

Annex to Erasmus + Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	COMENIUS UNIVERSITY IN BRATISLAVA – Faculty of Management
Erasmus Code	SK BRATISL02
EUC	52135-LA-1-2014-1-SK-E4AKA1-ECHE
Institution Web site	www.fm.uniba.sk ;
International relations office Web site	http://www.fm.uniba.sk/en/medzinarodne-vztahy/
Online course catalogue	https://www.fm.uniba.sk/en/medzinarodne-vztahy/erasmus-studium/courses/

1.2. Faculty of Management - main contacts

RESPONSIBILITY	ERASMUS + FACULTY COORDINATOR
Contact person	Mgr. Lucia Vilčeková, PhD – Vice dean for IRO
Contact details	lucia.vilcekova@fm.uniba.sk

RESPONSIBILITY	HEAD OF IRO
Contact person	Mgr. Lucia Vilčeková, PhD – Vice dean for IRO
Contact details	Lucia.Vilcekova@fm.uniba.sk

RESPONSIBILITY	ADMINISTRATIVE CONTACT FOR BILATERAL AGREEMENTS
Contact person	Erika Cernekova
Contact details	Erika.cernekova@fm.uniba.sk

RESPONSIBILITY	CONTACT PERSON FOR INCOMING and OUTGOING STUDENTS/STAFF
Contact person	Mgr. Erika Cernekova
Contact details	erika.cernekova@fm.uniba.sk

RESPONSIBILITY	CONTACT PERSON FOR TRAINSHIPS STUDENTS
Contact person	Mgr. Natalia Gaherova
Contact details	natalia.gaherova@fm.uniba.sk

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 Instruktion	Recommended language of instruction level *
Student Mobility for Studies	Business Study	English, German, French, Slovak	B2
Staff Mobility for Teaching	any		

* 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 at the link: <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:

Autumn term	June 15 th
Spring term	November 15 th

2.2.2. Decision Response

We will send our decision within 4 weeks.

2.2.3. Transcripts of Records

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

2.2.4. 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	Definition
A	Outstanding performance with only minor errors.
B	Above the average standard but with some errors.
C	Generally sound work with a number of notable errors.
D	Fair but with significant shortcomings.
E	Performance meets the minimum criteria.
F*	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:

Contact person	Mgr. Natalia Gaheřova
Contact details	natalia.gaheřova@fm.uniba.sk
Website	

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.

3.4. Housing

We accept just on line application for accommodation, follow step by step instruction: <http://www.fm.uniba.sk/index.php?id=1945>

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:

Contact person	Kristina Havlickova - accommodation officer
Contact details	kristina.havlickova@uniba.sk
Website	http://mlyny.uniba.sk/en/