

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2019/2020-2020/2021 between programme countries

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 the higher education institutions

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>2</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
<b>VIA University College</b>	<b>DK RISSKOV06</b>	<b>Erasmus Faculty Coordinator</b>  <b>Department Coordinator</b> Social Education Ophelia Achton oa@via.dk	<a href="http://en.via.dk">en.via.dk</a>
<b>University of Hradec Králové</b>  Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic	<b>CZ HRADEC01</b>	<u>Erasmus Institutional Coordinator</u>  <u>International Office – agreements</u>  <u>Departmental International Office – Faculty of Education (PDF)</u>	<a href="http://www.uhk.cz/UHK?lang=en-GB">www.uhk.cz/UHK?lang=en-GB</a>  <a href="http://www.uhk.cz/uhk-international-students">www.uhk.cz/uhk-international-students</a>  course catalogue:  Pdf: <a href="http://www.uhk.cz/en-GB/PDF-international-students/Erasmus">www.uhk.cz/en-GB/PDF-international-students/Erasmus</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</sup> 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 the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code* [ISCED 2013]	Subject area name*	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods			
					Student Mobility for Studies [total number of students and months of the study periods*]		Student Mobility for Traineeships*	
DK RISSKOV06	CZ HRADEC01	011	Education	1	4	16	-	-
CZ HRADEC01	DK RISSKOV06	011	Education	1,2	4	16	-	-
		031	Social and behavioural sciences	1,2	4	16	-	-

[\*Optional: subject code & name and study cycle are optional. 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. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code* [ISCED 2013]	Subject area name*	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of teachers and days of the teaching periods*]	Staff Mobility for Training*
DK RISSKOV06	CZ HRADEC01	011	Education	2 * 5 days	2 * 5 days
CZ HRADEC01	DK RISSKOV06	011	Education	1 * 5 days	1 * 5 days
		031	Social and behavioural sciences	1 * 5 days	1 * 5 days

## 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.

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

Receiving institution [Erasmus code or city]	Optional : Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
DK RISSKOV06	011/031	English	English	B2	B2
CZ HRADEC01	011	English	German/ Russian/ French	B1	B2

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

## D. Additional requirements

*[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]*

Information on infrastructure to welcome students and staff with disabilities:

**CZ HRADEC01:** We make an effort to improve wheelchair accessibility in our facilities. There is a special access to our websites designed for the visually impaired. Some publications of the university library are specially converted to the format legible for people with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

**DK RISSKOV06:** We receive students with disabilities. The necessary individual arrangements need to be discussed well in advance (10 months prior to arrival).

## E. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
DK RISSKOV06	1 May	1 November
CZ HRADEC01	31 May	30 November

*[\* to be adapted in case of a trimester system or different seasons]*

2. The receiving institution will send its decision within **4** weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **4** weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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<sup>4</sup> See Common European Framework of Reference for Languages.

#### 4. Termination of the agreement

No special regulations. 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. 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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>5</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

#### DK RISSKOV06:

Danish Mark	Explanation of the Mark	Equivalent ECTS Mark
12	Is given for an excellent performance, displaying a high level of command of all aspects of the relevant material with no or only a few minor weaknesses	A
10	Is given for a very good performance, displaying a high level of command of most aspects of the relevant material with only minor weaknesses	B
7	Is given for a good performance, displaying good command of the relevant material and some weaknesses	C
4	Is given for a fair performance, displaying some command of the relevant material but also some major weaknesses	D
02	Is given for a performance meeting only the minimum requirements for acceptance ( <b>Lowest passing grade</b> )	E
00	Is given for a performance which does not meet the minimum requirements for acceptance ( <b>Failure</b> )	Fx
-3	Is given for a performance which is unacceptable in all respects ( <b>Failure</b> )	F

#### CZ HRADEC01: [www.uhk.cz/studyAndExaminationRegulations](http://www.uhk.cz/studyAndExaminationRegulations) (Article 15)

A grading scale is used to assess studies (numerical representation of verbal grading levels shown in parentheses): a) excellent (1), b) very good (2), c) satisfactory,(3), d) failed (4).

For more accurate evaluation of study and learning activities during the semester, a 100-point grading scale and the ECTS grading scale may be used, whereas the following applies:

points	grading	ECTS
100 to 90 points	excellent	A
89 to 70 points	very good	B (1.5), C (2)
69 to 50 points	satisfactory	D (2.5), E (3)
49 to 0 points	failed	F

<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (e-mail, phone)	<b>Website for information</b>
DK RISSKOV06	<b>Department Coordinator</b>	<a href="http://en.via.dk">en.via.dk</a>
CZ HRADEC01	<b>Faculty of Education</b>	<a href="http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09NQ%3d%3d">http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09NQ%3d%3d</a>

## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (e-mail, phone)	<b>Website for information</b>
DK RISSKOV06	<b>Department Coordinator</b>	<a href="http://en.via.dk">en.via.dk</a>
CZ HRADEC01	Students from non-EU member states: ENS Buddy System HK: <a href="mailto:insurance@buddyhk.cz">insurance@buddyhk.cz</a>	Students from non-EU member states: <a href="http://files.buddyhk.cz/Health_Insurance_Info.pdf">http://files.buddyhk.cz/Health_Insurance_Info.pdf</a>

## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (e-mail, phone)	<b>Website for information</b>
DK RISSKOV06	<b>Department Coordinator</b>	<a href="http://en.via.dk">en.via.dk</a>
CZ HRADEC01	<b>Faculty of Education</b>	<a href="http://www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation">www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation</a>

### G. Signatures of the institutions (legal representatives)

<b>Institution</b> [Erasmus code or name and city]	<b>Name, function</b>	<b>Date</b>	<b>Signature</b>
VIA University College, DK RISSKOV06	Bjørn Ole Laigaard, Head of International Office Faculty of Education and Social Studies	9.4.2019	
CZ HRADEC01	PhDr. Zdeněk Beran, Ph.D.  Erasmus Institutional Coordinator	8.4.2019	