

Erasmus+ Programme

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

Inter-institutional¹ agreement 2020/2021-2022/2023 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 organisation 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 ²	Name of the contact person and contact details (email, phone)	Website (eg. of the course catalogue)
Zhejiang Wanli University	Ningbo (ZWU) PIC: 920126578	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] Zhejiang Wanli University No.8 South Qianhu Road, Yinzhou District, Ningbo, Zhejiang, 315100, China	https://www.zwu.edu.cn/ http://en.zwu.edu.cn/
University of Hradec Králové Rokitanského 62, 500 03 Hradec Králové 3,	CZ HRADEC01 PIC: 999865719	<u>Erasmus Institutional Coordinator</u> [REDACTED] [REDACTED] [REDACTED]	https://www.uhk.cz/en https://www.uhk.cz/en/faculty-of-education/exchanges/student-exchanges

¹ 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+.

² 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.

Czech Republic			course catalogue: https://www.uhk.cz/file/edee/pedagogicka-fakulta/zahranici/course_catalogue_uhk_2020-2021.pdf
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B. Mobility numbers³ 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 st , 2 nd or 3 rd]*	Number of student mobility periods			
					Student Mobility for Studies [total number of students and months of the study periods*]		Student Mobility for Traineeships*	
Ningbo (ZWU)	CZ HRADEC01	011/ 021/ 022/ 023/ 031	Education, Art, Humanities (except for Languages), Foreign Languages, Social and Behavioral Sciences	1 st /2 nd	4	16	x	x
CZ HRADEC01	Ningbo (ZWU)	011/ 021/ 022/ 023/ 031	Education, Art, Humanities (except for Languages), Foreign Languages, Social and Behavioral Sciences	1 st /2 nd	4	16	x	x

[*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.]

³ 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 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 <i>[total number of teachers and days of the teaching periods*]</i>		Staff Mobility for Training*	
Ningbo (ZWU)	CZ HRADEC01	011/ 021/ 022/ 023/ 031	Education, Art, Humanities (except for Languages), Foreign Languages, Social and Behavioral Sciences	2	10	x	x
CZ HRADEC01	Ningbo (ZWU)	011/ 021/ 022/ 023/ 031	Education, Art, Humanities (except for Languages), Foreign Languages, Social and Behavioral Sciences	2	10	x	x

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 ⁴	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
Ningbo (ZWU)		English	Chinese	B1	B2
CZ HRADEC01		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]*.

⁴ See Common European Framework of Reference for Languages.

D. Respect of fundamental principles and other mobility requirements

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

https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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 organisational 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.

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

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. Additional requirements

Zhejiang Wanli University: Home Institution is responsible for checking students' English language skills, no official language certificate is required.

Interested incoming students may send an email Gina Chen (microntracy@sina.com), detailed information of exchange program and application process will be provided. Staff of International College may provide orientation for the incoming students upon their arrival. Airport Pick-up service can be arranged on a request basis for the new students.

Students may consult with the staff of International Office any questions related to their study and life during their study at ZWU. Please contact Gina Chen (microntracy@sina.com) for details.

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.

- All incoming students are offered an accommodation in the University student dormitory
- International Mobility Coordinator is the contact person for incoming students before, during and after their mobility stay (visa and insurance issue, academic issue, student card, etc.)
- All incoming students have an access to ESN HK (=student volunteer organization) web platform and provided services, such as picking up, welcome pack, excursions, parties
- Welcome and Orientation activities are provided to incoming students, incl. Czech language course, sightseeing, start up activities.

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
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[Erasmus code or city]	[month]	[month]
Ningbo (ZWU)	15 May	31 October
CZ HRADEC01	30 April	31 October

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

- The receiving institution will send its decision within **4** weeks.
- 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.
- 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

Zhejiang Wanli University:

Classification	Textual classification
90-100	Excellent
80-89	Good
70-79	Medium
60-69	Pass
<60	Fail

CZ HRADEC01: Code of Studies and Examination of the University of Hradec Králové 2019 (Article 14) (can be downloaded at: <https://www.uhk.cz/file/edee/university-of-hradec-kralove/uhk/official-board/guidelines-and-decrees/code-of-studies-and-examination-in-force-from-12th-december-2019.pdf>).

(1) The scale A, B, C, D, E, and F is used for grading. The grade "A" is the best one while the grade "F" means that the Student failed.

(2) The grading scale corresponds to the following textual and numeric classification:

Classification	Textual classification	Numerical classification
A	Excellent	1
B	Very good	1.5
C	Good	2
D	Satisfactory	2.5

E	Sufficient	3
F	Fail	4

(3) When recognizing a part of the studies 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:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
Ningbo (ZWU)		http://cxy.zwu.edu.cn/APPLICATIONFORMsqb/list.htm
CZ HRADEC01		http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09NQ%3d%3d

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:

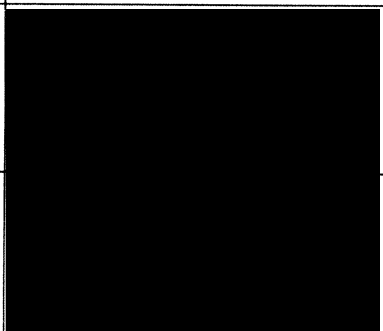
Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
Ningbo (ZWU)		http://cxy.zwu.edu.cn/APPLICATIONFORMsqb/list.htm
CZ HRADEC01		Students from non-EU member states: http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx

4. Housing

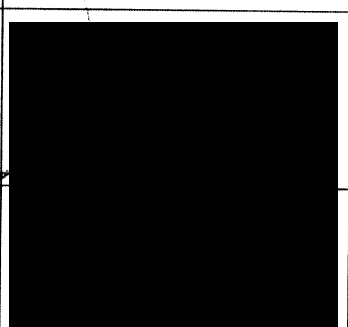
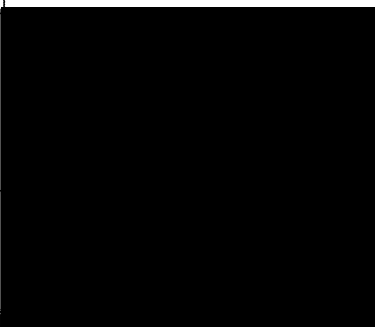
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher

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
Ningbo (ZWU)		http://cxxy.zwu.edu.cn/APPLICATIONFORMsqb/list.htm
CZ HRADEC01		https://www.uhk.cz/en/university-of-hradec-kralove/about/central-departments/university-halls-of-residence

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
Zhejiang Wanli University (Ningbo 920126578)		June 10. 2021	
CZ HRADEC01		28.6.2021	

EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture
Directorate Innovation, International Cooperation and Sport
Unit C3: International Cooperation

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