

# Annex I to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

<b>NAME OF THE INSTITUTION</b>	<b>COMENIUS UNIVERSITY IN BRATISLAVA</b>
Erasmus Code	<b>SK BRATISL02</b>
EUC	52135-IC-1-2007-1-SK-ERASMUS-EUCX-1
PIC	999841566
Institution Web site	www.uniba.sk
International relations office Web site	http://staryweb.uniba.sk/index.php?id=4187
Online course catalogue	http://staryweb.uniba.sk/index.php?id=3871

#### 1.2. Main contacts

<b>RESPONSIBILITY</b>	<b>INSTITUTIONAL COORDINATOR FOR ERASMUS +</b>
<b>Contact person</b>	<b>Prof. MUDr. Daniela Ostatníková, Ph.D, Vice-Rector</b>
<b>Contact details</b>	Address : Šafárikovo námestie 6, P. O. BOX 440, 814 99 Bratislava, Slovak Republic Phone :+421 2 59244 227, Fax : +421 2 59244 550, e-mail : <a href="mailto:daniela.ostatnikova@rec.uniba.sk">daniela.ostatnikova@rec.uniba.sk</a> ; <a href="mailto:erasmusplus@rec.uniba.sk">erasmusplus@rec.uniba.sk</a>

<b>RESPONSIBILITY</b>	<b>HEAD OF INTERNATIONAL RELATIONS OFFICE</b>
<b>Contact person</b>	<b>Magdaléna Belková, MA</b>
<b>Contact details</b>	Address : Šafárikovo námestie 6, P. O. BOX 440, 814 99 Bratislava, Slovak Republic Phone :+421 2 59244 443, Fax : +421 2 59244 550, e-mail : <a href="mailto:magdalena.belkova@rec.uniba.sk">magdalena.belkova@rec.uniba.sk</a> ; <a href="mailto:erasmusplus@rec.uniba.sk">erasmusplus@rec.uniba.sk</a>

<b>RESPONSIBILITY</b>	<b>ADMINISTRATIVE CONTACT FOR INTER-INSTITUTIONAL AGREEMENTS</b>
<b>Contact person at the Rectorate</b>	<b>Veronika Haberlandová</b>
<b>Contact details</b>	Address : Šafárikovo námestie 6, P. O. BOX 440, 814 99 Bratislava, Slovak Republic Phone :+421 2 59244 502, Fax : +421 2 59244 550, e-mail : <a href="mailto:veronika.haberlandova@uniba.sk">veronika.haberlandova@uniba.sk</a> ; <a href="mailto:erasmusplus@rec.uniba.sk">erasmusplus@rec.uniba.sk</a>
<b>Contact person at the Faculty</b>	Mgr. Mária Gajarská, Registrar office, Faculty of Arts, CU
<b>Contact details</b>	+421 2 59 339 331; <a href="mailto:rzs@fphil.uniba.sk">rzs@fphil.uniba.sk</a> ; International Relations Office, Faculty of Arts, Gondova 2, 814 99 Bratislava

<b>RESPONSIBILITY</b>	<b>CONTACT PERSONS FOR OUTGOING STUDENTS / STAFF</b>
<b>Contact persons at the Rectorate</b>	<b>Veronika Haberlandová, BA</b> for outgoing students before mobility Phone :+421 2 59244 502, Fax : +421 2 59244 550, e-mail : <a href="mailto:albina.lacekova@rec.uniba.sk">albina.lacekova@rec.uniba.sk</a> ; <a href="mailto:erasmusplus@rec.uniba.sk">erasmusplus@rec.uniba.sk</a> <b>Magdaléna Bachanová, M. Econ.</b> for outgoing students after mobility Phone :+421 2 59244 238, Fax : +421 2 59244 550, e-mail : <a href="mailto:magdalena.bachanova@rec.uniba.sk">magdalena.bachanova@rec.uniba.sk</a> ; <a href="mailto:erasmusplus@rec.uniba.sk">erasmusplus@rec.uniba.sk</a> <b>Kateryna Yakovenko, PhD..</b> for outgoing staff Phone :+421 2 59244 226, Fax : +421 2 59244 550, e-mail : <a href="mailto:kateryna.yakovenko@rec.uniba.sk">kateryna.yakovenko@rec.uniba.sk</a> ; <a href="mailto:erasmusplus@rec.uniba.sk">erasmusplus@rec.uniba.sk</a>

<b>Contact details</b>	Address : Šafárikovo námestie 6, P. O. BOX 440, 814 99 Bratislava, Slovak Republic
<b>Contact person at the Faculty</b>	Mgr. Mária Gajarská, Registrar office, Faculty of Arts, CU
<b>Contact details</b>	+421 2 59 339 331 ; <a href="mailto:rzs@fphil.uniba.sk">rzs@fphil.uniba.sk</a> ; International Relations Office, Faculty of Arts, Gondova 2, 814 99 Bratislava

