**Erasmus+ Programme**

**Bilateral Inter-Institutional Agreement**

**Key Action 1   
Learning Mobility for Higher Education Students and Staff**

**among EU Member States and third countries associated to the Programme[[1]](#footnote-1)**

The institutions 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](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en) in all aspects related to the organisation and management of the mobility, including [automatic recognition](https://ec.europa.eu/education/node/36_me) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Validity period of the agreement**

|  |  |  |
| --- | --- | --- |
| **Timeframe** | **Academic Year** | **Call Year** |
| Start of validity | [2022/2023] | [2021] |
| End of validity | [2022/2023] | [2021] |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)**  **(email, phone)** | **Websites**  **( General/Faculties/ Course catalogue)** |
| Universität Bielefeld | D BIELEFE01 | Erasmus+ Institutional Coordinator:  Karin Kruse  [Karin.kruse@uni-bielefeld.de](mailto:Karin.kruse@uni-bielefeld.de)  +49 521 106 4087  Departmental coordinator:  Departmental coordinator:  Prof. Dr. M. Vogt  Email: Michaela.vogt@uni-bielefeld.de | General: [www.uni-bielefeld.de](http://www.uni-bielefeld.de)  Faculty/faculties: [https://www.uni-bielefeld.de/fakultaeten/#](https://www.uni-bielefeld.de/fakultaeten/)  Course catalogue: [www.uni-bielefeld.de/ekvv](http://www.uni-bielefeld.de/ekvv) |
| University of Ostrava  Faculty of Education | CZ OSTRAVA02 | Mgr. Kamila Danihelková  Institutional Coordinator Erasmus+  e-mail: [kamila.danihelkova@osu.cz](mailto:kamila.danihelkova@osu.cz)  Doc. PhDr. Zuzana Sikorová, Ph.D.  Vice-Dean for Internationalisation  e-mail: [Zuzana.sikorova@osu.cz](mailto:Zuzana.sikorova@osu.cz)  International Officer  Fr. Šrámka 3  709 00 Ostrava  Czech Republic  e-mail: [Ivana.schmejkalova @osu.cz](mailto:Ivana.schmejkalova@osu.cz)  + 420 553 46 2508 | <https://pdf.osu.eu/>  <http://pdf.osu.eu/index.php?kategorie=34916> |

**B. Mobility numbers[[3]](#footnote-3) per 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 [1st , 2nd or 3rd]*** | **Number of student mobility periods** | | | |
| Student Mobility for Studies  *[total number of students****]*** | Student mobility for Studies  *[total number of months]* | *Student Mobility for Traineeships*  *(optional) \**  *[total number of students****]*** | *Student Mobility for Traineeships*  *(optional) \**  *[total number of months]* |
| CZ OSTRAVA 02 | D BIELEFE01 | 0114 | Teacher training with subject specialization  Blended Intensive Programme (BIP) |  | 13 | 7 days/per student |  |  |

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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  *[total number of staff]* | Staff Mobility for Teaching  *[total number of days ]* | *Staff Mobility for Training (optional)\* [total number of staff]* | *Staff Mobility for Training (optional)\**  *[total number of days]* |
| CZ OSTRAVA 02 | D BIELEFE01 | 0114 | Teacher training with subject specialization  Blended Intensive Programme (BIP) |  |  | 2 | 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]** | ***Optional: Subject area*** | | **Language of instruc­tion 1** | | **Language of instruc­tion 2** | | **Recommended language of instruction level[[4]](#footnote-4)** | | | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | | Staff Mobility for Teaching  [*Minimum recommended level: B2*] | |
| CZ OSTRAVA02 | | D BIELEFE01 | | Czech | | English | | English B1 | | English B2 |
| D BIELEFE01 | Educational Science | | German | | English | | B1 | | B2 | |

**D. Calendar**

**Nominations of incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| CZOSTRAVA02 | June 15 | October 31 |
| D BIELEFE01 | 1 May | 1 November |

**Applications from incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| CZOSTRAVA02 | June 30 | November 15 |
| D BIELEFE01 | 15 May | 15 November |

**Application procedure for incoming students**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OSTRAVA02 | Ivana.schmejkalova@osu.cz | <https://www.osu.eu/erasmus-plus/> |
| D BIELEFE01 | [sabine.scheuer@uni-bielefeld.de](mailto:sabine.scheuer@uni-bielefeld.de)  +49 521 106 2426 | <https://uni-bielefeld.de/studium/studieninteressierte/international/erasmus-und-kooperationen/> |

