



Erasmus+ Programme

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

Inter-institutional agreement 2016-20[21] **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 details¹ (email, phone)	Website (eg. of the course catalogue)
Ventspils University College	LV VENTSPI01	Līga Lange Inženieru street 101, Ventspils LV 3601 Latvia phone: +37163629651, e- mail: international@venta.lv	www.venta.lv
UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (Matej Bel University in 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 in Banska Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia	

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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.baiazova@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 numbers² 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
LV VENTSPI01	SK BANSKA01	023	Languages English, Russian, German	1st, 2nd	2 * 5 MONTHS	2*4 MONTHS
SK BANSKA01	LV VENTSPI01	023	Languages English, Russian, German	1st, 2nd	4 * 5 MONTHS	2*4 MONTHS

SK BANSKA01: Erasmus for traineeships:

<http://www.ff.umb.sk/en/erasmus-students/erasmus-for-traineeships.html>

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 [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
LV VENTSPI01	SK BANSKA01	023	Languages English, Russian, German	2*7days	2*7days

² 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>

SK BANSKA01	LV VENTSPI01	023	Languages English, Russian, German	2*7days	2*7days
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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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV VENTSPI01		English	Latvian	B1 (English)	B2 (English)
SK BANSKA01	Subjects in foreign languages	SK	See below	See below	All languages C1

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

SK BANSKA01: A type of certificate for students: a confirmation from sending institution (signed by a staff of university or faculty or department)

Subjects in foreign languages:

- Bachelor study: SK: B1; EN: B1; D: B1; RU: B1; PL: B1; ES: B1; IT: B1, F: B1.
- Master study: SK: B2; EN: B2; D: B2; RU: B2; PL: B2; ES: B2; IT: B2, F: B2.
- Doctoral study: SK: B2; EN: B2; D: B2; RU: B2; PL: B2; ES: B2; IT: B2, F: B2.

D. Additional requirements

LV VENTSPI01: Application requirements can be found at <http://venta.lv/en/studies/exchange/how-to-apply/>

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).

³ 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]
LV VENTSPI01	1 st July	1 st December
SK BANSKA01	Nomin: 15 May, Appl: 15 July	Nomin: 30 Sept, Appl: 15 November

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

- The receiving institution will send its decision within 4 weeks.
- A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
- Termination of the agreement

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

LV VENTSPI01: Evaluation system

In Latvia there are ECTS and local credit points which corresponds 1 credit point=1,5 ECTS as to the legislation of Latvia.

10	izcili (with distinction)	Knowledge of the student is substantially higher than the estimated normal level.	A
9	teicami (excellent)	Knowledge of the student is higher than the estimated normal level	A
8	joti labi (very good)	Knowledge corresponds to the highest expected level.	B
7	labi (good)	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.	C
6	gandrīz labi (almost good)	The student has generally succeeded in the course within the required limits, but he or she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes.	D
5	viduvēji (satisfactory)	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyse them.	E
4	gandrīz viduvēji (almost satisfactory)	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material.	E/FX
3-1	neapmierinoši (unsatisfactory)	Marks of different levels for students whose records are below the expected	Fail

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
LV VENTSPI01	international@venta.lv phone: +37163629651	www.venta.lv
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
LV VENTSPI01	international@venta.lv phone: +37163629651	www.venta.lv
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



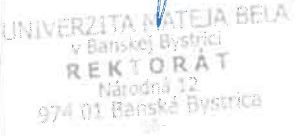
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
LV VENTSPI01	international@venta.lv phone: +37163629651	www.venta.lv
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 ⁴
LV VENTSPI01	Karlis Kreslins Vice-Rector for Studies	13.05.2016	
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator	6.5.2016	 



⁴ Scanned signatures are accepted