



Erasmus+ Programme – Key Action 1

Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement for the academic years 2017/2021 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 (email, phone)	Website
University of Salamanca	E SALAMAN02	Institutional Coordinator: Vice- Chancellor for Internationalisation Cardenal Pla y Deniel nº 22, 1º 37008 Salamanca (Spain) Tf: +34 923294426 erasmus@usal.es Departmental Coordinator: Departmental Coordinator: Prof. Ana Mª Manzanas Calvo Faculty of Philology Plaza de Anaya s/n 37008 Salamanca (Spain) Tf: +34 923294446 amanzana@usal.es socratesfil@usal.es Academic coordinator: Yolanda Viñas yolandav@usal.es	Erasmus incomings: http://campus.usal.es/~rril/ Facultad de Filología: http://facultadfilologia.usal.es/ Information for incoming students: http://facultadfilologia.usal.es/alumnos/alumnos-entrantes-incoming-students Course programs: http://facultadfilologia.usal.es/alumnos/programas-de-las-asignaturas-de-los-gradados

UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI (Matej Bel University in Banska Bystrica)	SK BANSKA01	<p>Ing. Marek Drímal, PhD. Vice-Rector for Development and Informatization Erasmus+ Institutional Coordinator erasmus@umb.sk Matej Bel University in Banska Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia</p> <p>Postal Address: Faculty of Arts MBU International Relations Office Tajovského 40 974 01 Banská Bystrica Slovak Republic Tel.: +421 48 446 1414 Fax.: +421 48 4136153 ingrid.balazova@umb.sk</p>	<p>General information: https://www.umb.sk/en/studies/information/studying-at-mbu/</p> <p>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</p>
--	-------------	---	---

B. Mobility numbers 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.

Staff Mobility for Teaching

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff and duration of mobility periods ³
E SALAMAN02	SK BANSKA01	023	Languages	1/fill the duration of mobility
SK BANSKA01	E SALAMAN02	023	Languages	1/fill the duration of mobility

***ISCED Area Code:** <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

¹ **1st: Undergraduate, 2nd: master or 3rd: PhD.** - Faculties or Schools at the University of Salamanca are allowed to sign undergraduate mobility exchange agreements. For 2nd (master) or 3rd (PhD) mobility exchanges, the names of the specific programs must be specified and will require the approval of the Directors or relevant Academic Commissions.

² Total number of months of the study period.

³ Total number of days of teaching periods or average duration.

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]	Language of instruction	Recommended language of instruction level ⁴	
		Student Mobility for Studies	Staff Mobility for Teaching
E SALAMAN02	Spanish	Minimum recommended level: B1 No certificate required	Minimum recommended level: B2 No certificate required
SK BANSKA01	English		B2

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

⁴ 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>

SK BANSKA 01: A type of certificate for students: a confirmation from sending institution (signed by a staff of university or faculty or department)

D. Additional requirements

Support is offered to students and staff with special need or disability. See <http://sas.usal.es>

SK BANSKA01: 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 g students coming to Banská Bystrica are automatically enrolled in the buddy system (ESN UMB). Student 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 department coordinator about their interest in teaching at the Faculty of Art 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).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E SALAMAN02	15 th July	15 th July
SK BANSKA01	Nomin: 15 May, Appl:15 July	Nomin: 30 Sept, Appl: 15 November

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

2. The receiving institution will send its decision within 1 week.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement:

In the event of unilateral termination of the inter-institutional agreement, 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

University of Salamanca grading system

In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade correspond to a qualitative grade as follows: Suspenso (Fail): 0-4.9 – Aprobado (Pass): 5-6.9 – Notable (Good): 7-8.9 – Sobresaliente (Very Good): 9-10 – Matricula de Honor: A special mention for outstanding performance limited to a maximum of 2 % of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out to 10.

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
ESALAMAN02	International Relations Office e-mail: erasmus@usal.es Tf: +34 923294426	http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php
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
E SALAMAN02	International Relations Office e-mail: erasmus@usal.es Tf: +34 923294426	http://campus.usal.es/~rrii/guiaEstudiantesInternacionales.php
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

SK BANSKA01: The foreigner must submit a documents 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
E SALAMAN02	University of Salamanca Residence Halls	http://www.usal.es/residen/
	University Guidance Office (Flats, rooms, houses...) e-mail: sou@usal.es	http://sou.usal.es/Alojamiento
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	Signature⁵
E SALAMAN02	Departmental Coordinator	04/07/2017	
	V^o B^o Vice-Chancellor for Internationalisation	04/07/2017	 
SK BANSKA01	Ing. Marek Drímal, PhD. Vice-Rector for Development and Informatization Erasmus+ Institutional Coordinator	17/07/2017	 UNIVERZITA MATEJA BELA Bánskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica -16-

⁵ Scanned signatures are accepted