



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018/2019-2020/2021

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	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 Lifelong Learning Erasmus+ Institutional Coordinator erasmus@umb.sk Matej Bel University in Banská Bystrica, Národná 12, 97401 Banská Bystrica, Slovakia	
Faculty of Law		Faculty of Law, Komenského 20, 974 01 Banská Bystrica, Slovakia Mgr. Jana Hubáčková Officer - International Relations and Marketing Communication Erasmus+ Administrator +421-48-446 3116 jana.hubacekova@umb.sk	https://www.umb.sk/en/international/erasmus/erasmus-courses.html https://www.prf.umb.sk/en/
Faculty of Political Science and International Relations		Faculty of Political Science and International Relations Kuzmányho 1, 974 01 Banská Bystrica, Slovak Republic Assoc.Prof. Dr. Jaroslav Ušiak, PhD. Faculty coordinator Erasmus+ e-mail: Erasmus.fpvmv@umb.sk Tel.: + 421 48 446 1614, fax: + 421 48 446 1200	http://www.fpvmv.umb.sk/en/
		Faculty of Education UMB International Relations Office Ružová 13, 974 11 Banská Bystrica, Slovakia, Tel.: +421 48 446 4226	In Slovak

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

Faculty of Education		Erasmus+ Faculty Coordinator: doc. PhDr. Alžbeta Brozmanová Gregorová, PhD. alzbeta.gregorova@umb.sk Erasmus+ administrator: Mgr. Andrea Zvalová / andrea.zvalova@umb.sk	www.pdf.umb.sk In English www.pdf.umb.sk/en
Faculty of Natural Sciences		Faculty of Natural Sciences, International Relations Office, Tajovského 40 97401 Banská Bystrica Slovak Republic Faculty Administrator: Mgr. Viera Pavlovičová Viera.pavlovicova@umb.sk Tel.: +421 48/446 7431	http://www.fpv.umb.sk/en/international-cooperation/ects-courses.html
Faculty of Economics		Faculty of Economics, Tajovského 10, 975 90 Banská Bystrica, Slovakia Mgr. Ing. Gabriela Kormancová, PhD. Vice-dean for International Relations, Erasmus+ Faculty Coordinator Tel: +421 48 446 2178 gabriela.kormancova@umb.sk Student mobilities Mgr. Jana Prašovská jana.prasovska@umb.sk Teachers & Staff mobilities Ing. Alena Dobrotová alena.dobrotova@umb.sk	www.ef.umb.sk
Plovdiv University Paisii Hilendarski	BGPLOVDIV 04	Institutional Erasmus Coordinator Assoc.Prof. Boryan Yanev; byanev@gmail.com ; +359 32 261 478 Agreements' Administrator Radosveta Mishevska; iro_pu@abv.bg ; + 359 32 261 363 Faculty Agreements' Coordinator (Education) Assoc. Prof. Youri Ianakiev youri.ianakiev@gmail.com ; +359 32 261 708 Faculty Agreements' Coordinator (Law) Asst. Prof. Angel Shopov, PhD angel.shopov@gmail.com +359 32 261 339 Faculty Agreements' Coordinator (Business Administration, Political Science) Assoc. Prof. Yulia Dzhavarova, PhD j_jabarova@yahoo.com +359 32 261 379 Faculty Agreements' Coordinator (Earth Sciences) Assoc. Prof. Maria Marudova, PhD margo@uni-plovdiv.bg +359 32 261 278	https://uni-plovdiv.bg/en/ https://uni-plovdiv.bg/en/pages/index/386/

B. Mobility numbers per academic year

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
BGPLOVDIV04	SK BANSKA01	0421	Law	2 nd 3 rd	3 x 5 months	2x3

SK BANSKA01	BGPLOVDIV04	0421	Law	1 st 2 nd 3 rd	3 x 5 months	2x3
BGPLOVDIV04	SK BANSKA01	023	Languages (English, French)	1 st , 2 nd	3 x 5 months	2x4
SK BANSKA01	BGPLOVDIV04	023	Languages (English, French)	1 st , 2 nd , 3 rd	3 x 5 months	2x4
BGPLOVDIV04	SK BANSKA01	0312	Political Sciences and civics	1 st , 2 nd	3 x 5 months	2x4
SK BANSKA01	BGPLOVDIV04	0312	Political Sciences and civics	1 st , 2 nd 3 rd	3 x 5 months	2x4
BGPLOVDIV04	SK BANSKA01	0110	Education	1 st , 2 nd , 3 rd	2 x 5 months	
SK BANSKA01	BGPLOVDIV04	0110	Education	1 st , 2 nd , 3 rd	2 x 5 months	
BGPLOVDIV04	SK BANSKA01	0313	Psychology	1 st , 2 nd , 3 rd	2 x 5 months	
SK BANSKA01	BGPLOVDIV04	0313	Psychology	1 st , 2 nd , 3 rd	2 x 5 months	
BGPLOVDIV04	SK BANSKA01	0923	Social Work	1 st , 2 nd	2 x 5 months	
SK BANSKA01	BGPLOVDIV04	0923	Social Work	1 st , 2 nd	2 x 5 months	
SK BANSKA01	BGPLOVDIV04	0532	Earth Sciences	1 st , 2 nd	2 x 5 months	
BGPLOVDIV04	SK BANSKA01	0532	Earth Sciences	1 st , 2 nd	2 x 5 months	
SK BANSKA01	BGPLOVDIV04	041	Business and Administration	1 st , 2 nd	2 x 5 months	
BGPLOVDIV04	SK BANSKA01	041	Business and Administration	1 st , 2 nd	2 x 5 months	