**E. Additional requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Requirement** | **Details** | **Website for information (if applicable)** |
| CZ OSTRAVA02 |  |  |  |
| D BIELEFE01 | Incoming students should take part in the orientation sessions 4 weeks before the semester starts. |  |  |

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available support services for people with:** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OSTRAVA02 |  |  | Pyramida’ – Centre of Support for Students with Special Needs; website: <https://pyramida.osu.eu/> |
| D BIELEFE01 | available infrastructure for:  Reduced mobility, chronical illness, students /staff with children, etc.  <https://www.uni-bielefeld.de/einrichtungen/zab/index.xml> | Michael Johannfunke  [zab@uni-bielefeld.de](mailto:johannfunke@uni-bielefeld.de)  Phone:  +49 521 106 4201 | <https://www.uni-bielefeld.de/einrichtungen/zab/index.xml> |

**F. Information**

**1. Housing**

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

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OSTRAVA02 | [Ivana.schmejkalova@osu.cz](mailto:Ivana.schmejkalova@osu.cz) | <http://koleje.osu.cz/index.php?kategorie=35960&id=8623>  Students can ask about possibilities:  <http://www.vsb.cz/ubytovani/en/about-dormitory/accommodation-office/>  <http://www.kampuspalace.cz/?lang=en> |
| D BIELEFE01 | [wohnen-io@uni-bielefeld.de](mailto:wohnen-io@uni-bielefeld.de)  Phone: +49 521 106-2487 | <https://uni-bielefeld.de/studium/studieninteressierte/international/erasmus-und-kooperationen/wohnen/index.xml> |

Information and assistance can be provided by the following persons and information sources:

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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** |
| CZ OSTRAVA02 |  | <https://www.osu.eu/20955/visa-and-health-insurance/> |
| D BIELEFE01 | [sabine.scheuer@uni-bielefeld.de](mailto:sabine.scheuer@uni-bielefeld.de)  +49 521 106 2426 | [https://uni-bielefeld.de/studium/studieninteressierte/international/studium-mit-abschluss/vor-der-abreise/visum/#](https://uni-bielefeld.de/studium/studieninteressierte/international/studium-mit-abschluss/vor-der-abreise/visum/) |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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** |
| CZ OSTRAVA02 |  | <https://www.osu.eu/20955/visa-and-health-insurance/> |
| D BIELEFE01 | [sabine.scheuer@uni-bielefeld.de](mailto:sabine.scheuer@uni-bielefeld.de)  +49 521 106 2426 | <https://uni-bielefeld.de/studium/studieninteressierte/international/erasmus-und-kooperationen/nach-der-ankunft/> |

**4. Additional information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Information on recognition process / other useful information:** | **Contact details**  **(email, phone)** | **Website for information** |
| CZ OSTRAVA02 |  |  | [**https://dokumenty.osu.cz/osu/erasmus/institutional-fact-sheet-erasmus-plus-2020-2021.pdf**](https://dokumenty.osu.cz/osu/erasmus/institutional-fact-sheet-erasmus-plus-2020-2021.pdf) |
| D BIELEFE01 | Bielefeld’s Grading scale |  | [https://uni-bielefeld.de/studium/studieninteressierte/international/erasmus-und-kooperationen/studienleistung/#](https://uni-bielefeld.de/studium/studieninteressierte/international/erasmus-und-kooperationen/studienleistung/) |

**Termination of the agreement**

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. **Final Provisions**

"UO is obliged entity pursuant to Act No. 340/2015 Coll., Act on the Register of Contracts (hereinafter the "Act on the Register of Contracts"). Bielefeld University, Faculty of Educational Science acknowledges and expressly agrees that this Agreement in full is subject to publication in the Register of Contracts (information system of public administration, administered by the Ministry of the Interior). UO undertakes to publish this Agreement in compliance with the provisions of the respective Act on the Register of Contracts.

This Agreement shall come into force upon signature by both parties and become effective on the date of its publication in the Register of Contracts at the earliest. About this fact, UO is required to notify the Bielefeld University, Faculty of Educational Science”.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[5]](#footnote-5)** |
| CZ OSTRAVA02 | Doc. Mgr. Daniel Jandačka, Ph.D.  Dean |  |  |
| D BIELEFE01 | Karin Kruse, M.A.  Erasmus-Institutional Coordinator |  |  |

1. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>) [↑](#footnote-ref-3)
4. 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> [↑](#footnote-ref-4)
5. Scanned signatures are accepted [↑](#footnote-ref-5)