



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional 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.

Information about higher education institutions

Name of the institution	Erasmus code	Contact details	Website
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 Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia	
Faculty of Arts		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	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
Pedagogical University of Cracow	PL KRAKOW05	Academic: Prof. Mariusz Misztal - Institutional Coordinator ul. Karmelicka 41, 31-128 Kraków Tel: +48 12 662 69 60 fax: +48 12 662 69 59 e-mail: mariusz.misztal@gmail.com Administrative: Małgorzata Idzik Head of International Relations Office ul. Podchorążych 2; 30-084 Kraków tel.: +48126627475; malgorzata.idzik@up.krakow.pl	http://www.up.krakow.pl/erasmus

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	TO	Subject area code	Subject area name	Study cycle [1 st , 2 nd , 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
PL KRAKOW05	SK BANSKA01	023	Foreign languages (Italian, Polish)	1 st , 2 nd	3x5	2x3
SK BANSKA01	PL KRAKOW05	023	Foreign languages (Italian, Polish)	1 st , 2 nd	3x5	2x3

SK BANSKA01: Erasmus for traineeships:

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

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	Staff Mobility for Teaching
PL KRAKOW05	SK BANSKA01	023	Foreign languages (Italian, Polish)	2 prs / average 5 days / min 8 hours	
SK BANSKA01	PL KRAKOW05	023	Foreign languages (Italian, Polish)	2 prs / average 5 days / min 8 hours	

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	Student Mobility for Studies	Staff Mobility for Teaching
SK BANSKA01	foreign lgs	SK	Polish, Italian	B1		C1
PL KRAKOW05	foreign lgs	Polish	English	B2		C1

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

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.

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).

PL KRAKOW05: all incoming students must be nominated by their home institution before the deadline. All documents of incoming students and staff have to be sent to the International Relations Office.

E. Calendar

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

Receiving institution	Autumn term	Spring term
SK BANSKA01	Nomin: 15 May, Appl: 15 July	Nomin: 30 Sept, Appl: 15 November
PL KRAKOW05	May 15	November 30

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.

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

PL KRAKOW05:

- Excellent – 5 A
- Very good – 4,5 B
- Good – 4 C
- Satisfactory – 3,5 D
- Sufficient – 3 E
- Unsatisfactory / Unsuccessful/Failed – 2 FX, 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	Contact details	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 KRAKOW05	Magdalena Birgiel; International Relations Office ul. Podchorążych 2; 30 084 Kraków, POLAND Tel/fax: +48 12 662 60 48 m.birgiel@up.krakow.pl	http://erasmus.ap.krakow.pl/incomings-students

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	Contact details	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 KRAKOW05	Magdalena Birgiel; International Relations Office ul. Podchorążych 2; 30 084 Kraków, POLAND Tel/fax: +48 12 662 60 48 m.birgiel@up.krakow.pl	http://erasmus.ap.krakow.pl/incomings-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

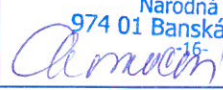


The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution	Contact details	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 KRAKOW05	Magdalena Birgiel; International Relations Office ul. Podchorążych 2; 30 084 Kraków, POLAND Tel/fax: +48 12 662 60 48 m.birgiel@up.krakow.pl	http://erasmus.ap.krakow.pl/incomings-students

SK BANSKA01: Foreign students can stay at University residence halls Študentskýdomov 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. There is Internet connection in all rooms of the dormitory, however you have to bring your own LAN cable (NO WIFI IN ROOMS!). To connect it is necessary to modify network settings, login and password

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ¹
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator	14.12.2017	UNIVERZITA MATEJA BELA v Banskej Bystrici REKTORÁT Národná 12 974 01 Banská Bystrica 
PL KRAKOW05	dr hab. Robert Stawarz, prof. UP Vice-rector on Development	07/12/2017	 

¹Scanned signatures are accepted