



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014 – 2021² 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 ³ (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
SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI	BG SOFIA06	International Relations Department Fax: (+359 2) 986 15 97 Tel: (+ 359 2) 9308 700 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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 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	Total number of months per academic year
					[total number of students per academic year]	
BG SOFIA06	SK BANSKA01	023	Languages	1,2,3	4*5 MONTHS	0
SK BANSKA01	BG SOFIA06	023	Languages	1,2,3	4*5 MONTHS	0

[*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.]

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 *
				[total number of days of teaching periods or average duration *]	
BG SOFIA06	SK BANSKA01	023	Languages	2*7 days	0
SK BANSKA01	BG SOFIA06	023	Languages	2*7 days	0

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG SOFIA06				B1	English B1

⁴ 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>)

⁵ 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>

		English	Bulgarian		
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; F:B1	All languages C1

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).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BG SOFIA06	End of June	End of November
SK BANSKA01	Nomin: 15 May, Appl:15 July	Nomin: 30 Sept, Appl: 15 November

2. Sofia University will send its decision within 6 weeks after nomination.

The partner institution will send its decision within will send its decision within 6 weeks.

3. Sofia University: A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the receiving HEI.

Partner institution: A Transcript of Records will be issued no later than after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Nature and termination of the agreement

The agreement is valid for the academic years indicated above and may be modified by simple letter, fax or e-mail signed by the institutional coordinator of the Socrates programme or the head of international relations. Prolongation may be done in the same way. Termination of the agreement: At least one year advance notice before the start of the following academic year is necessary for unilateral termination of the agreement. The start of the academic year is agreed upon to be Oct 1st. A termination by mutual consent is possible until Dec. 31st for the following academic year. In cases, all students and staff who have already been admitted to bilateral exchange projects will be allowed to finish their projects as foreseen.

Nature of the agreement: The above parties agree to cooperate in the activities shown. This is intended to be an agreement of cooperation and exchange where both parties agree to make use of the ERASMUS programme

wherever applicable in order to facilitate the co-operation. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and ERASMUS rules and EUC standards where applicable. Exchanges without making use of Erasmus are possible. Both parties agree to provide all information necessary in order to facilitate the mobility of students and staff. The agreement is open to persons without discrimination according to ethnic background, nationality, creed, sex. Simple exchange students are exempt from tuition fees at the host institution on a mutual basis and are entitled to rights and privileges compatible with the treatment foreseen for Erasmus students.

Disclaimer: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
SK BANSKA01	End of September – January	February – Mid of Jun
BG SOFIA06	Beginning of October - February	February – Mid of July

F. Information

1. Grading systems of the institutions

Partner 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

Sofia University St. Kliment Ohridski (BG SOFIA06)

(1) Course unit code:
Refer to the ECTS information package

(2) Duration of course unit
Y = 1 full academic year 2S = 2 semesters
1S = 1 semester 2T = 2 terms/trimesters
1T = 1 term/trimester

(3) Description of the institutional grading system:
6 = Excellent - outstanding performance
5 = Very good - above the average standard but with some errors
4 = Good - generally sound work with notable errors
3 = Satisfactory - fair but with significant shortcomings
2 = Fail - considerable further work is required

(4) ECTS grading scale:
A = Excellent - outstanding performance with only minor errors
B = Very good - above the average standard but with some errors
C = Good - generally sound work with a number of notable errors
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

F = Fail - considerable further work is required

(5) ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 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
BG SOFIA06	Tel: (+ 359 2) 9308 700 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings
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
BG SOFIA06	International Relations Department Tel: (+ 359 2) 9308 700 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings
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
BG SOFIA06	Tel: (+ 359 2) 9308 700 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
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 ⁶
BG SOFIA06	Prof. Ivan Ilchev Rector Institutional Coordinator	20.12.2013	
SK BANSKA01	Prof. Ing. Igor Kosír, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	21 FEB. 2014	

⁶ Scanned signatures are accepted