobility: http://www.usaintlouis.be/sl/510.html

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (Matej Bel University in Banská Bystrica)	SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Vice-Rector for International Cooperation, 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
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B. Mobility numbers⁴ 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 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
B BRUXEL02	SK BANSKA01	0231	Translation, Interpreting French	1 st	2 students (total 10 months)	0
		0231	Translation, Interpreting English	1 st	2 students (total 10 months)	0
SK BANSKA01	B BRUXEL02	0231	Translation, Interpreting French	1 st	2 students (total 10 months)	0
		0231	Translation, Interpreting English	1 st	2 students (total 10 months)	0

[*Optional: subject area 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.]

⁴ 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>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
B BRUXEL02	SK BANSKA01	0231	Translation, Interpreting French	1 person (min. 8 hours)	0
		0231	Translation, Interpreting English	1 person (min. 8 hours)	0
SK BANSKA01	B BRUXEL02	0231	Translation, Interpreting French	1 person (1 week/ min. 8 hours)	0
		0231	Translation, Interpreting English	1 person (min. 8 hours)	0

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	Langu age of instruc tion 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B BRUXEL02		French	English	B1	C1
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: B2	All languages C1

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

⁵ 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>

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

B BRUXEL02: Saint-Louis University/Marie Haps welcomes students and staff members with disabilities, however acceptance requires approval (philippe.moreau@usaintlouis.be).

Autumn term: September 15 – end of January

Spring term : February 1 – June 30

The International Office of the Université Saint-Louis organizes

- One **Erasmus welcome meeting** per term: mid-September –end of January
- A buddy system for incoming students
- **French Language classes** for Erasmus students
- Specific classes for Erasmus students on **Belgian culture** and **Belgian literature**

Contact for incoming students at Saint-Louis University/Marie Haps:

philippe.moreau@usaintlouis.be

Admission and registration procedure

Follow the instructions on-line: <http://www.usaintlouis.be/sl/510.html>

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B BRUXEL02	31 st of May	15 th of November
SK BANSKA01	Nomin: 15 May, Appl:15 July	Nomin: 30 Sept, Appl: 15 November

The receiving institution will send its decision within **[B BRUXEL02/ SK BANSKA01]:**
4 - 2 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than **[B BRUXEL02- SK BANSKA01]: 4 - 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."]

F. Information

1. Grading systems of the institutions

More information on the grading system of Saint-Louis University can be found online: <http://www.usaintlouis.be/sl/welcome.html> -> International -> Incoming Student -> The ECTS credit system. Furthermore, the transcript of records includes a detailed description of the grading system.

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
B BRUXEL02	M. Philippe Moreau Contact person for the Faculty of Translation philippe.moreau@usaintlouis.be	http://www.usaintlouis.be/erasmus_visa.html
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

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
B BRUXEL02	M. Philippe Moreau Contact person for the Faculty of Translation philippe.moreau@usaintlouis.be	www.usaintlouis.be/sl/1703
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/



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
B BRUXEL02	M. Philippe Moreau Contact person for the Faculty of Translation philippe.moreau@usaintlouis.be	http://www.usaintlouis.be/sl/514.html
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/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
B BRUXEL02	Dr. Bertrand Hamaide, Vice-rector for Education and International Relations	26/11/2014	
SK BANSKA01	Mgr. Lucia Oboňová, Erasmus+ Institutional Coordinator	25 NOV. 2014	 UNIVERZITA MATEJKA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica

⁶ Scanned signatures are accepted

