



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017/2018-2020/2021

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 (Matej Bel University in Banská Bystrica)	SK BANSKA01	Ing. Marek Drímal, PhD., prorektor pre rozvoj a informatizáciu, Erasmus+ Institutional Coordinator erasmus@umb.sk Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia Postal Address: Faculty of Arts MBU International Relations Office Tajovského 40 97401 Banská Bystrica Slovak Republic Tel: +42148 446 7414 Fax: +421484136153 ingrid.balazova@umb.sk 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

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.

UNIVERSITY OF OPOLE	PL OPOLE01	Institutional Erasmus+ Coordinator: Aleksandra SCHWIERZ, MA Department for Scientific Research and International Relations University of Opole, Collegium Minus, 11a Kopernika Sq., 45-040 Opole, POLAND erasmus@uni.opole.pl Departmental Coordinator: Agata STRZĄDAŁA, PhD Faculty of Philology Institute of Polish and Cultural Studies Collegium Maius, pl. Kopernika 11, 45-040 Opole, POLAND astrzadala@uni.opole.pl Departmental Coordinator: Joanna CZAPLIŃSKA, PhD, UO Prof. Faculty of Philology Institute of Slavonic Studies Collegium Maius, pl. Kopernika 11, 45-040 Opole, POLAND jczaplińska@uni.opole.pl	For exchange students: www.erasmusplus.uni.opole.pl Course Catalogue: http://hello.uni.opole.pl/wp-content/uploads/2017/06/UO-courses-2017-2018.pdf
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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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [1 st – bachelor 2 nd – master 3 rd – doctoral]	Number of student mobility periods	
					Student Mobility for Studies [number of students / number of study months per person and total]	Student Mobility for Traineeships *
PL OPOLE01	SK BANSKA01	023	Foreign Languages (Polish, Russian, Czech)	1 st , 2 nd	4x5	2x4
SK BANSKA01	PL OPOLE	023	Foreign Languages (Polish)	1 st , 2 nd	4x5	2x4

[*Optional: Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration of mobility periods or average duration can be indicated]

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 [number of persons and teaching days & teaching hours per person]	Staff Mobility for Training *
PL OPOLE01	SK BANSKA01	023	Foreign Languages (Polish)	2 prs / average 5 days and always min 8 hours	2 prs / average 5 days
SK BANSKA01	PL OPOLE	023	Foreign Languages (Polish)	2 prs / average 5 days and always min 8 hours	2 prs / average 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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SK BANSKA01	Subjects in foreign languages	SK	See below	See below	All languages C1
PL OPOLE01		Polish	English	B1 in English (limited courses) B1 in Polish	B2 in English recommended B2 in Polish

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

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.

³For 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: *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).

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Students fill in the Application Form (to be found on www.erasmusplus.uni.opole.pl), Learning Agreement and Application for Accommodation (for those willing to stay in OU dormitories), three coloured photographs for the Student's ID. All documents should be sent before the deadline (for spring term – 15 December; for fall term – 15 June) to the Department for Scientific Research and International Relations duly signed and stamped by the Home Institution.

For staff mobility, the Teaching Programme or the Training Programme (to be found on www.erasmusplus.uni.opole.pl) should be discussed and prearranged with the particular Departmental Coordinator.

The students are guided by Departmental Coordinators for didactic issues as well as by the Department for Scientific Research and International Relations for practical issues like registration, residence permit, student ID, transportation options, accommodation, etc.

University of Opole has the infrastructure to welcome students with disabilities.

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
PL OPOLE01	June 15 th	December 15 th

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

2. The receiving institution will send its decision within 2 weeks.
3. 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.
later than 4 weeks after the assessment period has finished at the receiving HEI

4. 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.

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Academic Calendar:

- Fall term: from 1st October till mid-February (including final exams)
- Spring term: from mid-February till 30th June (including final exams)

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

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excellent	- 5	- A
very good	- 4,5	- B
good	- 4	- C
acceptable	- 3,5	- D
satisfactory	- 3	- E
fail	- 2	- F

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

PL OPOLE01	Department for Scientific Research and International Relations Tel.: +48 77 5415975 erasmus@uni.opole.pl	www.erasmusplus.uni.opole.pl
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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/
PL OPOLE01	Department for Scientific Research and International Relations Tel.: +48 77 5415975 erasmus@uni.opole.pl	www.erasmusplus.uni.opole.pl

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/
PL OPOLE01	Department for Scientific Research and International Relations Tel.: +48 77 5415975 erasmus@uni.opole.pl	www.kampus.uni.opole.pl

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
SK BANSKA01	Ing. Marek Drímal, PhD. Erasmus+ Institutional Coordinator	16.10. 2017	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 017 01 Banská Bystrica V2. <i>[Signature]</i>
PL OPOLE01	Prof. dr hab. Janusz SŁODCZYK Vice-Rector for Science and Finance	2017 -09- 13	<i>[Signature]</i>

⁴Scanned signatures are accepted