



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2021

### 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>2</sup> (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  <b>Postal Address:</b> Faculty of Arts MBU International Relations Office Tajovského 40 974 01 Banská Bystrica Slovak Republic Tel: +421 48 446 7414   Fax: +421 48 4136153 <a href="mailto:ingrid.balazova@umb.sk">ingrid.balazova@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>  <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>
Université Rennes 2	F RENNES02	Dr Amal Jouffe El-Amrani Erasmus Institutional Coordinator International Office  Place du Recteur Henri Le Moal CS 24307, 35043 Rennes CEDEX  tel: (+33)299141092 / fax: (+33)299141095 <a href="mailto:international@univ-rennes2.fr">international@univ-rennes2.fr</a> <a href="mailto:amal.elamrani@univ-rennes2.fr">amal.elamrani@univ-rennes2.fr</a>	<a href="http://www.univ-rennes2.fr/service-relations-internationales/incoming">http://www.univ-rennes2.fr/service-relations-internationales/incoming</a>

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

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

### B. Mobility numbers<sup>3</sup> 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 <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
F RENNES02	SK BANSKA01	222	FOREIGN LANGUAGES	1,2,3	4*5 MONTHS	Only by individual agreement
SK BANSKA01	F RENNES02	222	FOREIGN LANGUAGES (FLE)	1,2,3	4*5 MONTHS	Only by individual agreement

[\*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	F RENNES02	222	FOREIGN LANGUAGES	4*8 HOURS	Only by individual agreement
F RENNES02	SK BANSKA01	222	FOREIGN LANGUAGES	4*8 HOURS	Only by individual agreement

<sup>3</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>)



### 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 <sup>4</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	SK: B2; EN: B2; D: B2; HU: B2; RU: B1; PL: A2; ES: B1; IT: B1	All languages 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).

<sup>4</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>

## 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

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

2. The receiving institution will send its decision within 2 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

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

### 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>



### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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:** 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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.

## Rennes 2 University Annex for Erasmus+ Agreements

*The annex is an integral part of the Erasmus+ Inter-Institutional Agreement which is only valid on condition that both parties hold the Erasmus Charter for Higher Education.*

### Institution Details

**Name of Institution:** Rennes 2 University  
**Erasmus ID Code:** F RENNES 02  
**Postal Address** International Office  
 Place du Recteur Le Moal  
 35043 Rennes cedex 3  
 FRANCE  
**Website** [www.univ-rennes2.fr](http://www.univ-rennes2.fr)

### Erasmus Contacts

**Erasmus Institutional Coordinator :**  
 Dr Amal Jouffe – El Amrani (Ms)  
 Phone: +33.99.14.10.90; Fax: +33.99.14.10.95  
[amal.elamrani@univ-rennes2.fr](mailto:amal.elamrani@univ-rennes2.fr)

**Erasmus Liaison Officer**  
 Gwénaëlle Le Meur (Ms)  
 Phone: +33.99.14.10.92; Fax: +33.99.14.10.95  
[gwenaëlle.lemeur@univ-rennes2.fr](mailto:gwenaëlle.lemeur@univ-rennes2.fr)

Institution [Erasmus code]	Contact details (email, phone)	Website information
Université Rennes 2  F RENNES 02	<a href="mailto:international@univ-rennes2.fr">international@univ- rennes2.fr</a>	<a href="http://www.univ-rennes2.fr/service-relations-internationales/etudiants-etrangers-candidater-programme-echange">http://www.univ- rennes2.fr/service-relations- internationales/etudiants- etrangers-candidater- programme-echange</a>



## Studying at Rennes 2 University

1. The academic year is made up of two semesters:

- First/Autumn semester: September - January
- Second/Spring semester: January - May

The final examinations take place in January (first/Fall semester) and May (second/Spring semester). Retake examinations for the two semesters take place in June. Retake exams are an opportunity for students who failed (grades below 10/20) to try and improve their results.

2. Applications of nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F RENNES02	1 <sup>st</sup> May	1 <sup>st</sup> October

Rennes 2 University usually trusts its partners and admits the students they select, except if there are specific problems. Rennes 2 University sends its decision within a maximum of 8 weeks.

3. Grading systems of the institutions

A course guide is available on line: <http://www.univ-rennes2.fr/service-relations-internationales/etudiants-echange>. It presents the courses that international students on an exchange programme can choose for free as well as the teaching schedule and procedures (ECTS per course, assessment and evaluation procedures, etc.).

