



Erasmus+ Programme

Inter-institutional agreement 2014/2015-2020/2021 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)	UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (Matej Bel University in Banská Bystrica)
Erasmus code	SK BANSKA01
Contact details¹ (email, phone)	<u>Institutional Erasmus Coordinator</u> Prof. Ing. Igor Kosír, CSc. 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
Website (eg. of the course catalogue)	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

Name of the institution (and department, where relevant)	University of Hradec Králové Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic
Erasmus code	CZ HRADEC01
Contact details (email, phone)	<u>Erasmus Institutional Coordinator</u> prof. RNDr. PhDr. Antonín Slabý, CSc. tel.: +420 493 332 512; email: antonin.slaby@uhk.cz

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

	<p><u>International Office – agreements</u> Ing. Veronika Měchurová tel.: +420 493 332 519; email: veronika.mechurova@uhk.cz</p> <p><u>Departmental International Office – incomings + outgoing teachers</u> - Faculty of Education Ing. Petra Nosková tel.: +420 493 331 141; email: petra.noskova@uhk.cz</p> <p><u>Departmental International Office – outgoing students</u> - Faculty of Education Mgr. Lucie Martinková tel.: +420 493 331 115; email: lucie.martinkova@uhk.cz</p>
Website (eg. of the course catalogue)	<p>http://www.uhk.cz/en-us/</p> <p>https://www.uhk.cz/International-students/Erasmus-and-Other-Exchange-Programmes-at-the-Unive/Faculty-of-Education.aspx</p>

B. Mobility numbers per academic year

For agreements 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.

Student Mobility for Studies						
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ² [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of students	Number of months [total number]
SK BANSKA01	CZ HRADEC01	222 *	Foreign languages	1 st , 2 nd	2	10
CZ HRADEC01	SK BANSKA01	222 *	Foreign languages	1 st , 2 nd	2	10
SK BANSKA01	CZ HRADEC01	813 *	Sports	1 st , 2 nd	2	10
CZ HRADEC01	SK BANSKA01	813 *	Sports	1 st , 2 nd	2	10

[Optional: study cycle.]

² education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

* according to ISCED 2013:
22 - Languages
10 - ...

Staff Mobility for Teaching					
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ³ [ISCED]	Subject area name	Number of teachers	Number of days [total number]
SK BANSKA01	CZ HRADEC01	222 *	Foreign languages	4	20
CZ HRADEC01	SK BANSKA01	222 *	Foreign languages	4	20
SK BANSKA01	CZ HRADEC01	813 *	Sports	2	10
CZ HRADEC01	SK BANSKA01	813 *	Sports	2	10

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 ⁴	
				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	SK: B2; EN: B2; D: B2; HU: B2; RU: B1; PL: A2; ES: B1; IT: B1	All languages C1
CZ HRADEC01		English	German/ Russian/ French	B1	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)

³ education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ 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>

* according to ISCED 2013 :

23 - Languages

2016 - 1 year

D. Additional requirements

Information on Infrastructure to welcome students and staff with disabilities:

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).

CZ HRADEC01: We make an effort to improve wheelchair accessibility in our facilities. There is a special access to our websites designed for the visually impaired. Some publications of the university library are specially converted to the format legible for people with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

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
CZ HRADEC01	31 May	30 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 [5] weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

No special regulations. 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. 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' guide⁵. 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.]

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

CZ HRADEC01: www.uhk.cz/studyAndExaminationRegulations (Article 15)

A grading scale is used to assess studies (numerical representation of verbal grading levels shown in parentheses): a) excellent (1), b) very good (2), c) satisfactory,(3), d) failed (4).

For more accurate evaluation of study and learning activities during the semester, a 100-point grading scale and the ECTS grading scale may be used, whereas the following applies:

points	grading	ECTS
100 to 90 points	excellent	A
89 to 70 points	very good	B (1.5), C (2)
69 to 50 points	satisfactory	D (2.5), E (3)
49 to 0 points	failed	F

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:

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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
CZ HRADEC01	Ing. Petra Nosková email: petra.noskova@uhk.cz tel.: +420 493 331 141	http://www.uhk.cz/en-us/studium/information-for-incoming-students/pre-arrival-information/Pages/default.aspx

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 ingrid.balazova@umb.sk fax: +421 48 413 6153	http://www.ff.umb.sk/en/erasmus-students/
CZ HRADEC01	Students from non-EU member states: ENS Buddy System HK: insurance@buddyhk.cz	Students from non-EU member states: http://files.buddyhk.cz/Health_Insurance_Info.pdf

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

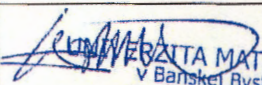
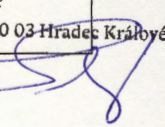
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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 ingrid.balazova@umb.sk fax: +421 48 413 6153	http://www.ff.umb.sk/en/erasmus-students/
CZ HRADEC01	Ing. Petra Nosková email: petra.noskova@uhk.cz tel.: +420 493 331 141	http://www.uhk.cz/en-us/studium/studies-in-english/erasmus-and-other-exchange-programmes/faculty-of-education/Pages/default.aspx http://www.uhk.cz/en-us/studium/information-for-incoming-students/accommodation/Pages/default.aspx

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	Signature⁶
SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	06 NOV. 2013	 UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica
CZ HRADEC01	prof. RNDr. PhDr. Antonín Slabý, CSc., Erasmus Institutional Coordinator	27.11.2013	Univerzita Hradec Králové International Office Rokitanského 62, 500 03 Hradec Králové Czech Republic 

⁶ Scanned signatures are accepted