



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2019/2020- 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	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 Coordinator: Mgr. Andrea Bobáková andrea.bobakova@umb.sk	
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	www.ef.umb.sk

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.

		Ing. Alena Dobrotová alena.dobrotova@umb.sk	
Universiteti "Ismail Qemali" Vlorë Faculty of Economy PIC 934361522	Vlora	Academic Contact: Assoc. Prof. Elenica Pjero e.pjero@yahoo.com elenica.pjero@univlora.edu.al 00355696242266 Department of Business Faculty of Economy International Relation and Projects office Coordinator: Msc. Rezarta Sinanaliaj international@univlora.edu.al Address: L. Pavarësia, 9400 Vlorë, Albania Tel: +355695303633	https://univlora.edu.al/en/ https://univlora.edu.al/en/sektori-projekteve/miresevini/ Courses in English: https://univlora.edu.al/wp-content/uploads/2019/10/ENGLISH-List-of-courses-2019-2020-OK.pdf

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 *
SK BANSKA01	Vlora	041, 0412, 0411	Business and Administration, Finance banking and insurance, Accounting and taxation	1 st , 2 nd	According to Agreement from National Agency /min. 3 month for study/	
Vlora	SK BANSKA01	041, 0412, 0411	Business and Administration, Finance banking and insurance, Accounting and taxation	1 st , 2 nd	According to Agreement from National Agency /min. 3 month for study/	

[*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:

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	Staff Mobility for Training *
SK BANSKA01	Vlora	041, 0412, 0411	Business and Administration, Finance banking and insurance, Accounting and taxation	According to Agreement from National Agency (min. 8 hours for teaching, 5 days for activity, 2 days for travel)	
Vlora	SK BANSKA01	041, 0412, 0411	Business and Administration, Finance banking and insurance, Accounting and taxation	According to Agreement from National Agency (min. 8 hours for teaching, 5 days for activity, 2 days for travel)	

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 instruction 1	Language of instruction 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 Economics	041	SK	English	B2	B2
Vlora		Albanian	English	B1	B2

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)

³For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://euopass.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.

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.

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	July 15 th – nominations	November 15 th – nominations
Economics	August 15 th – application documents	December 15 th – application documents
Vlora	June 1 st May 15 th	December 1 st November 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.

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

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	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
Vlora	international@univlora.edu.al	https://punetejashtme.gov.al/en/rejim-i-vizave-per-te-huajt/

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	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
Vlora	Projects & International Relations Office international@univlora.edu.al	https://univlora.edu.al/en/

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

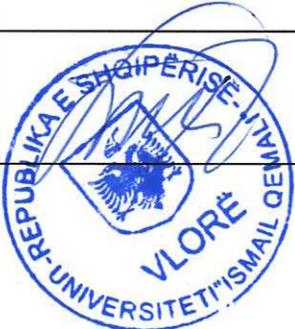
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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	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
Vlora	Projects & International Relations Office international@univlora.edu.al E-mail: trajtimi.studentit.vlore@gmail.com Phone: +355 33 408 121; +355 693593444 Facebook: Qyteza Student Vlorë Instagram : Qyteza Student Vlorë Address: L: "Isa Boletini" Rr. "Sulejman Delvina", 9400 Vlorë	https://univlora.edu.al/en/

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 [Erasmus code]	Name, function	Date	Signature ⁴
SK BANSKA01	doc. PhDr. Katarína Chovancová, PhD. Vice-Rector for International Cooperation and Lifelong Learning Erasmus+ Institutional Coordinator		
Vlora	Prof. Dr. Roland ZISI Rector University "Ismail Qemali" Vlore		

⁴Scanned signatures are accepted