



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (Matej Bel University in Banská Bystrica)	SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. 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 Banská 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	<b>General information:</b> In Slovak: <a href="http://www.ff.umb.sk/">http://www.ff.umb.sk/</a> (Faculty web sites), In English:

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		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="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>
Baltijas starptautiskā akadēmija (Baltic International Academy)	LV RIGA28	Viktorija Petlak, Interinstitutional Mobility Center, ERASMUS programme coordinator  4 Lomonosova str., Riga, Latvia, LV 1003  00 371 67100603  <a href="mailto:viktorija.petlak@bsa.edu.lv">viktorija.petlak@bsa.edu.lv</a>	<a href="http://www.bsa.edu.lv">www.bsa.edu.lv</a>

## B. Mobility numbers<sup>5</sup> per 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	LV RIGA28	023	Languages and Philological Sciences (English, German, Russian)	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5=10	Only by individual agreement
		03	European studies	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5=10	Only by individual agreement
LV RIGA28	SK BANSKA01	023	Languages and Philological Sciences (English, German, Russian)	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5=10	Only by individual agreement
		03	European studies	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5=10	Only by individual agreement

**SK BANSKA01:** A type of certificate for students: a confirmation from sending institution (signed by a staff of university or faculty or department)

<sup>5</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>)



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 *  [total number of days of teaching periods or average duration *]	
SK BANSKA01	LV RIGA28	023	Languages and Philological Sciences (English, German, Russian)	2*5 DAYS	2*5 DAYS
SK BANSKA01	LV RIGA28	03	European studies	2*5 DAYS	2*5 DAYS
LV RIGA28	SK BANSKA01	023	Languages and Philological Sciences (English, German, Russian)	2*5 DAYS	2*5 DAYS
LV RIGA28	SK BANSKA01	03	European studies	2*5 DAYS	2*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  [Erasmus code]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>6</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
LV RIGA28	-	Latvian	Russian  English	B1	B2

<sup>6</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>

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

**ISMAI** welcomes students and staff with disabilities, together with their helpers and carers.

**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)).

## 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
LV RIGA28	15 <sup>th</sup> April	15 <sup>th</sup> November

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

2. The receiving institution will send its decision within 1 week.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities. Cancellation of the agreement, additional activities and changes in mobility data can be made annually, if communicated before January 1<sup>st</sup>.



## 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

**LV RIGA28** <http://bsa.edu.lv/lang/eng/erasmus.html>

ECTS Grade	Latvian Grade	Definition
A	10	EXCELLENT outstanding performance with only minor errors
B	9	VERY GOOD above the average standard but with some errors
C	8	GOOD generally sound work with a number of notable errors
D	6, 7	SATISFACTORY fair but with significant shortcomings
E	5	SUFFICIENT performance meets the minimum criteria
FX	4	FAIL some more work required before the credit can be awarded
F	1 ÷ 3	FAIL considerable further work is required

#### ECTS credits:

one semester	one full academic year
30 ECTS credits	60 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>
LV RIGA 28	<a href="mailto:visa@bsa.edu.lv">visa@bsa.edu.lv</a>  +371 67100554	<a href="http://www.pmlp.gov.lv/en/pakalpojumi/uzturesanas.html">http://www.pmlp.gov.lv/en/pakalpojumi/uzturesanas.html</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>
LV RIGA 28	<b>Free information line:</b> +371 80001234 <b>Fax:</b> +371 67043701 <b>E-mail:</b> <a href="mailto:nvd@vmnvd.gov.lv">nvd@vmnvd.gov.lv</a>	<a href="http://www.vmnvd.gov.lv">www.vmnvd.gov.lv</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>
LV RIGA 28	LV RIGA 28 does not have onsite accommodation facilities. Erasmus Office is pleased to support with information about accommodation in Riga.  Erasmus Office <a href="mailto:erasmus@bsa.edu.lv">erasmus@bsa.edu.lv</a>	<a href="https://www.facebook.com/groups/227044737325637/">https://www.facebook.com/groups/227044737325637/</a>  <a href="http://bsa.edu.lv/lang/eng/erasmus.html">http://bsa.edu.lv/lang/eng/erasmus.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>7</sup>
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation, Erasmus Institutional Coordinator	23 Júl. 2015	UNIVERZITA PAVLA BEĽA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica <i>[Signature]</i>
LV RIGA 28	S.Buka Member of the Board	15.06.15	<i>[Signature]</i> 

<sup>7</sup> Scanned signatures are accepted

