



Erasmus+ Programme

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

Inter-institutional agreement 2014-2016 between institutions from 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Cardiff Metropolitan University	UK CARDIFF05	Rowena Walters Erasmus Officer	erasmus@cardiffmet.ac.uk	http://www.cardiffmet.ac.uk/Pages/home.aspx
Univerzita Mateja Bela v Banskej Bystrici (Matej Bel University, Banská Bystrica)	SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations, Erasmus+ Institutional Coordinator	erasmus@umb.sk Matej Bel University Národná 12, 97401 Banská Bystrica, Slovakia	
Faculty of Arts			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



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B. Mobility numbers per academic year

FROM Erasmus code sending institution	TO Erasmus code receiving institution	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st or 2 nd *]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships*
					0	0
					0	0

FROM Erasmus code sending institution	TO Erasmus code receiving institution	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
UK CARDIFF05	SK BANSKA01	023 languages	Staff Exchange	1 x 5 days	1 x 5 days
SK BANSKA01	UK CARDIFF05	023 languages	Staff Exchange	1 x 5 days	1 x 5 days

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	
				Student Mobility for Studies	Staff Mobility for Teaching
UK CARDIFF 05		English		B1	B2
SK BANSKA01		English		B2	C1

D. Additional requirements

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).



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F. Calendar

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

Receiving institution	Autumn term* Term 1	Spring term* Term 2
UK CARDIFF 05	May	October
SK BANSKA 01	Nomin: 15 May, Appl:15 July	Nomin: 30 Sept, Appl: 15 November

G. Information

1. Visa

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
UK CARDIFF 05	Teresa Kedward tkedward@cardiffmet.ac.uk	http://www.cardiffmet.ac.uk/international/Pages/default.aspx
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

2. Insurance

Cardiff Met 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 or city]	Contact details (e-mail, phone)	Website for information
UK CARDIFF05	erasmus@cardiffmet.ac.uk	http://www.cardiffmet.ac.uk/International/erasmus/keyaction1/Pages/default.aspx
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/




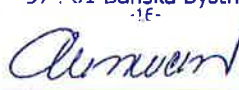
SK BANSKA01: The foreigner must submit a document confirming health insurance during the stay in the Slovak Republic. Students can arrange it in their own country.

3. Accommodation

Information and assistance can be provided by the following persons and information sources:

Institution Erasmus code	Contact details (e-mail, phone)	Website for information
UK CARDIFF 05	accomm@cardiffmet.ac.uk	http://www.cardiffmet.ac.uk/accommodation/Pages/default.aspx
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/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution code or name	Name, function	Date	Signature
UK CARDIFF05 Cardiff Metropolitan University	Jacqui Hare Deputy Vice Chancellor and Director of Student Experience		 Cardiff Metropolitan University ERASMUS International Office Cardiff Campus Western Avenue Cardiff CF5 2YB
SK BANSKA01 Matej Bel University	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations, Erasmus+ Institutional Coordinator	06 MAR. 2015	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -1F- 



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