



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff - Higher Education Student and Staff Mobility

## Inter-institutional agreement 2017-2021

### 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>1</sup> (email, phone)	Website (eg. of the course catalogue)
<b>POLITECHNIKA ŚLĄSKA</b> (Silesian University of Technology)  College of Foreign Languages Faculty of Organisation and Management	PL GLIWICE01	Joanna Mrowiec-Denkowska Head of International Mobility Office Institutional ERASMUS Coordinator Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1753 fax: +48 32 231-8085 e-mail: <a href="mailto:mobility@polsl.pl">mobility@polsl.pl</a> <b>academic:</b> mgr Grzegorz Wlazlak College of Foreign Languages e-mail: <a href="mailto:grzegorz.wlazlak@polsl.pl">grzegorz.wlazlak@polsl.pl</a> dr Sławomir Olko Faculty of Organisation and Management e-mail: <a href="mailto:slawomir.olko@polsl.pl">slawomir.olko@polsl.pl</a>	<a href="http://www.polsl.pl">www.polsl.pl</a>  courses in English: <a href="http://studyinenglish.polsl.pl/Pages/CurriculaandCoursesinEnglish.aspx">http://studyinenglish.polsl.pl/Pages/CurriculaandCoursesinEnglish.aspx</a>  IMO web page (English): <a href="http://www.polsl.pl/Jednostki/RD2-BWA/Strony/witamy.aspx">http://www.polsl.pl/Jednostki/RD2-BWA/Strony/witamy.aspx</a>
Matej Bel University in Banska 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>	<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>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.



		<p>Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia</p> <p><b>Postal Address:</b> Faculty of Arts MBU International Relations Office Tajovského 40 97401 Banská Bystrica Slovak Republic Tel: +42148 446 7414   Fax: +421484136153ingrid.balazova@umb.sk</p>	<p><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></p>
--	--	--	---

## B. Mobility numbers 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 [1 <sup>st</sup> – bachelor 2 <sup>nd</sup> – master 3 <sup>rd</sup> – doctoral]	Number of student mobility periods	
					Student Mobility for Studies [number of students / number of study months per person and total]	Student Mobility for Traineeships *
PL GLIWICE01	SK BANSKA01	023	Foreign Languages ( English, French, Italian)	1 <sup>st</sup>	4x5	tbc on individual, particular flow basis
SK BANSKA01	PL GLIWICE01	023	Foreign Languages ( English, French, Italian)	1 <sup>st</sup>	4x5	tbc on individual, particular flow basis
PL GLIWICE01	SK BANSKA01	0223	Philosophy and ethics	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	4x5	tbc on individual, particular flow basis
SK BANSKA01	PL GLIWICE01	0223	Philosophy and ethics	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	4x5	tbc on individual, particular flow basis

[\*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 of mobility periods or average duration can be indicated]

**SK BANSKA01: Erasmus for traineeships:**

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



<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> [ISCED]	<b>Subject area name</b>	<b>Number of staff mobility periods</b>	
				<b>Staff Mobility for Teaching</b>  [number of persons and teaching days & teaching hours per person]	<b>Staff Mobility for Training</b> *
PL GLIWICE01	SK BANSKA01	023	Foreign Languages ( English, French, Italian)	1 prs / average 5 days and always min 8 hours	tbc on individual, particular flow basis
SK BANSKA01	PL GLIWICE01	023	Foreign Languages ( English, French, Italian)	1 prs / average 5 days and always min 8 hours	tbc on individual, particular flow basis
PL GLIWICE01	SK BANSKA01	0223	Philosophy and ethics	1 prs / average 5 days and always min 8 hours	tbc on individual, particular flow basis
SK BANSKA01	PL GLIWICE01	0223	Philosophy and ethics	1 prs / average 5 days and always min 8 hours	tbc on individual, particular flow basis

### 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:

<b>Receiving institution</b> [Erasmus code]	<b>Subject area</b>	<b>Language of instruction 1</b>	<b>Language of instruction 2</b>	<b>Recommended language of instruction level<sup>2</sup></b>	
				<b>Student Mobility for Studies</b>  [Minimum recommended level]	<b>Staff Mobility for Teaching</b>  [Recommended level]
PL GLIWICE01	engineering; technology; architecture	English		B1 for 1 <sup>st</sup> cycle  B2 for 2 <sup>nd</sup> cycle	C1
SK BANSKA01	Subjects in foreign languages	SK	See below	See below	All languages C1

For more details on the language of instruction recommendations, see the course catalogue of each institution.

