



# Erasmus+ Programme

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

## **Inter-institutional agreement 2019/2020- 2021/2022**

**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 higher education institutions**

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details<sup>1</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
<b>Jagiellonian University in Kraków</b>  International Students Mobility Office	PL KRAKOW01	<b>Institutional Erasmus+ Coordinator</b>  <b>Incoming students</b> e-mail:  <b>Incoming students</b>	<b>General University page:</b> <a href="http://www.uj.edu.pl/en">www.uj.edu.pl/en</a>  <a href="http://www.dmws.uj.edu.pl/en_GB/przyjezdz">http://www.dmws.uj.edu.pl/en_GB/przyjezdz</a>

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

International Relations Office		<p>e-mail: [REDACTED]</p> <p><b>Outgoing students</b> e-mail: [REDACTED]</p> <p>[REDACTED]</p> <p><b>Outgoing students</b> e-mail: [REDACTED]</p> <p>Address: Gołębia 24, 31-007 Kraków, Poland tel. [REDACTED] fax. [REDACTED]</p> <p>[REDACTED] <b>Incoming and Outgoing Staff Coordinator</b> [REDACTED]</p> <p>Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p>[REDACTED]</p> <p><b>Erasmus+ Agreements and Staff Mobilities Coordinator</b> [REDACTED]</p> <p>Address: ul. Czapskich 4, 31-315 Kraków, Poland</p>	<p><a href="mailto:ajacy-studenci/program-erasmus">ajacy-studenci/program-erasmus</a></p> <p><a href="http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff">http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff</a></p>
Faculty of Philology Institute of Oriental Studies		<p>[REDACTED]</p> <p>Institute of Oriental Studies al. Mickiewicza 3 ; 31-120 Kraków e-mail: [REDACTED]</p>	<p><a href="http://www.io.filg.uj.edu.pl/">http://www.io.filg.uj.edu.pl/</a></p>
Palacký University Olomouc International Relations Office	CZ OLOMOUC 01	<p>Institutional Erasmus Coordinator: [REDACTED]</p> <p><b>Erasmus Institutional Coordinator</b> Křižkovského 8, 77147 Olomouc [REDACTED]</p> <p>[REDACTED]</p> <p><b>Incoming Students</b> [REDACTED]</p>	<p><a href="https://iro.upol.cz/en/">https://iro.upol.cz/en/</a></p>

Faculty of Arts Department of Asian Studies		<b>Departmental Coordinator</b>	<a href="https://kas.upol.cz/en">https://kas.upol.cz/en</a>
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## B. Mobility numbers<sup>2</sup> 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 of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	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	Student Mobility for Traineeships *
[total number of months of the study periods or average duration*]						
PL KRAKOW01	CZ OLOMOUC 01	0232	Literature and linguistics (Japanese and Chinese studies)	1st, 2nd, 3rd	2 x 5 months	-
CZ OLOMOUC 01	PL KRAKOW01	0232	Literature and linguistics (Japanese and Chinese studies)	1st, 2nd, 3rd	2 x 5 months	-

<sup>2</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>)

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 *  [total number of days of teaching periods or average duration *]	
PL KRAKOW01	CZ OLOMOUC 01	0232	Literature and linguistics	2 x 7 days	-
CZ OLOMOUC 01	PL KRAKOW01	0232	Literature and linguistics	2 x 7 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:

Receiving institution  [Erasmus code]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>3</sup>  Student Mobility for Studies  [Minimum recommended level: B1]  Staff Mobility for Teaching  [Minimum recommended level: B2]	
PL KRAKOW01	CZ OLOMOUC 01	English	Polish Japanese Chinese	B1	B2
CZ OLOMOUC 01	PL KRAKOW01	English	Czech Japanese Chinese	B2	B2

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

<sup>3</sup> 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>

## D. Additional requirements

### CZ OLOMOUC 01

- 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]
- 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.
- For information about provisions for students and staff with disabilities see: <http://www.upol.cz/en/skupiny/students/guide/students-with-special-needs/>

*Teaching mobility exchanges are subject to the individual acceptance at the appropriate Department*

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW01	15 May	15 November
CZ OLOMOUC 01	June 15 (nomination) May 31 (application visa students) June 30 (application non-visa students)	October 31 (nomination, application visa students) November 15 (application non-visa students)

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 5 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]*

#### 4. Termination of the agreement

This Agreement may be amended or modified at any time by the mutual written consent of both universities.

The Agreement may be terminated by either university at any time provided that the terminating university gives written notice of its intention at least twelve months prior to the termination date and that no activities already in progress are unduly affected by such termination.

In particular, the termination of this Agreement shall allow for any participating students who have commenced at either university before or at the date of the termination to complete their approved course of study.

