



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (MatejBel University in BanskáBystrica)	SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator erasmus@umb.sk Matej Bel University in Banska Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia	www.umb.sk
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
Technická univerzita v Liberci	CZ LIBEREC01	Institutional Erasmus Coordinator Ing. Kateřina Feckaničová Studentská 2, 461 17 Liberec, Czech Republic Phone: +420 485 353 907	http://www.tul.cz/en

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

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

Technical University of Liberec		katerina.feckanikova@tul.cz Departmental Coordinator: Mgr. Daniela Bímová, Ph.D. e-mail: daniela.bimova@tul.cz Phone: +420 485 352 808	
International Affairs Academic Contact		List of ECTS Coordinators and Course Catalogue: http://www.tul.cz/en/international-relations/llp-erasmus	

B. Mobility numbers³ 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	
CZ LIBEREC01	SK BANSKA01	023	FOREIGN LANGUAGES	1,2	2*5 months = 10 months	by individual agreement
		225	HISTORY	1,2	2*5 months = 10 months	by individual agreement
		226	PHILOSOPHY and ETHICS	1,2	2*5 months = 10 months	by individual agreement
		022	HUMANITIES	1,2	2*5 months = 10 months	by individual agreement
		813	SPORTS	1,2	2*5 months = 10 months	by individual agreement
SK BANSKA01	CZ LIBEREC01	023	FOREIGN LANGUAGES	1,2	2*5 months = 10 months	by individual agreement
		225	HISTORY	1,2	2*5 months = 10 months	by individual agreement
		226	PHILOSOPHY and ETHICS	1,2	2*5 months = 10 months	by individual agreement
		022	HUMANITIES	1,2	2*5 months = 10 months	by individual agreement
		813	SPORTS	1,2	2*5 months = 10 months	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.

³ 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 *
SK BANSKA01	CZ LIBEREC01	023	FOREIGN LANGUAGES	2*7 DAYS	Only by individual agreement
		225	HISTORY	2*7 DAYS	Only by individual agreement
		226	PHILOSOPHY and ETHICS	2*7 DAYS	Only by individual agreement
		022	HUMANITIES	2*7 DAYS	Only by individual agreement
		813	SPORTS	2*7 DAYS	Only by individual agreement
CZ LIBEREC01	SK BANSKA01	023	FOREIGN LANGUAGES	2*7 DAYS	Only by individual agreement
		225	HISTORY	2*7 DAYS	Only by individual agreement
		226	PHILOSOPHY and ETHICS	2*7 DAYS	Only by individual agreement
		022	HUMANITIES	2*7 DAYS	Only by individual agreement
		813	SPORTS	2*7 DAYS	Only by individual agreement

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 ⁴	
				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, F	SK: B2; EN: B2; D: B2; HU: B2; RU: B1; PL: A2; ES: B1; IT: B1; F: B2	All languages C1
CZ LIBEREC01		CZ	EN	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)

CZ LIBEREC01: for more details see <http://ects.tul.cz/search?lang=en>

⁴For 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>

D. Additional requirements

SK BANSKA 01	<p><i>The candidates with disabilities can only be accepted after the consultation with Faculty of Arts, MatejBel University in Banská Bystrica.</i></p> <p>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 MatejBel University two months prior to the deadline. Students must arrive at least 7 days before the academic year starts.</p> <p>Foreign students coming to Banská Bystrica are automatically enrolled in the buddy system (ESN UMB).</p> <p>Students in Bachelor and Master study programmes must attend courses minimum: 20 credits per one semester; PhD. students minimum: 10 credits per one semester.</p> <p>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.</p> <p>Staff: Teachers must notify the departmental coordinator about their interest in teaching at the Faculty of Arts at MatejBel University two months prior to their arrival. The teaching plan and invitation letter will be signed by the Erasmus Administrator (ingrid.balazova@umb.sk).</p>
CZ LIBEREC01	<p>In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website: http://www.tul.cz/en/international-relations/llp-erasmus or contact the Erasmus Office: erasmus@tul.cz.</p>

E. Calendar

- 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
CZ LIBEREC01	30 th June (15 th June if the student needs a Visa)	30 th November (15 th November if the student needs a Visa)
	<ol style="list-style-type: none"> TUL will send its decision within 6 weeks A Transcript of Records will be issued by the respective Faculty at TU Liberec before the departure of the student. The student receives a booklet, "Index", where he/she is supposed to collect signatures from the teachers to confirm passed courses and examinations. This system is parallel to the on-line system and ensures a fast processing of the transcript of records that the student should pick up at the student Office of the faculty before leaving TU Liberec. 	

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

SK BANSKA01

- The receiving institution will send its decision within 2 weeks.
- 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.
- 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

CZ LIBEREC01 - TUL uses the **ECTS credit system** described at:

http://www.tul.cz/en/ects/ects-credit-allocation_106

The symbols of **course unit duration**: **(Y)** 1 full year academic year and **(S)** 1 semester.

In addition to ECTS, TUL uses the **local numeral grade** system as following:

(1) Excellent, **(1-)** Excellent Minus, **(2)** Very Good, **(2-)** Very Good Minus, **(3)** Good and **(4)** Fail.

(R) Satisfactory Completion of Course – No Grade.

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
CZ LIBEREC01	Incoming: Veronika Jehličková Erasmus Administrator veronika.jehlickova@tul.cz +420 485 353 749	Students with non-EU nationality should inform by e-mail (erasmus@tul.cz) about the town where they have applied for the VISA in their home country. Acceptance letters in Czech and English languages will be sent to the International Office of the home university. http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx

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/
CZ LIBEREC01	Incoming: Veronika Jehličková Erasmus Administrator veronika.jehlickova@tul.cz +420 485 353 749	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. http://www.mzcr.cz/prevence/uk/uk.html

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/
CZ LIBEREC01	Incoming: Veronika Jehličková Erasmus Administrator veronika.jehlickova@tul.cz +420 485 353 749	us.koleje@tul.cz

SK BANSKA01: Foreign students can stay at University residence halls Študentský domov 3, Tajovského 51, Banská Bystrica. The residence hall provides rooms with three bedrooms. Each floor has a shared kitchen with two electric cookers and a fridge. Students can use university wi-fi.

CZ LIBEREC01: Accommodation is booked at Harcov Residence Halls by TU Liberec Erasmus Office upon acceptance of the student. There is no need to send a special application form or to register. To inform about the time of arrival: us.koleje@tul.cz

5. Special needs

CZ LIBEREC01: The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: <http://www.tul.cz/akademicka-poradna-a-centrum-podpory> 82

6. Academic calendar

CZ LIBEREC01:

Winter Semester: Beginning of OCTOBER – Mid FEBRUARY

Summer Semester: Mid FEBRUARY – End of JUNE

<http://www.tul.cz/en/international-relations/llp-erasmus>

SK BANSKA01:

Winter Semester: mid September – End January

Summer Semester: beg FEBRUARY – End of JUNE

<http://www.ff.umb.sk/en/erasmus-students/academic-calendar.html>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator	24 MAR. 2015	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16- <i>Chovancová</i>
CZ LIBEREC01	Doc. PhDr. Soňa Jandová, Ph.D. Vice Rector for Public Affairs	20.3. 2015	 <i>Jandová</i>

⁵Scanned signatures are accepted