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
BGPLOVDIV04	SK BANSKA01	0421	Law	2 x 5 days, min.8 hours of teaching	2 x 5 days
SK BANSKA01	BGPLOVDIV04	0421	Law	2 x 5 days, min.8 hours of teaching	2 x 5 days
BGPLOVDIV04	SK BANSKA01	0312	Political Sciences and civics	2 x 5 days	1 x 5 days
SK BANSKA01	BGPLOVDIV04	0312	Political Sciences and civics	2 x 5 days	1 x 5 days
BGPLOVDIV04	SK BANSKA01	0110	Education	2 persons /5 days/8 hours	2 persons /5 days
SK BANSKA01	BGPLOVDIV04	0110	Education	2 persons /5 days/8 hours	2 persons /5 days
BGPLOVDIV04	SK BANSKA01	0313	Psychology	2 persons /5 days/8 hours	2 persons /5 days
SK BANSKA01	BGPLOVDIV04	0313	Psychology	2 persons /5 days/8 hours	2 persons /5 days
BGPLOVDIV04	SK BANSKA01	0923	Social Work	2 persons /5 days/8 hours	2 persons /5 days
SK BANSKA01	BGPLOVDIV04	0923	Social Work	2 persons /5 days/8 hours	2 persons /5 days
SK BANSKA01	BGPLOVDIV04	0532	Earth Sciences	2 persons/10 days	2 persons /5 days

BGPLOVDIV04	SK BANSKA01	0532	Earth Sciences	2 persons/10 days	2 x 5 days
SK BANSKA01	BGPLOVDIV04	041	Business and Administration	2 (min. 8 hours)	
BGPLOVDIV04	SK BANSKA01	041	Business and Administration	2 (min. 8 hours)	
BGPLOVDIV04	SK BANSKA01	023	Languages (English, French)	2 x 5 days	1 x 5 days
SK BANSKA01	BGPLOVDIV04	023	Languages (English, French)	2 x 5 days	1 x 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching
SK BANSKA01 Arts	Subjects in foreign languages	SK	English	B2	C1
			French	B2	C1
SK BANSKA01 Law	Courses in Foreign languages	SK	English	B1	B2
			French	B1	B2
SK BANSKA01 Political Sciences and International Relations	0312 – Political Sciences and civics	SK	English French	B2	B2
SK BANSKA01 Education	All areas	EN	SK	B2	B2
SK BANSKA01 Natural Sciences		EN	SK	B1	B2
SK BANSKA01 Economics		SK	English	B2	B2
BGPLOVDIV04	All areas	BG	EN	B1	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.*

Students: The sending institution on the nomination letter (name, e-mail, area of study, period of study) must notify the International Relations Office 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 faculty departmental coordinator about their interest in teaching at Matej Bel University two months prior to their arrival. The teaching plan and invitation letter will be signed by the Erasmus administrator/coordinator.

BG PLOVDIV04

- Exchange studies for PhD students are organized according to individual plans. Incoming staff members should apply for visits to the respective faculty coordinators (<https://uni-plovdiv.bg/pages/index/160/>)

E. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
SK BANSKA01 Arts	Nomination: 15 May Application: 15 July	Nomination: 30 September, Application: 15 November
SK BANSKA01 Law	Nomination: 15 th June Application: 15 th July	Nomination: 15 th October Application: 15 th November
SK BANSKA01 Political Science and International Relations	15 th July	15 th November
SK BANSKA01 Education	Nomination: 15 May Application: 15 July	Nomination: 30 September Application: 15 November
SK BANSKA01 Natural Sciences	June 15 th	November 15 th
SK BANSKA01 Economics	July 15 th – nominations August 15 th – application documents	November 15 th – nominations December 15 th – application documents
BGPLOVDIV04	30 June (applic)	30 November (applic)

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

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

In the Bulgarian System, marks are graded from 2 to 6, with 3 being the minimum score required to pass:

Bulgarian Grade	Description
Отличен (6)	Excellent performance
Много Добър (5)	Very good performance
Добър (4)	Good performance
Среден (3)	Acceptable performance
Слаб (2)	Insufficient performance
Не се явил	Exam not done by the student

