



Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2021² between programme countries

[Minimum requirements]³

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 ⁴ (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 Kosir, 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
UNIWERSYTET KAZIMIERZA WIELKIEGO (KAZIMIERZ WIELKI UNIVERSITY) PL BYDGOSZ01	PL BYDGOSZ01	Aleksandra Koperska-Kowalczyk International Relations Office tel. +48 523419108, fax: +48 523414773 email: akoperska@ukw.edu.pl ; erasmus@ukw.edu.pl	www.ukw.edu.pl www.erasmus.ukw.edu.pl www.studyinbydgoszcz.pl http://www.bwm.ukw.edu.pl/index.php?m=2&id=117

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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is 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.]

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 Traineeship 5 *
					[total number of months of the study periods or average duration*]	
SK BANSKA01	PL BYDGOSZ01	1014	Sports	1 st 2 nd	2 students * 5 months * each subject area	Tbc upon individual request
PL BYDGOSZ01	SK BANSKA01	1014	Sports	1st, 2nd	2 students * 5 months * each subject area	Tbc upon individual request

[*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*]	
SK BANSKA01	PL BYDGOSZ01	1014	Sports	2*5days*8hrs	Tbc upon individual request
PL BYDGOSZ01	SK BANSKA01	1014	Sports	2*5days*8hrs	Tbc upon individual request

⁵ 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 ⁶	
				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 BYDGOSZ01	all	English	Polish	English – B1	B2

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

PL BYDGOSZ01 - All incoming students must be nominated by their home institution before the deadline. All documents of incoming students and staff have to be sent to the International Relations Office of Kazimierz Wielki University. Orientation week is compulsory for all incoming students. Full participation is awarded with 2 ECTS credits. Kazimierz Wielki University has the infrastructure and offers local transport for students and staff with disabilities. Contact email to the Office for Disabled Persons: niepełnosprawni@ukw.edu.pl.

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).

⁶ 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
PL BYDGOSZ01	Nomination and Application July 31	Nomination and Application November 30

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

2. The receiving institution will send its decision within 3 weeks (approx.).
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement
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

PL BYDGOSZ01

Local grade	ECTS Grade	% of successful students normally achieving the grade	Definition	
5.0	Very good	A	10	EXCELLENT - outstanding performance with only minor errors
4.5	Good plus	B	25	VERY GOOD - above the average standard but with some errors
4.0	Good	C	30	GOOD - generally sound work with a number of notable errors
3.5	Satisfactory plus	D	25	SATISFACTORY - fair but with significant shortcomings
3.0	Satisfactory	E	10	SUFFICIENT - performance meets the minimum criteria
2.0	Fail	FX	-	FAIL - some more work required before the credit can be awarded
	Fail	F	-	FAIL - considerable further work is required
ZAL	PASS			

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, 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 BYDGOSZ01	International Relations Office tel. +48 523419108, fax: +48 523414773 email: erasmus@ukw.edu.pl	www.ukw.edu.pl www.erasmus.ukw.edu.pl www.studyinbydgoszcz.pl

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/
PL BYDGOSZ01	International Relations Office tel. +48 523419108, fax: +48 523414773 email: erasmus@ukw.edu.pl	www.ukw.edu.pl www.erasmus.ukw.edu.pl www.studyinbydgoszcz.pl

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 BYDGOSZ01	International Relations Office tel. +48 523419108, fax: +48 523414773 email: erasmus@ukw.edu.pl	www.ukw.edu.pl www.erasmus.ukw.edu.pl www.studyinbydgoszcz.pl

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 ⁷
SK BANSKA01	Prof. Ing. Igor Kosir, CSc. Vice-Rector for International Cooperation, Institutional Erasmus Coordinator	7 MAJ 2014	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Márodná 12 974 01 Banská Bystrica -16 
PL BYDGOSZ01	Professor Sławomir Kaczmarek Vice-Rector for Research and International Relations	26/05/2014	Vice-Rector for Research and International Relations KAZIMIERZ WIELKI UNIVERSITY Prof. dr hab. Sławomir Kaczmarek 

⁷ Scanned signatures are accepted