



Erasmus+ Programme

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

Inter-institutional agreement 2019.-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 ¹ (email, phone)	Website (eg. of the course catalogue)
Goce Delcev University	MK STIP01	<u>Institutional Erasmus + coordinator:</u> Sanja Stefanova, MSc Krste Misirkov, v No.10-A, P.O. Box201, 2000 Stip, Macedonia sanja.stefanova@ugd.edu.mk +38932550843	http://cmus.ugd.edu.mk/ http://www.ugd.edu.mk/index.php/en/faculties
Faculty of Philology			
UNIVERZITA MATEJA BELA V BANSKEJ BYSTRICI	SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for	

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

(Matej Bel University in Banská Bystrica)		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

B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
MK STIP01	SK BANSKA01	023	Languages: English, German	1 st , 2 nd	2x5 months	To be determinate
SK BANSKA01	MK STIP01	023	Languages: English, German	1 st , 2 nd	2x5 months	To be determinate

* 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 in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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]	Staff Mobility for Training *
MK STIP01	SK BANSKA01	023	Languages: English, German	5 staff x 1 week	To be determinate
SK BANSKA01	MK STIP01	023	Languages: English, German	5 staff x 1 week	To be determinate

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 ²	
				Student Mobility for Studies	Staff Mobility for Teaching
MK STIP01		Macedonian	English	B2	B2
SK BANSKA01	Subjects in foreign languages	SK	English, German	B2	C1

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)

D. Additional requirements

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office:

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.

² 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>

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).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
MK STIP01	June 30 th	November 30 th
SK BANSKA01	Nomination: 15 May, Application: 15 July	Nomination: 30 Sept, Application: 15 November

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

2. The receiving institution will send its decision within 8 weeks.
3. 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.
4. Termination of the agreement

In the event of 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 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

MK STIP01

<http://cmus.ugd.edu.mk/incoming-students.html#grading-system>

Points	Grade	ECTS grade
Up to 50 points	5 (five)	F
From 51 to 60 points	6 (six)	E
From 61 to 70 points	7 (seven)	D
From 71 to 80 points	8 (eight)	C

From 81 to 90 points	9 (nine)	B
From 91 to 100 points	10 (ten)	A

<http://www.ugd.edu.mk/index.php/en/erasmus-plus/incoming-students/available-courses>

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

LEGEND:

A (100 – 94 %) – excellent

B (93 – 87 %) – very good

C (86 – 80 %) – good

D (79 – 73 %) – satisfactory

E (72 – 65 %) – sufficient

FX (1) (64 and less %) – not enough (Further work is required)

FX (0) - unclassified

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
MK STIP01	Martina Nikolovska – Krstevska martina.nikolovska@ugd.edu.mk (+389) 32 550 845	http://www.ugd.edu.mk/index.php/en/erasmus-plus
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
MK STIP01	Martina Nikolovska – Krstevska martina.nikolovska@ugd.edu.mk (+389) 32 550 845	http://www.ugd.edu.mk/index.php/en/erasmus-plus
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
MK STIP01	Martina Nikolovska – Krstevska martina.nikolovska@ugd.edu.mk (+389) 32 550 845	http://www.ugd.edu.mk/index.php/en/erasmus-plus
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. 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 [Erasmus code]	Name, function	Date	Signature ³ and stamp
MK STIP01	PhD Blazo Boev Rector	29.01.2019	 
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Public Relations Erasmus+ Institutional Coordinator	8.2. 2019	

UNIVERZITA MATEJA BELA
v Banskej Bystrici
REKTORÁT
Národná 12
974 01 Banská Bystrica
-16-

³ Scanned signatures are accepted