



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 between programme countries

[Minimum requirements]

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 ¹ (email, phone) | Website (eg. of the course catalogue) |
|---|--------------|---|---|
| Państwowa Wyższa Szkoła Zawodowa im. Prezydenta Stanisława Wojciechowskiego w Kaliszu (<i>The President Stanislaw Wojciechowski State University of Applied Sciences in Kalisz</i>) | PL KALISZ01 | Institutional Coordinator Tatiana Manasterska Ph. D. Nowy Świat 4, 62-800 Kalisz Tel. +48 62 767 95 66 tmanasterska@wp.pl zagranica@pwsz.kalisz.pl Ewa Świadcowska – International Relations Office e.swiadcowska@pwsz.kalisz.pl TEL. +48 62 767 95 66 | www.pwsz.kalisz.pl http://www.pwsz.kalisz.pl/?international-relations-office,1085 |

¹Higher Education Institutions have to agree on the period of validity of this agreement

²Contact 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 | doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator erasmus@umb.sk Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia | |
| Faculty of Arts | | 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 |

B. Mobility numbers⁴ 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 November** 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 Trainees hips * | |
|---|---|---|---------------------------|---|---|-------------------------------------|
| PL KALISZ01 | SK BANSKA01 | 1014 | Sport | 1,2 | 3*5 | Only by individual Agreement. |
| SK BANSKA01 | PL KALISZ01 | 1014 | Sport | 1,2 | 3*5 | Only by individual Agreement. |

[*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.]

SK BANSKA01: Erasmus for traineeships:

<http://www.ff.umb.sk/en/erasmus-students/erasmus-for-traineeships.html>

| 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 [total number of days of teaching periods or average duration *] | Staff Mobility for Training * |
| PL KALISZ01 | SK BANSKA01 | 1014 | Sport | 3*5 days | |
| SK BANSKA01 | PL KALISZ01 | 1014 | Sport | 3*5 days | |

⁴Mobility 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 ² | |
|--|------------------------------|---------------------------------|---------------------------------|--|---|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| PL KALISZ01 | 1014 | Polish | English | B1/C1 | B2 to C1 |
| SK BANSKA01 | 1014 | Slovak | English | B1/A2 | B2 |

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

⁵For 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>

D. Additional requirements

At PL KALISZ01 is working a sell which is responsible for all students with special needs. In order to receive more information about the conditions and special facilities for disabled students/staff please write to h.warsiewicz@pwsz.kalisz.pl

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] |
|---|------------------------------|-----------------------------------|
| PL KALISZ01 | 31 st JULY | 31 st DECEMBER |
| SK BANSKA01 | Nomin: 15 May, Appl: 15 July | Nomin: 30 Sept, Appl: 15 November |

Academic Calendar

| Receiving institution [Erasmus code] | Autumn term* [from-to] | Spring term* [month] |
|---|---|---|
| PL KALISZ01 | End of September Till end of January | End of February till End of June |
| SK BANSKA01 | End of September Till end of January | Begging of February till end of June |

2. The receiving institution will send its decision within [8] weeks.

3. Transcript of Records

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

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

The President Stanislaw Wojciechowski State University of Applied Sciences in Kalisz - PL KALISZ01

Grade "5" – is very good (A in ECTS scale)
 Grade "4,5" – is good plus (B in ECTS scale)
 Grade "4,0" – is grade good (C in ECTS scale)
 Grade "3,5" – is sufficient plus (D in ECTS scale)
 Grade "3" – is sufficient (E in ECTS scale)
 Grade "2" – is failed (f in ECTS scale)

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 |
|--------------------------------------|---|--|
| PL KALISZ01 | Ewa Świadkowska – International Relations Office zagranica@pwsz.kalisz.pl e.swiadkowska@pwsz.kalisz.pl TEL. +48 62 767 95 66 | http://www.pwsz.kalisz.pl/?international-relations-office,1085 |
| 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 |
|-------------------------------|--|---|
| PL KALISZ01 | Ewa Świadkowska – International Relations Office e.swiadcowska@pwsz.kalisz.pl zagranica@pwsz.kalisz.pl TEL. +48 62 767 95 66 | http://www.pwsz.kalisz.pl/?international-relations-office,1085 |
| 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/ |

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 |
|-------------------------------|--|---|
| PL KALISZ01 | Ewa Świadkowska – International Relations Office e.swiadcowska@pwsz.kalisz.pl zagranica@pwsz.kalisz.pl TEL. +48 62 767 95 66 | http://www.pwsz.kalisz.pl/?international-relations-office,1085 |
| 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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature |
|-------------------------------|---|------------|--|
| PL KALISZ01 | Prof. Jan Chajda Rector | 31.03.2016 |  prof. zw. dr. inż. Jan Chajda |
| SK BANSKA01 | doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator | 18.4.2016 |  UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16- Chovancová |