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, Faculty of Arts, ingrid.balazova@umb.sk , fax: +421 48 413 6153 http://www.foreign.gov.sk/en/contact_us/mfa_contact Faculty of Arts	http://www.ff.umb.sk/en/erasmus-students/ http://www.foreign.gov.sk/en/consular_info/visa
SK BANSKA01	Mgr. Jana Hubáčeková Erasmus+ Administrator Faculty of Law, Komenského 20, 974 01 Banská Bystrica, Slovakia +421 48 446 3116 jana.hubacekova@umb.sk Faculty of Law	http://www.foreign.gov.sk/web/en/consular_info https://www.prf.umb.sk/en/erasmus/student-mobility/incoming-students.html
SK BANSKA01	Jana Miková, e-mail: Erasmus.fpvmv@umb.sk Faculty of Political Science and International Relations	http://www.foreign.gov.sk/web/en https://www.minv.sk/?residence-of-an-foreigner http://www.fpvmv.umb.sk/en/international-relations/erasmusplus-program/
SK BANSKA01	Andrea Zvalová, e-mail: andrea.zvalova@umb.sk Faculty of Education	http://www.foreign.gov.sk/web/en http://www.mzv.sk/web/en/consular_info/visa
SK BANSKA01	Mgr. Viera Pavlovičová viera.pavlovicova@umb.sk Faculty of Natural Sciences	http://www.fpv.umb.sk/en/international-cooperation/incoming-students.html
SK BANSKA01	Student mobilities Mgr. Jana Prašovská jana.prasovska@umb.sk Teachers & Staff mobilities Ing. Alena Dobrotová alena.dobrotova@umb.sk Faculty of Economics	www.ef.umb.sk
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160/

3. Insurance

Institution	Contact details	Website for information
SK BANSKA01	Incoming + outgoing: PhDr. Ingrid Balážová, Erasmus Administrator, Faculty of Arts, ingrid.balazova@umb.sk , fax: +421 48 413 6153 Faculty of Arts	http://www.ff.umb.sk/en/erasmus-students/
SK BANSKA01	Mgr. Jana Hubáčková Erasmus+ Administrator Faculty of Law, Komenského 20, 974 01 Banská Bystrica, Slovakia +421 48 446 3116 jana.hubackova@umb.sk Faculty of Law	
SK BANSKA01	Jana Miková, e-mail: Erasmus.fpvmv@umb.sk Faculty of Political Science and International Relations	http://www.fpvmv.umb.sk/en/international-relations/erasmusplus-program/
SK BANSKA01	Andrea Zvalová, e-mail: andrea.zvalova@umb.sk Faculty of Education	http://www.pdf.umb.sk/en/erasmus/incoming-students/health-insurance.html
SK BANSKA01	Mgr. Viera Pavlovičová viera.pavlovicova@umb.sk Faculty of Natural Sciences	
SK BANSKA01	Student mobilities Mgr. Jana Prašovská jana.prasovska@umb.sk Teachers & Staff mobilities Ing. Alena Dobrotová alena.dobrotova@umb.sk Faculty of Economics	www.ef.umb.sk
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160/

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

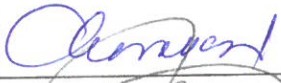
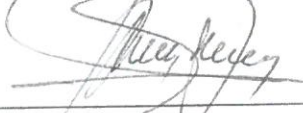
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.
Information and assistance can be provided by the following persons and information sources:

Institution	Contact details	Website for information
SK BANSKA01	PhDr. Ingrid Balážová, Erasmus Administrator, Faculty of Arts, 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	Mgr. Jana Hubáčková jana.hubackova@umb.sk Faculty of Law, Komenskeho 20 974 01 Banská Bystrica Slovakia	http://web1.umb.sk/index.php?module=articles&id=263&language=2 Accommodation Deadline: 15 th June for the winter semester 15 th November for the summer semester/whole year

SK BANSKA01	Jana Miková, e-mail: Erasmus.fpvmv@umb.sk Faculty of Political Science and International Relations	http://www.fpvmv.umb.sk/en/international-relations/erasmusplus-program/
SK BANSKA01	Incoming + outgoing: Mgr. Andrea Zvalová Erasmus Administrator, andrea.zvalova@umb.sk Faculty of Education	www.pdf.umb.sk/en
SK BANSKA01	Mgr. Viera Pavlovičová viera.pavlovicova@umb.sk Faculty of Natural Sciences	http://www.fpv.umb.sk/en/international-cooperation/incoming-students.html
SK BANSKA01	Student mobilities Mgr. Jana Prašovská jana.prasovska@umb.sk Teachers & Staff mobilities Ing. Alena Dobrotová alena.dobrotova@umb.sk Faculty of Economics	www.ef.umb.sk
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160/

SK BANSKA01: Foreign students can stay at University dormitory upon agreement with the faculty administrator/coordinator, it is basically at Študentský domov 3, Tajovského 51, Banská Bystrica. The dormitory 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 ³
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Lifelong Learning Erasmus+ Institutional Coordinator		
BGPLOVDIV04	Assoc.Prof. Boryan Yanev, PhD Institutional Erasmus Coordinator	18 -11- 2019	

³Scanned signatures are accepted