<sup>2</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>



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

**Subjects in foreign languages:**

- Bachelor study: SK: B1; EN: B1; D: B1; RU: B1; PL: B1; ES: B1; IT: B1, F: B1.
- Master study: SK: B2; EN: B2; D: B2; RU: B2; PL: B2; ES: B2; IT: B2, F: B2.
- Doctoral study: SK: B2; EN: B2; D: B2; RU: B2; PL: B2; ES: B2; IT: B2, F: B2.

## D. Additional requirements

for PL GLIWICE01 incoming/outgoing students:

- **PLEASE NOTE that from the academic year 2016/17 incoming students have to apply on-line <http://incoming.polsl.pl>**
- students' transcript of records for previous semesters of study completed before the exchange shall be submitted as obligatory form with regular application
- LA shall cover academic activities for min. 25 ECTS per semester
- missing classes = no entry to exams session (unless a notice on serious reason of absence is sent to the academic coordinator at particular faculty and to International Mobility Office)

**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)).

Mobility of students and staff with disabilities shall be announced to the receiving institution with the mobility nomination, describing the kind of disability and expected required infrastructure.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term / whole academic year [month]	Spring term /prolongation of stay [month]
PL GLIWICE01	1 <sup>st</sup> June	1 <sup>st</sup> December
SK BANSKA01	Nomin: 15-May, Appl:15 July	Nomin: 30 Sept, Appl: 15 November

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 [3] weeks after the assessment period has finished at the receiving HEI.

In case of re-exams session, transcript of records may be issued and sent to students home institution in parts or in one after the closing dates of completing particular semesters, i.e.:

for PL GLIWICE01:

Winter Semester (WS) – end of February

Summer Semester (SS) – end of September

#### 4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given, i.e. eventual 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. 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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>3</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

Study regulations at PL GLIWICE01: <http://studyinenglish.polsl.pl/Pages/RegulationsofStudies.aspx>

**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	Katarzyna Jeziorska Incoming Students Coordinator International Mobility Office	IMO web page (English):

<sup>3</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



GLIWICE01	Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-2207 fax: +48 32 231-8085 e-mail: <a href="mailto:mobility@polsl.pl">mobility@polsl.pl</a>	<a href="http://www.polsl.pl/Jednostki/RD2-BWA/ic">www.polsl.pl/Jednostki/RD2-BWA/ic</a>
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>

### 3. Insurance

The sending and receiving institutions will provide information assistance on obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

- for the UE citizens (exchange students and staff) the European Health Insurance Card (EHIC) is obligatory
- for the non-UE citizens (exchange students and staff) an individual insurance policy is obligatory
- for all exchange students and staff, the 3<sup>rd</sup> party liability insurance policy is recommended

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)	Insurance cover	Website for information
PL GLIWICE01	International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-2207 fax: +48 32 231-8085 e-mail: <a href="mailto:mobility@polsl.pl">mobility@polsl.pl</a>	insurance cover is not automatically provided	IMO web page (English): <a href="http://www.polsl.pl/Jednostki/RD2-BWA/ic">www.polsl.pl/Jednostki/RD2-BWA/ic</a>
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>	SK BANSKA01

**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.


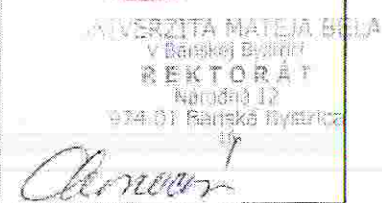
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
-------------------------------	-----------------------------------	-------------------------

PL GLIWICE01	Katarzyna Jeziorska Incoming Students Coordinator International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-2207 fax: +48 32 231-8085 e-mail: <a href="mailto:mobility@polsl.pl">mobility@polsl.pl</a>	IMO web page (English): <a href="http://www.polsl.pl/Jednostki/RD2-BWA/ic">www.polsl.pl/Jednostki/RD2-BWA/ic</a>
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>

**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	Place & Date	Signature <sup>4</sup>
<b>POLITECHNIKA ŚLĄSKA</b>  PL GLIWICE01	Tomasz Trawiński, PhD DSc  Vice Rector for Student Affair and Education	Gliwice,	
SK BANSKA01	<b>doc. PhDr. Katarína Chovancová, PhD.</b>  Vice-Rector for International Cooperation and Public Relations  Erasmus+ Institutional Coordinator	<i>BANSKÁ BYSTRICA</i>  <i>14. 11. 2016</i>	

<sup>4</sup> Scanned signatures are accepted