RESPONSIBILITY	CONTACT PERSONS FOR INCOMING STUDENTS / STAFF
<b>Contact persons at the Rectorate</b>	<b>Silvia Miháliková, M. Econ.</b> for incoming students Phone :+421 2 59244 236, Fax : +421 2 59244 550, e-mail : <a href="mailto:silvia.mihalikova@rec.uniba.sk">silvia.mihalikova@rec.uniba.sk</a> ; <a href="mailto:erasmusplus@rec.uniba.sk">erasmusplus@rec.uniba.sk</a> <b>Terézia Tóthová, M. Econ.</b> for incoming staff Phone :+421 2 59244 226, Fax : +421 2 59244 550, e-mail : <a href="mailto:terezia.tothova@rec.uniba.sk">terezia.tothova@rec.uniba.sk</a> ; <a href="mailto:erasmusplus@rec.uniba.sk">erasmusplus@rec.uniba.sk</a>
<b>Contact details</b>	Address : Šafárikovo námestie 6, P. O. BOX 440, 814 99 Bratislava, Slovak Republic
<b>Contact person at the Faculty</b>	Mgr. Mária Gajarská, Registrar office, Faculty of Arts, CU
<b>Contact details</b>	+421 2 59 339 331 ; <a href="mailto:rzs@fphil.uniba.sk">rzs@fphil.uniba.sk</a> ; International Relations Office, Faculty of Arts, Gondova 2, 814 99 Bratislava

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	any	Slovak, English, German, French, Spanish	B2
Staff Mobility for Teaching	any	Slovak, English, German, French, Spanish	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please see the course catalogue: <http://www.uniba.sk/index.php?id=3871>

### 2.2. Calendar

#### 2.2.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	June 15 <sup>th</sup>
<b>Spring term</b>	November 15 <sup>th</sup>

#### 2.2.2. Academic Calendar

Winter semester starts mid of September and teaching period ends mid of December, examination period January until mid of February.

Summer semester starts mid of February and teaching period ends mid of May, examination period mid of May until end of June.

### 2.2.3. Decision Response

We will send our decision within 4 weeks.

### 2.2.4. Transcripts of Records

A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished at our institution.

### 2.2.5. Termination of Agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## 3. Additional information

### 3.1. ECTS Grading system

Grade		Numerical value	
A	Excellent	1	100-91
B	Very good	1,5	90-81
C	Good	2	80-73
D	Satisfactory	2,5	72-66
E	Sufficient	3	65-60
Fx	Failed	4	59-0

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	Outstanding performance with only minor errors.
B	25	Above the average standard but with some errors.
C	30	Generally sound work with a number of notable errors.
D	25	Fair but with significant shortcomings.
E	10	Performance meets the minimum criteria.
F <sup>-</sup>	-	Some more work required before the credit can be awarded
Fx	-	Considerable further work is required.

\*- Comenius University, for both fail grades, uses "Fx", not "F".

ECTS grades "A" to "E" accompany the award of credit, and grades "Fx" and "F" attract zero credit.

### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the faculty contact points:

<b>Contact person at the Faculty</b>	Mgr. Mária Gajarská, Registrar office, Faculty of Arts, CU
<b>Contact details</b>	+421 2 59 339 331 ; <a href="mailto:rzs@fphil.uniba.sk">rzs@fphil.uniba.sk</a> ; International Relations Office, Faculty of Arts, Gondova 2, 814 99 Bratislava
<b>Website</b>	<a href="http://fphil.uniba.sk/en/">http://fphil.uniba.sk/en/</a>

### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm). Our institution expects all students/staff members come to their stay fully insured for the whole period of their stay.

<b>Contact person at the Faculty</b>	Mgr. Mária Gajarská, Registrar office, Faculty of Arts, CU
<b>Contact details</b>	+421 2 59 339 331 ; <a href="mailto:rzs@fphil.uniba.sk">rzs@fphil.uniba.sk</a> ; International Relations Office, Faculty of Arts, Gondova 2, 814 99 Bratislava
<b>Website</b>	<a href="http://fphil.uniba.sk/en/">http://fphil.uniba.sk/en/</a>

### 3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the faculty contact points or by the following links:

<b>Contact person at the Faculty</b>	Mgr. Mária Gajarská, Registrar office, Faculty of Arts, CU
<b>Contact details</b>	+421 2 59 339 331; <a href="mailto:rzs@fphil.uniba.sk">rzs@fphil.uniba.sk</a> ; International Relations Office, Faculty of Arts, Gondova 2, 814 99 Bratislava
<b>Website</b>	<a href="http://fphil.uniba.sk/en/">http://fphil.uniba.sk/en/</a>