General principles: international students on an exchange programme can choose their courses in a maximum of two departments, plus the language support class in French as a Foreign Language at the CIREFE if necessary; at least 50% of the selected courses must be connected to the students' Major. Priority is given to the students for whom there is a specific agreement with the department. International students can have access to courses in a department for which there is no specific agreement only within the limit of the number of places available.

International students on an exchange programme who failed their exams (grades below 10/20) can retake their exams in June to try and improve their results. Retake exams take place in June only and at Rennes 2 University only, even for the students who were on an exchange programme in the 1<sup>st</sup> semester (Autumn semester) only.

The International Office establishes and sends its partners their students' final transcripts (grades and ECTS).

4. Welcome week:

At the beginning of each semester, the International Office (IO) organises a Welcome Week for International exchange students.

Exchange students are encouraged to join the buddy program organised by the IO.

## 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 <sup>1</sup>	
				Student Mobility for Studies <i>Minimum recommended level: B1</i>	Staff Mobility for Teaching <i>Minimum recommended level: B2</i>
FR RENNES02		French		B2	B2

For more details on the language of instruction recommendations, see the course catalogue:

<http://www.univ-rennes2.fr/service-relations-internationales/etudiants-echange>

To allow for better integration and reduce risks of failure, level B2 is highly recommended. A level certificate (signed by a teacher of the home university) has to be provided for the application. On their arrival international students can choose to enrol in a French language support course, which is free for 1 semester. The CIREFE organizes tests to determine students' language level and the appropriate language course.

Detailed information can be found at: <http://www.univ-rennes2.fr/cirefe>

## Additional Informations

### 1. Visa

You will need to complete some mandatory administrative formalities to regularise your immigration status.

You may be required to apply for a visa, depending on your country of residence. Information about visas (who is concerned, how to apply, cost, etc.) can be found on the Campusfrance website. If you do require a visa, please plan ahead, as the process can take some time.

Depending on the country of origin, there are different entry and residence regulations for students.

Detailed information can be found at:

<http://www.campusfrance.org/fr/page/le-visa-de-long-sejour-pour-etudes-titre-de-sejour-vls-ts>

<sup>1</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://europa.europa.eu/en/resources/european-language-levels-cefr>



## 2. Insurance

Adequate health insurance is obligatory for all exchange students. There are different regulations depending on the students' country of origin and age.

### **European students:**

- must bring their European Health Insurance Card (EHIC). If the dates indicated on the EHIC do not cover the entire stay in France, your registration to the French Social Security is compulsory.
- If they go to the doctor's, they must pay directly the GP consultation and the medicines.

To get a refund on your medical care, they have two possibilities:

1. They can send directly to their health insurance company of their home country:
  - the prescription form (which they will obtain from their doctor)
  - the bills/receipts of payment
2. Or they can send the following documents to the CPAM (Caisse Primaire d'Assurance Maladie = French healthcare system):
  - *feuille de soin* = prescription form which they will obtain from their doctor
  - a photocopy of their European health card
  - R.I.B (*relevé d'identité bancaire*) = bank account information form
  - a photocopy of their student ID card

**Non European Students :** They have to pay the student health insurance of Rennes 2, compulsory to be registered at the University, even if they have already paid for another health insurance to get their visa.

If they are more than 28, they will have to subscribe to a private French social security as soon as they arrive. Without this compulsory document, they won't be allowed to register at the University.

### 3. Housing

International students can ask the International Office to make a reservation for a room in a university residence through their application procedure. The International Office deals with room reservations and prior to the students' arrival it sends them their letter of admission in a university residence. Further information is provided to the students who wish to find accommodation outside university residences.

Detailed information can be found at: <http://www.univ-rennes2.fr/service-relations-internationales/incoming>

### 4. Disability

Students with specific needs, especially those with disabilities, must directly contact the International Office which will examine their particular situation and needs before referring them to the Disability Office, which aims at facilitating everyday life for students with disabilities. That office offers guidance and, if required, organizes timetable adjustments to allow disabled students to complete their exchange period in the best possible conditions.

Contact : [international@univ-rennes2.fr](mailto:international@univ-rennes2.fr)

Information about the Disability Office: <http://www.univ-rennes2.fr/devu/relais-handicap>

### **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."]



**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	29 JAN. 2014	UNIVERZITA MATEJA BELA v Banské Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16-
F RENNES02	Dr Amal Jouffe El-Amrani Erasmus institutional coordinator	22/01/2014	Dr. Jouffe El-Amrani Amal Head of International Relations Office Rennes 2 University RENNES 2 UNIVERSITE DE RENNES

<sup>5</sup>Scanned signatures are accepted

