

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2019/2020-2021/2022 between institutions from programme and partner 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 of the organization and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

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

Full name of the institution / country	Erasmus code or city <sup>2</sup>	Name of the contact person and contact details (email, phone)	Website (eg. of the course catalogue)
<b>University of Zambia</b>  Great East Road Campus P.O.Box 32379 Lusaka  PIC code: 999887932	<b>LUSAKA</b>	XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX  Email: XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX  Tel:- XXXXXXXXXXXXXXXXXXXXXXXX	<a href="http://www.unza.zm">www.unza.zm</a>
<b>University of Hradec Králové</b>  Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic  PIC Code: 999865719	<b>CZ HRADEC01</b>	<u>Erasmus Institutional Coordinator</u> XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX  <u>International Office – agreements</u> XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX	<a href="https://www.uhk.cz/en-GB/FF-international-students/International-Credit-Mobility">https://www.uhk.cz/en-GB/FF-international-students/International-Credit-Mobility</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> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

		<p>Departmental International Office –  Philosophical Faculty  Outgoing mobilities:  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>Incoming mobilities:  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXX</p>	
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## B. Mobility numbers<sup>3</sup> per 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*]	
LUSAKA	CZ HRADEC01	0222	History and archaeology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 students	16 months (4 months for each student)
		0223	Philosophy and ethics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>		
		0312	Political sciences and civics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>		
		0314	Sociology and cultural studies	1 <sup>st</sup>		
		0322	Library, information and archival studies	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>		
CZ HRADEC01	LUSAKA	0222	History and archaeology	3 <sup>rd</sup>	1 student	4 months
		0223	Philosophy and ethics			
		0312	Political sciences and civics			
		0322	Library, information and			

<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>)

			archival studies			
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[\*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 organization 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*]	
CZ HRADEC01	LUSAKA	022, 031 or 092	Humanities (except languages), Social and behavioural sciences or Welfare	1	10
LUSAKA	CZ HRADEC01	022, 031 or 092	Humanities (except languages), Social and behavioural sciences or Welfare	1	10

### 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 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]
LUSAKA		English		B1	B2
CZ HRADEC01		English		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. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>5</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

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

<sup>5</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/he-charter\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/he-charter_en.pdf)

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

#### **Before mobility**

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organizational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

## E. Any additional requirements

*[To be completed if necessary. Other requirements may be agreed on academic or organizational 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]*

### Academic calendar:

**LUSAKA:** Term I: February – June, Term II: July - November

**CZ HRADEC01:** autumn term: September – February, spring term: February - June

### Transfer of credits:

The University of Zambia accepts Credits of the students on exchange programme from host partners Universities. These are transferred to the student's academic record and the grades obtained are added to the student's official transcript leading to their successful completion.

1 ECTS credit = 3 UNZA credits

### Information on infrastructure to welcome students and staff with disabilities:

**University of Zambia LUSAKA:** The University of Zambia's academic structure and physical infrastructure takes into consideration needs of people with disabilities in society. The libraries has special passages to accommodate convenient movements of people on wheel chairs. In addition it also has a Special Education Centre of Excellence which provide services to students with abilities within the University of Zambia and those from the surrounding communities. It provides equipments for the blind and deaf, such as the Braille machine and Audio metre, talking board, walking sticks. The Special Education Centre of Excellence also provides wheel chairs.

**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 center Augustin which provides help to people with special needs to integrate.

## F. 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]
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LUSAKA	1st February	July/August
CZ HRADEC01	28 February	30 September

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

2. The receiving institution will send its decision within 2 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]*
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.

## G. 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>6</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.]*

**University of Zambia, LUSAKA:** <https://www.unza.zm/academics/study-at-unza>

(for actual Full Text of the Study and Academic Regulations of the University of Zambia)

The GPA grading scale is used to assess studies with letters A, B, C, D, representing the achieved score, where the letter "A" represents the best exam outcome, "D" means, that the student has failed the exam.

**CZ HRADEC01:** [www.uhk.cz/en-GB/UHK/Uredni-deska/Uredni-deska-univerzity.aspx](http://www.uhk.cz/en-GB/UHK/Uredni-deska/Uredni-deska-univerzity.aspx) (actual Full Text of the Study and Examination Regulations of the University of Hradec Králové)

The European Credit Transfer and Accumulation System ("the ECTS") with grades A, B, C, D, E, and F is used for grading. Grade A is the best one while grade F means that the student failed.

The following table can be used at the UHK to compare the ECTS grading with grading by words and numbers:

<b>ECTS classification</b>	<b>Grading by words and numbers</b>
A	Excellent (1)
B	Very good (1,5)
C	Good (2)
D	Satisfactory (2,5)
E	Sufficient(3)

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

When recognizing a part of the study or the individual subjects under Article 21 (1), the word "recognized" can be used instead of grading.

## **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>
LUSAKA	Outgoing/Incoming Mobilities: XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	<a href="http://www.unza.zm">www.unza.zm</a>
CZ HRADEC01	Outgoing mobilities: XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX  Incoming mobilities: XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	<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>
LUSAKA	Outgoing/Incoming Mobilities: XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	<a href="http://www.unza.zm">www.unza.zm</a>
CZ HRADEC01	Outgoing mobilities: XXXXXXXXXXXXXXXXXXXXX	Students from non-EU member

	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX  Incoming mobilities: XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	states: <a href="http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx">http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx</a>
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#### 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 or city]	Contact details (e-mail, phone)	Website for information
LUSAKA	Outgoing/Incoming Mobilities: XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	<a href="http://www.unza.zm">www.unza.zm</a>
CZ HRADEC01	Outgoing mobilities: XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX  Incoming students: XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX	<a href="https://www.uhk.cz/en/university-of-hradec-kralove/about/central-departments/university-halls-of-residence">https://www.uhk.cz/en/university-of-hradec-kralove/about/central-departments/university-halls-of-residence</a>

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature
LUSAKA	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	16. 12. 2019	
CZ HRADEC01	prof. Ing. Kamil Kuča, Ph.D.  Rector	4. 12. 2019	