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

## F. Information

### 1. Academic Calendar of the JU:

[http://www.en.uj.edu.pl/en\\_GB/studying/academic-calendar](http://www.en.uj.edu.pl/en_GB/studying/academic-calendar)

**Academic Calendar** of the UP:

<https://www.upol.cz/en/students/exchange-students/academic-calendar-organization-of-study/>

### 2. Grading systems of the institutions

**Jagiellonian University grading scale related to ECTS grading system:**

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory
D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus
A	5	Very Good

**Palacký university grading scale related to ECTS grading system:**

<https://www.studuj.upol.cz/en/why-palacky-university/>

### 3. 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
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PL KRAKOW01	<p><b>Institutional Erasmus+ Coordinator</b>  [redacted]</p> <p><b>Incoming students</b>  e-mail: [redacted]</p> <p><b>Incoming students</b>  e-mail: [redacted]</p> <p><b>Outgoing students</b>  e-mail: [redacted]</p> <p><b>Outgoing students</b>  e-mail: [redacted]</p> <p>Address: Gołębia 24,  31-007 Kraków, Poland  tel. [redacted]  fax. [redacted]</p> <p><b>Incoming and Outgoing Staff Coordinator</b>  [redacted]</p> <p>Address: ul. Czapskich 4,  31-315 Kraków, Poland</p> <p><b>Erasmus+ Agreements and Staff Mobilities Coordinator</b>  [redacted]</p> <p>Address: ul. Czapskich 4,  31-315 Kraków, Poland</p>	<p>Ministry of Foreign Affairs website:  <a href="http://www.msz.gov.pl/en/travel_to_poland/entering_poland/">http://www.msz.gov.pl/en/travel_to_poland/entering_poland/</a>  <a href="http://www.msz.gov.pl/en/travel_to_poland/visa/">http://www.msz.gov.pl/en/travel_to_poland/visa/</a></p>
CZ OLOMOUC 01	<p>Institutional Erasmus Coordinator:  [redacted]  <b>(Erasmus Institutional Coordinator)</b>  Křížkovského 8, 77147 Olomouc  [redacted]</p> <p><b>(Incoming Students)</b>  [redacted]</p>	<p><a href="https://www.upol.cz/en/students/guide/visa-travel/">https://www.upol.cz/en/students/guide/visa-travel/</a></p>

#### 4. 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 KRAKOW01	<p><b>Institutional Erasmus+ Coordinator</b> [redacted]</p> <p><b>Incoming students</b> e-mail: [redacted]</p> <p><b>Incoming students</b> e-mail: [redacted]</p> <p><b>Outgoing students</b> e-mail: [redacted]</p> <p><b>Outgoing students</b> e-mail: [redacted]</p> <p>Address: Gołębia 24, 31-007 Kraków, Poland tel. [redacted] fax. [redacted]</p> <p><b>Incoming and Outgoing Staff Coordinator</b> [redacted]</p> <p>Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p><b>Erasmus+ Agreements and Staff Mobilities Coordinator</b> [redacted]</p> <p>Address: ul. Czapskich 4, 31-315 Kraków, Poland</p>	<p><a href="http://www.dmws.uj.edu.pl/en_GB/przwyjezdajacy-studenci/program-erasmus">http://www.dmws.uj.edu.pl/en_GB/przwyjezdajacy-studenci/program-erasmus</a></p> <p><a href="http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff">http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff</a></p>



CZ OLOMOUC 01	<div></div> <p><b>(Incoming Students)</b></p> <div></div>	<a href="https://www.upol.cz/en/students/guide/visa-travel/">https://www.upol.cz/en/students/guide/visa-travel/</a>
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## 5. 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 KRAKOW01	<div></div> <p><b>Institutional Erasmus+ Coordinator</b></p> <div></div> <p><b>Incoming students</b> e-mail: <div></div></p> <div></div> <p><b>Incoming students</b> e-mail: <div></div></p> <div></div> <p><b>Outgoing students</b> e-mail: <div></div></p> <div></div> <p><b>Outgoing students</b> e-mail: <div></div></p> <p>Address: Gołębia 24, 31-007 Kraków, Poland tel. <div></div> fax. <div></div></p> <div></div> <p><b>Incoming and Outgoing Staff Coordinator</b></p> <div></div> <p>Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <div></div> <p><b>Erasmus+ Agreements and Staff Mobilities Coordinator</b></p>	<p><a href="http://www.dmws.uj.edu.pl/en_GB/przyjezdajacy-studenci/program-erasmus">http://www.dmws.uj.edu.pl/en_GB/przyjezdajacy-studenci/program-erasmus</a></p> <p><a href="http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff">http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff</a></p>

	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 5px;"></div> Address: ul. Czapskich 4, 31-315 Kraków, Poland	
CZ OLOMOUC 01	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 5px;"></div> (Incoming Students) <div style="background-color: black; width: 150px; height: 1.2em; margin-top: 5px;"></div>	<a href="https://www.upol.cz/en/students/exchange-students/erasmus/">https://www.upol.cz/en/students/exchange-students/erasmus/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
PL KRAKOW01	<div style="background-color: black; width: 150px; height: 40px;"></div>	30.09.19	<div style="background-color: black; width: 150px; height: 100px;"></div>
CZ OLOMOUC 01	Prof. PhDr. Zdeněk Pechal Dean, Faculty of Arts	25. 09. 2019	

<sup>4</sup> Scanned signatures are accepted