

# 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

### amendment to the contract Inter-institutional agreement 2016/2017-2017/2018 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)
Universidad Mayor, Real y Pontificia de San Francisco Xavier de Chuquisaca Calle Junín esq. Estudiantes Sucre, Bolivia PIC : 948917633	Sucre		<a href="http://usfx.bo">http://usfx.bo</a>  <a href="http://rrii.usfx.bo">http://rrii.usfx.bo</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.

<b>University of Hradec Králové</b>  Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic  PIC Code: 999865719	<b>CZ HRADEC01</b>		<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>
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### 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 <i>[total number of students and months of the study periods*]</i>	
SUCRE	CZ HRADEC01	0222	History and archaeology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students	8 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>		

<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>)

		0322	Library, information and archival studies	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>		
CZ HRADEC01	SUCRE	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 archival studies			

*[\*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	SUCRE	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]
SUCRE		Spanish		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:

[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.

<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.

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]*

Information on infrastructure to welcome students and staff with disabilities:

**Academic calendar:****SUCRE:** February – July, July to December**CZ HRADEC01:** autumn term: September – February, spring term: February - July**Transfer of credits:**

Universidad Mayor, Real y Pontificia de San Francisco Xavier de Chuquisaca has its own evaluation system and does not use credits, however the university does not have objections to the recognition of credits obtained during the mobility at the sending institution. Each case will be judged individually.

**Information on infrastructure to welcome students and staff with disabilities:****SUCRE:** We will provide help to people with special needs to integrate.

**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:

<b>Receiving institution</b> [Erasmus code or city]	<b>Autumn term*</b> [month]	<b>Spring term*</b> [month]
SUCRE	17 January	17 June
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.]*

**SUCRE:** The USFX uses the grading scale from 1 to 100, where 100 is the best grade and 51 is the minimum passing grade.

For recognition of studies at the UHK, the USFX will apply the following value table:

ECTS CLASSIFICATION	Classification at UFSX
A	EXCELLENT (100-75)
B	
C	GOOD (74-65)
D	SATISFACTORY (64-52)
E	SUFFICIENT (51)
F	FAILED (>51)

**CZ HRADEC01:** <https://www.uhk.cz/file/edee/university-of-hradec-kralove/uhk/official-board/internal-regulations-guidelines-and-decrees/code-of-studies-and-examination-in-force-from-12th-december-2019.pdf> (actual Full Text of the Study and Examination Regulations of the University of Hradec Králové)

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

Mutual comparison of the ECTS classification with verbal and numerical classifications in the environment UHK as follows:

ECTS classification	Classification by words and numbers
A	Excellent (1)
B	Very good(1,5)
C	Good (2)
D	Satisfactory (2,5)
E	Sufficient (3)
F	Failed (4)

In recognition of parts of studies or study subjects a verbal expression "recognized" may be used instead of the grading scale.

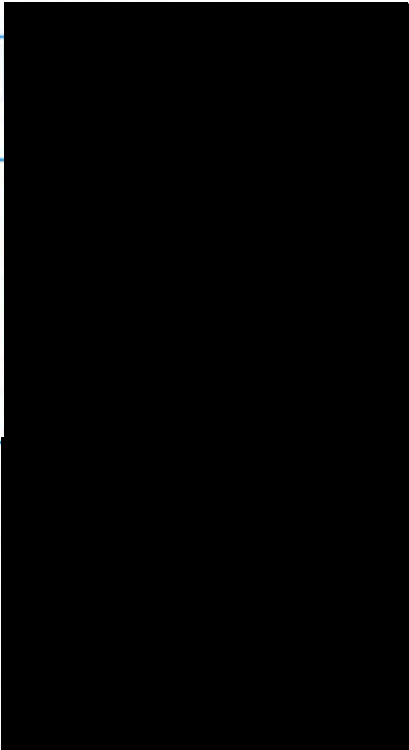
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<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## **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>Website for information</b>
SUCRE		<a href="http://usfx.bo">http://usfx.bo</a>  <a href="http://rrii.usfx.bo">http://rrii.usfx.bo</a>
CZ HRADEC01		<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>Website for information</b>
SUCRE		<a href="http://usfx.bo">http://usfx.bo</a>  <a href="http://rrii.usfx.bo">http://rrii.usfx.bo</a>
CZ HRADEC01		Students from non-EU member 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>

#### 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
SUCRE		<a href="http://usfx.bo">http://usfx.bo</a>  <a href="http://rrii.usfx.bo">http://rrii.usfx.bo</a>
CZ HRADEC01		<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
SUCRE		<i>Suce</i> <i>1-III-2021</i>	
CZ HRADEC01		<i>13.4.2021</i>	