



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2015-2021

### between programme countries

#### 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>doc. PhDr. Katarína Chovancová, PhD.</b> Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator <a href="mailto:erasmus@umb.sk">erasmus@umb.sk</a> Matej Bel University in Banska Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia	
<b>Faculty of Arts</b>		<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>
<b>Universitaet Erfurt (University of Erfurt)</b>	D ERFURT05	<b>Manuela Linde Erasmus Institutional Coordinator</b>  Head of International Office Nordhaeuser Strasse 63, 99089 ERFURT Phone: +49 361 7375031 Fax: +49 361 737 5039 Email: <a href="mailto:manuela.linde@uni-erfurt.de">manuela.linde@uni-erfurt.de</a>	Website for incoming exchange students:  German: <a href="http://www.uni-erfurt.de/international/incoming/teilstudium/">http://www.uni-erfurt.de/international/incoming/teilstudium/</a>  English: <a href="http://www.uni-erfurt.de/en/international/incoming/exchange-students/">http://www.uni-erfurt.de/en/international/incoming/exchange-students/</a>  Course catalogue:

<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.

			<a href="http://sulwww.uni-erfurt.de/PublicServices/Veranstaltungsverzeichnis/default.aspx">http://sulwww.uni-erfurt.de/PublicServices/Veranstaltungsverzeichnis/default.aspx</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 Traineeships
SK BANSKA01	D ERFURT05	023	LANGUAGES (German, English)	1,2, 3	2*10 MONTHS	Only by individual agreement

[\*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	D ERFURT05	023	LANGUAGES (German, English)	2*5 DAYS	Only by individual agreement
D ERFURT05	SK BANSKA01	023	LANGUAGES (German, English)	2*5 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 institution	Optional: Subject	Language of instruction	Language of instruction	Recommended language of instruction level <sup>4</sup>
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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>)



[Erasmus code]	area	tion 1	tion 2	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
D ERFURT05		German	English (limited number of courses)	German B1	English 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](mailto: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](mailto:ingrid.balazova@umb.sk)).

At the University of Erfurt, the teaching buildings and central utilities are gradually being converted to accommodate people with disabilities as part of the modernisation and renovation programme for the university campus. Unfortunately, there are still some access difficulties to some of the buildings, particularly for people in wheelchairs. Fellow students and the staff of the Student Services Department and the International Office are happy to help. Detailed information can be obtained from each individual faculty or from the university representative for people with severe disabilities:

Schwerbehindertenbeauftragter (University Representative for Students with Disabilities):

Bernhard Becher, Registrar

Abteilung Studium und Lehre

Telephon: +49(0)361/737-5101

Fax: +49(0)361/737-5009

[schwerbehindertenbeauftragter@uni-erfurt.de](mailto:schwerbehindertenbeauftragter@uni-erfurt.de)

The Studentenwerk provides appropriate accommodation for people with disabilities in the residence halls.

<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>

## 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
D ERFURT05	June 15	November 30

[\* 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

### **D ERFURT05**

1	„very good“	= an excellent performance
2	„good“	= a performance which is considerably above the average requirements
3	„satisfactory“	= a performance which meets the average requirements
4	„sufficient“	= a performance which still meets the requirements, despite its shortcomings
5	„insufficient“	= a performance which fails to meet the requirements on account of considerable shortcomings



The grading scale has five grades, which means that, including the intermediate grades, 10 pass grades (from 1.0 to 4.0) and one failure grade (5.0) can be awarded. Intermediate grades can be awarded in order to provide a finer differentiation of the grading of the performance. This is done by raising or lowering the individual grades by 0.3. However, the grades 0.7 , 4.3 , 4.7 and 5.3 cannot be awarded.

## 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>
D ERFURT05	International Office University of Erfurt Nordhaeuser Strasse 63 99089 Erfurt Germany  Tel. +49 361 737 5030 Fax +49 361 737 5039 E-mail: <a href="mailto:international@uni-erfurt.de">international@uni-erfurt.de</a>	German: <a href="http://www.uni-erfurt.de/international/incoming/praktische-hinweise/#c13949">http://www.uni-erfurt.de/international/incoming/praktische-hinweise/#c13949</a>  English: <a href="http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14597">http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14597</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: 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>
D ERFURT05	International Office University of Erfurt Nordhaeuser Strasse 63 99089 Erfurt Germany  Tel. +49 361 737 5030 Fax +49 361 737 5039 E-mail: <a href="mailto:international@uni-erfurt.de">international@uni-erfurt.de</a>	German: <a href="http://www.uni-erfurt.de/international/incoming/praktische-hinweise/#c13947">http://www.uni-erfurt.de/international/incoming/praktische-hinweise/#c13947</a>  English: <a href="http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14596">http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14596</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>
D ERFURT05	Studentenwerk Thüringen Anstalt des öffentlichen Rechts Philosophenweg 22 07743 Jena  Tel. +49 361-7371821 Fax +49 361-7371991 E-Mail: <a href="mailto:wef@stw-thueringen.de">wef@stw-thueringen.de</a>	German: <a href="http://www.stw-thueringen.de/deutsch/wohnen/bewerbung-wohnplatz/bewerbung-auf-wohnplatz-neu.html">http://www.stw-thueringen.de/deutsch/wohnen/bewerbung-wohnplatz/bewerbung-auf-wohnplatz-neu.html</a>  English: <a href="http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html">http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html</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 [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
SK BANSKA01	<b>doc. PhDr. Katarína Chovancová, PhD.</b> Vice-Rector for International Cooperation and Public Relations, Erasmus+ Institutional Coordinator	13 APR. 2015	UNIVERZITA MATEJA BELA v Banskej Bystrici <b>REKTORÁT</b> Národná 12 974 01 Banská Bystrica <i>[Signature]</i>
D ERFURT05	<b>Manuela Linde</b> ERASMUS Institutional Coordinator	10.4.2015	<i>Linde</i>

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