



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2019-2021² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
POLITECHNIKA OPOLSKA (Opole University of Technology)	PL OPOLE02	International Relations Office 5 Mikołajczyka Street 45-271 Opole POLAND Head of the Office: Elżbieta Cieślak, M.Sc. e.cieslak@po.opole.pl Erasmus+ Institutional Coordinator: Marta Dębowska, M.A. m.debowska@po.opole.pl	www.dwm.po.opole.pl/index.php/en/
University of Ostrava Faculty of Arts Department of Sociology	CZ OSTRAVA02	<u>Institutional Coordinator:</u> Mgr. Kamila Danihelková Tel.: +420 597 09 1015 Email: kamila.danihelkova@osu.cz Dvořákova 7 Ostrava 702 00 Czech Republic	http://www.osu.eu/exchange-students/erasmus

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p><u>Faculty Coordinator</u> Ing. Lada Gottwaldová Faculty of Arts, University of Ostrava Realni 5, 701 03 Ostrava Czech Republic Tel.: +420 597 09 1806 Fax: +420 59 6113 009 E-mail: lada.gottwaldova@osu.cz</p> <p><u>Departmental Coordinator:</u> Dr. phil. Nicole Horáková Hirschlerová, M.A. Department of Sociology Tel:+420 597 09 2020 Fax: + 420 59 61 13 009</p>	
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B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [short cycle, 1 st , 2 nd or 3 rd]	Total Numbers of students=	
					Total number of Months	
					Student Mobility for Studies	Student Mobility for Traineeships
CZ OSTRAVA02	PL OPOLE02	0314	Sociology (human resources)	1 st	1×5months	Only by individual agreement
PL OPOLE02	CZ OSTRAVA02	0314	Sociology (human resources)	1 st	2x×5months	Only by individual agreement

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
				<i>[total number of days of teaching periods or average duration]</i>	

PL OPOLE02	CZ OSTRAVA02	0314	Sociology (human resources)	2 person * 8 h/5 days	Only by individual agreement -
CZ OSTRAVA02	PL OPOLE02	0314	Sociology (human resources)	1 person * 8 h/5 days	Only by individual agreement -

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL OPOLE02	CZ OSTRAVA02	English	Polish	B2	B2
CZ OSTRAVA02	PL OPOLE02	English	German	English- B2(EN) German- B2(EN)	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

PL OPOLE02

Please take note that students must know the foreign instruction language (English) at an intermediate (B2) level in order to follow the lectures and complete assigned projects. The knowledge of foreign language can be randomly checked upon arrival.

D. Additional requirements

PL OPOLE02:

1. Application procedure for incoming students is available at: <https://dwm.po.opole.pl/index.php/en/erasmus/incoming-students/application-forms>
2. Incoming students from our partner institutions are only accepted on the basis of a nomination by their home institution. Candidates will receive a link to the online application form and will be asked to complete the following documents: Application Form and Learning Agreement.
3. Students must obtain health and accident insurance coverage before mobility.
4. Incoming students may participate in the Welcome Week at the beginning of each semester.

- Students with disabilities could be accepted after the consultation with International Relations Office.

E. Calendar

- Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL OPOLE02	15th May – nominations 15th June – applications	15 th November – nominations 15 th December – applications
CZ OSTRAVA02	May 31	October 31

[* to be adapted in case of a trimester system]

- The **Opole University of Technology** will send its decision within 5 weeks.
- A Transcript of Records will be issued by **Opole University of Technology** no later than 5 weeks after the assessment period has finished at the receiving HEI.

CZ OSTRAVA02:

Transcripts of records are issued by the International Office immediately after the examination period and handed to the incoming students before their departure

- Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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

PL OPOLE02

System of grading at Opole University of Technology is available at:

<https://dwm.po.opole.pl/index.php/en/erasmus/incoming-students/study/degrees-and-grading-scale>

CZ OSTRAVA02

Points	Examination (Alphabetical six- point scale)	Examination (Numerical six- point scale)	Examination (Numerical four- point scale (valid through 31 August 2015))	Subject pass without examination
91 – 100	A	1	1	Pass
81 – 90	B	1.5	2	
71 – 80	C	2		
61 – 70	D	2.5	3	
51 – 60	E	3		
0 – 50	F	4	4	Fail

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
PL OPOLE02	m.debowska@po.opole.pl +48 77 449 85 16	https://dwm.po.opole.pl/index.php/en/erasmus/incoming-students/health-insurance-and-visa-residence-permit
CZ OSTRAVA02	lada.gottwaldova@osu.cz	http://www.mzv.cz/jnp/en/information_for aliens/index.html

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
PL OPOLE02	m.debowska@po.opole.pl +48 77 449 85 16	https://dwm.po.opole.pl/index.php/en/erasmus/incoming-students/health-insurance-and-

		visa-residence-permit
CZ OSTRAVA02	lada.gottwaldova@osu.cz	http://www.osu.eu/index.php?kategorie=2&id=8270 http://www.osu.eu/exchange-students/erasmus

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
PL OPOLE02	m.debowska@po.opole.pl +48 77 449 85 16	https://dwm.po.opole.pl/index.php/en/erasmus/incoming-students/accommodation
CZ OSTRAVA02	lada.gottwaldova@osu.cz	http://koleje.osu.eu/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁵ and stamp
PL OPOLE02	Prof. Krzysztof Malik Vice-Rector for Student Affairs and Investments		
CZ OSTRAVA02	Doc. Mgr. Robert Antonín, Ph.D. Dean of the Faculty of Arts		

⁵ Scanned signatures are accepted