



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2016

(for academic years 2014/15, 2015/16, 2016/17)

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 ² (email, phone)	Website (eg. of the course catalogue)
UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (Matej Bel University in Banská Bystrica)	SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Institutional Erasmus Coordinator Matej Bel University in Banská Bystrica, 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	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
Silesian University of Technology	PL GLIWICE01	administrative: <u>Joanna Mrowiec-Denkowska</u> 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: mobility@polsl.pl	www.polsl.pl courses in English: http://studyinenglish.polsl.pl/Pages/CurriculaandCoursesinEnglish.aspx IMO web page (English): www.polsl.pl/Jednostki/RW4/ic Faculty web page: (English): http://www.polsl.pl/Wydzialy/RKJO/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

College of Foreign Languages		academic: Danuta Augustyn Faculty Exchange Coordinator e-mail: daugustyn@polsl.pl	Strony/Informationforincomingstudents.aspx
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B. Mobility numbers³ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
PL GLIWICE01	SK BANSKA01	222	FOREIGN LANGUAGES (English, French, Italian)	1 st	4*5 MONTHS	Any flow tbc on individual, particular flow basis
SK BANSKA01	PL GLIWICE01	222	FOREIGN LANGUAGES (English, French, Italian)	1 st	4*5 MONTHS	Any flow tbc on individual, particular flow basis

[*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	PL GLIWICE01	222	FOREIGN LANGUAGES (English, French, Italian)	2prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis
PL GLIWICE01	SK BANSKA01	222	FOREIGN LANGUAGES	2prs/average 5 teaching	Any flow tbc on individual,

³ 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>)

			(English, French, Italian)	days and always min 8 teaching hours	particular flow basis
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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
PL GLIWICE01	Foreign Languages	EN,FR, IT		EN: B1 FR: B2 IT: B2	C1

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) 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).

PL GLIWICE 01:

- students' transcript of records for previous semesters of study completed before the exchange shall be submitted as obligatory form with regular application

⁴For 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 students in the field of architecture: portfolio of projects is recommended
- LA shall cover academic activities for min. 20 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)

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
PL GLIWICE01	1 st June	1 st December

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

2. The receiving institution will send its decision within

SK BANSKA01: 2 weeks

PL GLIWICE01: 4 weeks

3. A Transcript of Records will be issued by the receiving institution no later than

SK BANSKA01: 5 weeks

PL GLIWICE01: 3 weeks

after the assessment period has finished at the receiving HEI.

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

for PL GLIWICE01:

Winter Semester (WS) – end of February
August

Summer Semester (SS) – end of

for SK BANSKA01

Winter Semester (WS) – end of February
August

Summer Semester (SS) – end of

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

PL GLIWICE: Study Regulations on

<http://studyinenglish.polsl.pl/Pages/RegulationsofStudies.aspx>

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, 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
PL GLIWICE01	<u>Katarzyna Jeziorska</u> Incoming Students Coordinator International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1329 fax: +48 32 231-8085 e-mail: mobility@polsl.pl	IMO web page (English): www.polsl.pl/Jednostki/RW4/ic

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.

- 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 3rd 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)	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/

PL GLIWICE01	International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1329 fax: +48 32 231-8085 e-mail: mobility@polsl.pl	IMO web page (English): www.polsl.pl/Jednostki/RW4/ic
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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


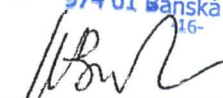

The receiving Institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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/
PL GLIWICE01	<u>Katarzyna Jezlorska</u> Incoming Students Coordinator International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1329 fax: +48 32 231-8085 e-mail: mobility@polsl.pl	IMO web page (English): www.polsl.pl/Jednostki/RW4/ic

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 ⁵
SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	16 DEC. 2013	 UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica
PL GLIWICE01	Prof. Ryszard Bialecki Vice Rector for International Cooperation	06 DEC. 2013	 

⁵Scanned signatures are accepted