

Erasmus⁺ Programme

Inter-institutional agreement 2018/19 -2020/21

Higher Education Student and Staff Mobility

–Mobility for learners and staff (Key Action 1)–

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

Latvijas Kultūras akadēmija LV RIGA08	Univerzita Palackého v Olomouci CZ OLOMOUC01
<u>Institutional Coordinator¹:</u> [REDACTED] Head of Communication and International Relations Dept. 24 Ludzas str., Rīga, LV-1003, Latvia Tel.: + [REDACTED] Fax: + [REDACTED] Email: [REDACTED]	<u>Institutional Coordinator¹:</u> [REDACTED], International Relations Office Křížkovského 8, 77147 Olomouc Tel.: + [REDACTED] Fax: + [REDACTED] Email: [REDACTED]
<u>Contact Details for Student Mobility / Nomination:</u> [REDACTED] International Cooperation Specialist Email: [REDACTED]	<u>Contact Details for Student Mobility / Nomination:</u> [REDACTED]
<u>Contact Details for Staff Mobility (if applicable):</u> [REDACTED], Head of Communication and International Relations Dept. Email: [REDACTED]	<u>Contact Details for Staff Mobility (if applicable):</u> [REDACTED]
<u>Departmental Coordinator:</u> [REDACTED], Head of Department of Intercultural Communication and Foreign Languages Email: [REDACTED] Tel.: + [REDACTED]	<u>Departmental Coordinator:</u> [REDACTED] Krizkovského 8, 771 47 OLOMOUC Email: [REDACTED] Tel.: + [REDACTED]

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS ²	SMT ³
LV RIGA08	CZ OLOMOUC01	023	Languages	1 st , 2 nd	3 x 5 months	-
CZ OLOMOUC01	LV RIGA08	023	Languages	1 st , 2 nd	3 x 5 months	-

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA ⁴	STT ⁵
LV RIGA08	CZ OLOMOUC01	023	Languages	2/1 week	2/1 week
CZ OLOMOUC01	LV RIGA08	023	Languages	2/1 week	2/1 week

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 ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ OLOMOUC01	023	Dutch	Czech	B1	C1
LV RIGA08	023	Latvian	English	B2	B2

D. Additional requirements

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: [REDACTED]

² Student Mobility for Studies

³ Student Mobility for Traineeship

⁴ Staff Mobility for Teaching

⁵ Staff Mobility for Training

- 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 (██████████). A proposal of the Mobility Agreement is also required.
- For information about provisions for students and staff with disabilities see: <http://www.upol.cz/en/skupiny/students/guide/students-with-special-needs/>

LV RIGA08

- Students application procedure:

<https://lka.edu.lv/en/international-cooperation/international-mobility/erasmus/application-procedure/how-apply/>

E. Calendar

1. Nomination deadlines:

Receiving institution	Winter term	Summer term
LV RIGA08	1 st of July	1 st of December
CZ OLOMOUC01	June 15 (nomination) May 31 st (application visa students) June 30 (application non-visa students)	October 31 st (nomination, application visa students) November 15 (application non-visa students)

2. The receiving institutions will send their decisions within 6-8 weeks after deadline.
3. 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.
4. Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

	LV RIGA08	CZ OLOMOUC01
WWW for Incoming Students	https://lka.edu.lv/en/international-cooperation/international-mobility/erasmus/	http://www.upol.cz/en/skupiny/students/exchange-students/erasmus/
WWW Course Catalogue	https://lka.edu.lv/en/international-cooperation/international-mobility/erasmus/application-procedure/catalogue-courses-study/	http://study.upol.cz/?lang=en
Housing ⁶	https://lka.edu.lv/en/international-cooperation/international-mobility/erasmus/general-and-practical-advice/accommodation/	https://www.upol.cz/en/students/exchange-students/erasmus
Contact details	██████████	██████████

⁶ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

WWW Visa Information ⁷ Contact details	www.pmlp.gov.lv [Redacted]	http://www.upol.cz/en/skupiny/students/guide/visa-travel/ [Redacted]																																				
WWW Insurance Information ⁸ Contact details	https://lka.edu.lv/en/international-cooperation/international-mobility/erasmus/general-and-practical-advice/ [Redacted]	http://www.upol.cz/en/skupiny/students/guide/visa-travel/ [Redacted]																																				
Grading system	<table border="1"> <thead> <tr> <th>Achievement level</th> <th>Grade</th> <th>Meaning</th> <th>Approx. ECTS grade</th> </tr> </thead> <tbody> <tr> <td>very high</td> <td>10</td> <td>with distinction</td> <td>A</td> </tr> <tr> <td>high</td> <td>9</td> <td>excellent</td> <td>A</td> </tr> <tr> <td></td> <td>8</td> <td>very good</td> <td>B</td> </tr> <tr> <td></td> <td>7</td> <td>good</td> <td>C</td> </tr> <tr> <td></td> <td>6</td> <td>almost good</td> <td>D</td> </tr> <tr> <td>medium</td> <td>5</td> <td>satisfactory</td> <td>E</td> </tr> <tr> <td></td> <td>4</td> <td>almost satisfactory</td> <td>E/FX</td> </tr> <tr> <td>low</td> <td>3-1</td> <td>unsatisfactory</td> <td>Fail</td> </tr> </tbody> </table> https://lka.edu.lv/en/international-cooperation/international-mobility/erasmus/information-about-studies/	Achievement level	Grade	Meaning	Approx. ECTS grade	very high	10	with distinction	A	high	9	excellent	A		8	very good	B		7	good	C		6	almost good	D	medium	5	satisfactory	E		4	almost satisfactory	E/FX	low	3-1	unsatisfactory	Fail	http://www.studuj.upol.cz/en/why-palacky-university/
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WWW Students and Staff with Disabilities Contact details	The candidates with disabilities can only be accepted after the consultation with the Latvian Academy of Culture. [Redacted]	http://www.upol.cz/en/skupiny/students/guide/students-with-special-needs/																																				

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature ⁹
LV RIGA08	Dr. prof. Rūta Muktupāvela, Rector	<i>01.01.19</i>	[Redacted]
CZ OLOMOUC01	Prof. PhDr. Zdeněk Pechal, CSc. Dean Faculty of Arts	17. 01. 2019	[Redacted]

⁷ 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 ECHE.

⁸ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

⁹ Scanned signatures are accepted