



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2018<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
Matej Bel University in Banská Bystrica,	SK BANSKA01	<b>Erasmus Institutional Coordinator, Vice Rector for International Cooperation</b> : <b>Prof. Ing. Igor Kosír, CSc.,</b> Rektorát, Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia	
Faculty of Economics		<b>Erasmus Faculty Coordinator-Faculty of Economics Vice Dean for International Relations</b> Doc. Ing. Vanda Maráková, PhD. <a href="mailto:vanda.marakova@umb.sk">vanda.marakova@umb.sk</a>	<a href="http://www.ef.umb.sk/index.asp?uid=734">http://www.ef.umb.sk/index.asp?uid=734</a> <a href="http://www.ef.umb.sk/index.asp?uid=736">http://www.ef.umb.sk/index.asp?uid=736</a>

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

Faculty of Arts		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 Paris Sorbonne	F PARIS004	<b>Institutional Coordinator:</b> Mrs Dolorès SOBRINO International Relations Office 1 rue Victor Cousin 75005 Paris, France Tél.: +33 (0)1 40 46 33 76 Fax : +33 (0)1 40 46 33 77 E-mail: <a href="mailto:contact.ri@paris-sorbonne.fr">contact.ri@paris-sorbonne.fr</a>  <b>UFR Langue Française</b>  Mme Florence LECA-MERCIER : <a href="mailto:florence.leca-mercier@wanadoo.fr">florence.leca-mercier@wanadoo.fr</a>	<a href="http://www.paris-sorbonne.fr/l-international/">http://www.paris-sorbonne.fr/l-international/</a>  <b>Departmental coordinator:</b>  <a href="http://www.paris-sorbonne.fr/coordonateurs-pedagogiques">http://www.paris-sorbonne.fr/coordonateurs-pedagogiques</a>  <b>Course Catalogue:</b>  <a href="http://www.paris-sorbonne.fr/les-ufr">http://www.paris-sorbonne.fr/les-ufr</a>

## B. Mobility numbers<sup>5</sup> per 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
SK BANSKA01 (Faculty of Arts)	F PARIS004	023	Languages	1,2	18 MONTHS (2*9)	None
F PARIS004	SK BANSKA01 (Faculty of Arts)	023	Languages	1,2	18 MONTHS (2*9)	None

<sup>5</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>



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 (both faculties)	F PARIS004	023	Languages	5days, min 8 teaching hours	None
F PARIS004	SK BANSKA01 (both faculties)	023	Languages	5days, min 8 teaching hours	None

### 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 <sup>6</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: B; F: B1	All languages C1
F PARIS004		French		B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Additional requirements

**SK BANSKA01:** The Candidates with disabilities can only be accepted after the consultation with faculty of Economics, Matej Bel University in Banská Bystrica.

**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).

<sup>6</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>

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).

#### F PARIS004:

The Université Paris-Sorbonne welcomes students and staff with disabilities and provides an information and assistance center. Learn more at <http://www.paris-sorbonne.fr/l-universite/foire-aux-questions/vie-etudiante-5903/handicap-5453/>

#### 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
F PARIS04	Nomination : May 15 <sup>th</sup> Application : May 31 <sup>st</sup>	Nomination : October 15 <sup>th</sup> Application : October 31 <sup>st</sup>

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

2. **SK BANSKA01:** The receiving Institution will send its decision within 2 weeks.

**F PARIS004:** The receiving institution will send its decision within 5 weeks.

3. **SK BANSKA01:** 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]*

**F PARIS004:** 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

*[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."

## 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' guide<sup>7</sup>. 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 BANSKA 01** see attachment at <http://www.ef.umb.sk/indexe.asp?uid=736>

ECTS-credits: 60 per year/30 per semester, we fully recognized the European Union's transfer system of credits and according to the ECTS principles they are assessed by the adequate number of credits for each subject. The evaluation scale: 100-94: A; 93-87: B; 86-80: C; 79-73: D; 72-65 E 64-and less: Fx (failed).

### F PARIS004

At Paris-Sorbonne University, all our marks are out of 20. For information, Paris-Sorbonne stands amongst one the most difficult grading systems in France. It is important to notice that a 10/20 is a good grade, and that it stands for the passing grade.

The credit part refers to the number of European credits the course provides. It is based on the 30 credits per semester system that French students must pass to validate one semester. It does not refer to the number of hours taken for one course. The local grade ( /20) is the most relevant information you should consider to validate your students' semester/year at Paris-Sorbonne.

Please note that when local grade is "attended" or "enrolled", it means that your student attended the class and provide the necessary work for it, but did not take any exams.

Local grade out of 20	ECTS grade	Interpretation of grades
16 and more	A	Excellent
14-15	B	Very good
12-13	C	Good
11	D	Satisfactory
10	E	Sufficient
8-9	FX	Fail
0-7	F	Fail

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SK BANSKA01	Alena Dobrotová – Erasmus Outgoing and Incoming Teachers <a href="mailto:alena.dobrotova@umb.sk">alena.dobrotova@umb.sk</a>	
	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>
F PARIS004	Mrs Coralie Desmarchelier <a href="mailto:Coralie.desmarchelier.1@paris-sorbonne.fr">Coralie.desmarchelier.1@paris-sorbonne.fr</a> +33 1 40 46 47 79	<a href="http://www.paris-sorbonne.fr/l-international/">http://www.paris-sorbonne.fr/l-international/</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	Alena Dobrotová – Erasmus Outgoing and Incoming Teachers <a href="mailto:alena.dobrotova@umb.sk">alena.dobrotova@umb.sk</a>	
	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>
F PARIS004	Mrs Coralie Desmarchelier <a href="mailto:Coralie.desmarchelier.1@paris-sorbonne.fr">Coralie.desmarchelier.1@paris-sorbonne.fr</a>	<a href="http://www.paris-sorbonne.fr/l-international/">http://www.paris-sorbonne.fr/l-international/</a>



	<a href="mailto:sorbonne.fr">sorbonne.fr</a> +33 1 40 46 47 79	<a href="http://international/">international/</a>
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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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
SK BANSKA01	Alena Dobrotová – Erasmus Outgoing and Incoming Teachers <a href="mailto:alena.dobrotova@umb.sk">alena.dobrotova@umb.sk</a>	
	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>
F PARIS004	Mrs Coralie Desmarchelier <a href="mailto:Coralie.desmarchelier.1@paris-sorbonne.fr">Coralie.desmarchelier.1@paris-sorbonne.fr</a> +33 1 40 46 47 79	<a href="http://www.paris-sorbonne.fr/l-international/">http://www.paris-sorbonne.fr/l-international/</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.

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
SK BANSKA01	prof. Ing. Igor Kosír, CSc. Vice Rector For International Cooperation Erasmus Institutional Coordinator	15 APR. 2014	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16-
F PARIS004	Prof. Barthélémy JOBERT, President	07 AVR. 2014	

<sup>8</sup> Scanned signatures are accepted