**Erasmus+ Programme**

**Bilateral Inter-Institutional Agreement**

**Key Action 1   
Learning Mobility for Higher Education Students and Staff**

**among EU Member States and third countries associated to the Programme**

The institutions 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](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en) in all aspects related to the organisation and management of the mobility, including [automatic recognition](https://ec.europa.eu/education/node/36_me) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Validity period of the agreement**

|  |  |
| --- | --- |
| Timeframe | Call Year |
| Start of validity | 2021 |
| End of validity | 2027 |

**A. Information about the higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[1]](#footnote-1)**  **(email, phone)** | **Websites**  **( General/Faculties/ Course catalogue)** |
| Palacký University Olomouc  Křížkovského 8, 77147 Olomouc  Department of xxx | CZ OLOMOUC01 | Institutional Coordinator:  Yvona Vyhnánková, International Relations Office  +420 585 631 041  [yvona.vyhnankova@upol.cz](mailto:yvona.vyhnankova@upol.cz)  Kontakt na katedru | <https://www.upol.cz/>  web fakulty/katedry |
|  |  |  |  |

**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** | **TO**  **Erasmus code** | ***Subject area code* ISCED** | ***Subject area name*** | ***Study cycle 1st , 2nd or 3rd*** | **Number of student mobility periods** | | | |
| Mobility for Studies  *total number of students* | Mobility for Studies  *total number of months* | Mobility for Traineeships  total number of students | Mobility for Traineeships  [total number of months |
| CZ OLOMOUC01 |  |  |  |  |  |  |  |  |
|  | CZ OLOMOUC01 |  |  |  |  |  |  |  |

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **Erasmus code** | **TO**  **Erasmus code** | ***Subject area code* ISCED** | ***Subject area name*** | **Number of staff mobility periods** | | | |
| Mobility for Teaching *total number of staff* | Mobility for Teaching  *total number of days* | *Mobility for Training total number of staff* | *Mobility for Training total number of days* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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.

**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 Code*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level[[2]](#footnote-2)** | |
| Student Mobility for Studies  *Minimum B1* | Staff Mobility for Teaching  *Minimum B2* |
| CZ OLOMOUC01 |  |  |  |  |  |
|  |  |  |  |  |  |

**D. Calendar**

**Nominations of incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution** | **Autumn term** | **Spring term** |
| CZ OLOMOUC01 | May 31st | October 31st |
|  |  |  |

**Applications from incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution** | **Autumn term\*** | **Spring term** |
| CZ OLOMOUC01 | May 31st (application visa students)  June 15th (application non-visa students) | October 31st (application visa students)  November 15th (application non-visa students) |
|  |  |  |

**Application procedure for incoming students**

|  |  |  |
| --- | --- | --- |
| **Receiving institution** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OLOMOUC01 | [zuzana.hamdanieh@upol.cz](mailto:zuzana.hamdanieh@upol.cz)  Tel: +420 585 631 108 | <http://www.upol.cz/en/skupiny/students/exchange-students/erasmus/> |
|  |  |  |

**E. Additional requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Requirement** | **Details** | **Website for information (if applicable)** |
| CZ OLOMOUC01 | Academic transcript    Online application    English Language Certificate/Statement of Language Level    Provisional course selection/Learning Agreement | 60 ECTS completed prior to exchange        Evidence of English at B2  The LA must include at least 60% of subjects offered by the Department in which the student will be enrolled. Participation in other study fields than agreed upon cannot be guaranteed. |  |
| Institution 2 |  |  |  |

The receiving institution will send its decision within 4 weeks, **and no later than 5 weeks.**

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available infrastructure adjusted for people with:** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OLOMOUC01 | - Reduced mobility  - Hearing impairments  - Visual impairments | [zuzana.hamdanieh@upol.cz](mailto:zuzana.hamdanieh@upol.cz)  Tel: +420 585 631 108 | <http://www.upol.cz/en/skupiny/students/guide/students-with-special-needs/> |
| Institution 2 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available support services for people with:** | **Description of support services (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OLOMOUC01 | - Reduced mobility  - Hearing or visual impairments  - Special educational needs  - Mental health issues | Center for students with special needs | [zuzana.hamdanieh@upol.cz](mailto:zuzana.hamdanieh@upol.cz)  Tel: +420 585 631 108 | <http://www.upol.cz/en/skupiny/students/guide/students-with-special-needs/> |
| Institution 2 |  |  |  |  |

**F. Information**

**1. 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**  **(email, phone)** | **Website for information** |
| CZ OLOMOUC01 | [zuzana.hamdanieh@upol.cz](mailto:zuzana.hamdanieh@upol.cz)  Tel: +420 585 631 108 | <https://www.upol.cz/en/students/exchange-students/erasmus> |
|  |  |  |

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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**  **(email, phone)** | **Website for information** |
| CZ OLOMOUC01 | [zuzana.hamdanieh@upol.cz](mailto:zuzana.hamdanieh@upol.cz)  Tel: +420 585 631 108 | <http://www.upol.cz/en/skupiny/students/guide/visa-travel/> |
|  |  |  |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OLOMOUC01 | [zuzana.hamdanieh@upol.cz](mailto:zuzana.hamdanieh@upol.cz)  Tel: +420 585 631 108 | <http://www.upol.cz/en/skupiny/students/guide/visa-travel/> |
|  |  |  |

**4. Additional information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Information on recognition process / other useful information:** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OLOMOUC01 | Course Catalogue |  | <http://study.upol.cz/?lang=en> |
|  |  |  |  |

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.

**Additional information regarding the terms of the agreement**

CZ OLOMOUC01

* Students must be nominated through Palacký University on-line system. The institutional coordinator and the person responsible for student mobilities will receive information about the nomination procedure and access to the system at least three months before the deadline.
* As soon as the nomination is successfully submitted, nominated students will receive unique access to on-line application.
* For information update/possible changes please follow our web at <http://www.upol.cz/en/students/exchange-students/erasmus/>
* In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: iro@upol.cz
* Incoming students are allowed to take courses in other study fields but they are requested to take the majority of courses in the study area mentioned in this agreement.
* The partner university is kindly requested to ensure that the language proficiency of the outgoing student(s) is a minimum B2.
* Students are offered a Czech language course throughout the semester.
* Academic staff interested in a teaching visit at UP should contact the relevant department.
* Non-academic staff members interested in spending a training week at UP should contact the International Office ([iro@upol.cz](mailto:iro@upol.cz)). A proposal of the Mobility Agreement is also required.

PARTNER INSTITUTION

**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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Name, function** | **Date** | **Signature[[3]](#footnote-3)** |
| CZ OLOMOUC01 | Yvona Vyhnánková  Erasmus+ Institutional Coordinator |  |  |
|  |  |  |  |

1. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-1)
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> [↑](#footnote-ref-2)
3. Scanned signatures are accepted [↑](#footnote-ref-3)