

EUROPEAN UNION

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Mobility of higher education students and staff**

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[21]-20[27] in:

- KA131 Higher education mobility supported by internal policy funds
- KA171 Higher education mobility supported by external policy funds

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
University of Ostrava Faculty of Science CZECHIA	CZ OSTRAVA02	<p>Institutional Coordinator: Kamila Danihelková kamila.danihelkova@osu.cz</p> <p>Faculty Coordinator: Markéta Kopecká marketa.kopecka@osu.cz +420 553 46 2105</p> <p>Departmental Coordinator: Lukáš Laš Lukas.las@osu.cz</p>	<p>General: https://www.osu.eu/ Faculty/faculties: https://prf.osu.eu/ Course catalogue: https://prf.osu.eu/short-term-courses/</p>
IPB University (Institut Pertanian Bogor)	PIC CODE:	<p>Institutional Coordinator: Eva Anggraini (staff mobility) ico@apps.ipb.ac.id Puji Mudiana (student mobility) dpi_ipb@apps.ipb.ac.id</p>	<p>General: https://www.ipb.ac.id</p>

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Departmental Coordinator: Andrea Emma Pravitasari andreaemma@apps.ipb.ac.id	
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2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. The partners agree to accept informal communication means (e.g. exchanges of emails as written proof). *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] ⁷ (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
CZ OSTRAVA 02	BOGOR				10	40	4	20
BOGOR	CZ OSTRAVA 02				10 (4x undergraduate 4x graduate lvl 2x doctoral lvl)	40	6	30

The mobility numbers may be further increased e.g., in case of additional funding allocation.

⁷ https://circa.ec.europa.eu/sd/a/286ebac6_aa7c_4ada_a42b_ff2cf3a442bf/ISCED_F%202013%20-%20Detailed%20field%20descriptions.pdf

Optional additional information

e.g. blended mobility, etc.

3. 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 skills⁸ at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Field of education (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
CZ OSTRAVA02	031	Czech	English	B1 – English	B2 - English
BOGOR		English	Bahasa Indonesia	B1 – English	B2 - English

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ credit mobility period at their institution. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

This section below is mandatory/applicable only for KA171. Repartition of the granted organisational support (OS) between the partners is strongly recommended, but not mandatory:

OS Use and Repartition	Priority Objectives
University of Ostrava will contribute to organizational cost based on the identified mobility needs preferably by substantial performance.	Visa process support
	Dissemination of the project results
	Inclusion – promoting and managing participation of individuals with fewer opportunities

Partners agree that the use and repartition of organisational support funds will be managed entirely by the University of Ostrava unless they agree otherwise for concrete needs of the realized mobilities.

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
CZ OSTRAVA02	Winter Term: from late September to early February	Deadline for nominations: 15 th of May
	Spring Term: from mid-February to late June	Deadline for nominations: 15 th of October
BOGOR	Autumn Term (<i>Semester Ganjil</i>): from mid-August to December	Deadline for nominations: 31 st of May
	Spring Term (<i>Semester Genap</i>): from mid-January to June	Deadline for nominations: 30 th of November

The receiving institution will send its decision within [3] weeks and no later than 5 weeks.

⁹ Please specify the deadline for each term and, if necessary, adapt to a trimester system.



The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email)	Website for information
CZ OSTRAVA02	marketa.kopecka@osu.cz	https://www.osu.eu/erasmus-plus/
BOGOR	ico@apps.ipb.ac.id (lecturers) dpi_ipb@apps.ipb.ac.id (students)	https://global.ipb.ac.id/

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	Students need to take at least 20 ECTS out of which 80% needs to be within the 031 field.	
CV	CV in English	
Motivation letter	Motivation letter in English	
<i>For KA171: Inclusion measures¹⁰</i>	Participants with fewer opportunities (according to the Erasmus+ Programme Guide) will be targeted. Detailed inclusion measures regarding the selection process will be specified in a separate document.	https://erasmus-plus.ec.europa.eu/erasmus-programme-guide
Other		

¹⁰ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here:

https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

6. Preparation and support

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus+ Student Charter*¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved higher education institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	CZ OSTRAVA02	accommodation@osu.cz	https://www.osu.eu/accommodation/
Visa	CZ OSTRAVA02	Marketa.kopecka@osu.cz	https://www.osu.eu/visa-and-health-insurance/
Insurance	CZ OSTRAVA02	Marketa.kopecka@osu.cz	https://www.osu.eu/visa-and-health-insurance/
Inclusion of participants with fewer opportunities	CZ OSTRAVA02	Katerina.zvakova@osu.cz	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://www.osu.eu/students-with-special-needs/
Grant payments	CZ OSTRAVA02	Marketa.kopecka@osu.cz	
Accommodation	BOGOR	ico@apps.ipb.ac.id ; dpi_ipb@apps.ipb.ac.id	https://global.ipb.ac.id/student-mobility/inbound/
Visa	BOGOR	ico@apps.ipb.ac.id ; dpi_ipb@apps.ipb.ac.id	https://global.ipb.ac.id/student-mobility/inbound/#
Insurance	BOGOR	ico@apps.ipb.ac.id ; dpi_ipb@apps.ipb.ac.id	https://global.ipb.ac.id/student-mobility/inbound/#

Inclusion of participants with fewer opportunities	BOGOR	ico@apps.ipb.ac.id ; dpi_ipb@apps.ipb.ac.id	
Other	BOGOR		

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*
- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
CZ OSTRAVA02		https://www.osu.eu/grading-system/
BOGOR		https://panduan.ipb.ac.id/docs/tata-tertib-penyelenggaraan-akademik-multistrata/penilaian-hasil-belajar/penilaian-mata-kuliah/

CZ OSTRAVA02

Points	Letter Grade ECTS Scale	Numerical Scale	Verbal Grade	Course Requirements Met – "Zápočet"
91 – 100	A	1	Excellent	Pass – "Započteno"
81 – 90	B	1.5	Very good plus	
71 – 80	C	2	Very good	
61 – 70	D	2.5	Good plus	
51 – 60	E	3	Good	
0 – 50	F	4	Fail	Fail – "Nezapočteno"

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

PARTNER INSTITUTION

Points	Letter Grade ECTS Scale	Numerical Scale	Verbal Grade	Course Requirements Met – "Zápočet"
≥ 80	A	4	Excellent	Pass
$75 \leq x < 80$	AB	1.5	Very good	
$70 \leq x < 75$	B	2	Good	
$65 \leq x < 70$	BC	2.5	Fairly Good	
$55 < x < 64$	C	3	Good	
$45 \leq x < 55$	D	4		
$x < 45$	E		Fail	Fail – "Nezapočteno"

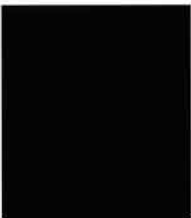


9. Any other information regarding the terms of the agreement (optional)

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"). The other Contracting Party 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 other Contracting Party.

10. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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 2026 will only take effect as of 1 September 2026 +1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature¹³
CZ OSTRAVA02	Doc. Mgr. Petr Kopecký, Ph.D. Rector	19. 03. 2024	 <p data-bbox="1774 467 2089 579">OSTRAVSKÁ UNIVERZITA Rektorát Dvořákova 7 / 701 03 Ostrava www.osu.cz</p>
BOGOR	Prof. Dr. Arif Satria, S.P., M.Si. Rector	Dec 13 th 2023	 

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation