



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

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	Institutional Coordinator: Kamila Danihelková kamila.danihelkova@osu.cz Faculty Coordinator: Markéta Kopecká marketa.kopecka@osu.cz +420 553 46 2105 Departmental Coordinator: Lukáš Laš Lukas.las@osu.cz +420 553 46 2370	General: https://www.osu.eu/ Faculty/faculties: https://prf.osu.eu/ Course catalogue: https://prf.osu.eu/short-term-courses/
Universum College KOSOVO	PIC- 952566773	Vice President for Internationalisation Uran Rraci	General: https://universum-ks.org/en/ Faculty/faculties: https://universum-ks.org/en/programet-bachelor/ Course catalogue: https://universum-ks.org/en/programet-bachelor/

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.

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 educ ation [ISCE D] ⁷ (optio nal)	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 OSTRAVA02	PIC- 952566773 OID- E10136756	0310					5	35
PIC- 952566773 OID- E10136756	CZ OSTRAVA02	0310			5	20	6	42

Optional additional information

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

e.g. blended mobility, etc.

The number and/or duration of mobilities may be changed on the basis of mutual written consent (in the form of an email, meeting minutes, etc.) following the findings of the project progress monitoring.

2. 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	0310	Czech	English	B1 – English	B2 – English
PIC-952566773 OID-E10136756		Albanian	English	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>

3. 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
Organisational support will be distributed according to the involvement of partners. University of Ostrava will contribute to organisational costs based on the number of eligible mobilities carried out during the project.	Selection of students, staff arrangements and promotion of mobilities.
	Linguistic and intercultural preparation provided to both incoming and outbound students and staff; facilitating the integration of incoming mobile participants in the HEI.
	Providing information and assistance to students and staff; ensuring efficient mentoring and supervision arrangements of mobile participants.
	Dissemination of the project results.
	Promoting and managing the participation of individuals with fewer opportunities; identifying and promoting civic, engagement activities and monitoring participation in such activities.

4. 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 Spring Term: from mid-February to late June	Deadline for nominations: 15th of May Deadline for nominations: 15th of October
PIC-952566773 OID-E10136756	Winter Term: October to February Spring Term: February to June	Winter Semester Nominations: July 30 th Applications: August 10 th Spring Semester: Nominations: December 22 nd Application: December 30 th

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

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:

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

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/
PIC-952566773 OID-E10136756	erasmus@universum-ks.org +38344144062	https://universum-ks.org/en/

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	<p>CZ OSTRAVA02: Students need to take at least 20 ECTS out of which 80% needs to be within the 031 field.</p> <p>PIC-952566773 OID-E10136756 : UNI Universum International College <u>Student Mobility(INCOMING):</u></p> <ul style="list-style-type: none"> • Minimum average grade of 75%; • Min. B1 Level of English Proficiency; • At least 1 semester completed (30ECTS); • <p><u>Staff Mobility(INCOMING):</u></p> <ul style="list-style-type: none"> • <u>Teaching Staff:</u> -B2 Level of English Proficiency; 	

	<p>-Academic Requirements set by each department</p> <ul style="list-style-type: none"> • Training Staff: <p>-At least B1 of English Proficiency</p>	
CV	<p>CZ OSTRAVA02: CV in English</p> <p>PIC-952566773 OID-E10136756 : UNI- Universum International College <u>Needed documents for student application :</u></p> <p>Transcript of Records ; English Level Proficiency; Letter of Nomination ; Cv ; Learning Agreement</p> <p><u>Needed documents for staff application :</u></p> <p>CV; Mobility Agreement with Teaching or Training Plan.</p>	
Motivation letter	<p>CZ OSTRAVA02: Motivation letter in English</p> <p>PIC-952566773 OID-E10136756: UNI Universum International College N/A</p>	

<p><i>For KA171:</i> Inclusion measures¹⁰</p>	<p>CZ OSTRAVA02:</p> <p>Participants with fewer opportunities (according to the Erasmus+ Programme Guide) will be targeted.</p> <p>Detailed inclusion measures regarding the selection process will be specified in a separate document.</p> <p>PIC-952566773 OID-E10136756 : UNI Universum International College</p> <p>Inclusion and diversity will be taken as priorities in the assessment process on each side. As part of this common policy, students and staff with disabilities as well as students who are in need of institutional protection, care and accommodation will be prioritised for funding. Partners agree to disseminate this information among potential participants before the application process.</p> <p>The receiving institution will inform its partner and beneficiaries about the availability of relevant infrastructure and provide support to incoming participants with fewer opportunities.</p>	<p>https://erasmus-plus.ec.europa.eu/erasmus-programme-guide</p>
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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

Other		
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5. 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.

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

- 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.
- 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	PIC-952566773 OID- E10136756	erasmus@universum-ks.org +38344144062	Incoming students will need to contact the erasmus office for assistance on finding accommodation.
Visa	PIC-952566773 OID- E10136756	erasmus@universum-ks.org +38344144062	Incoming students will be provided needed documents for visa/residency; however the students are encouraged to contact the nearest Kosovo Embassy or the Ministry of External Affairs in Kosovo.
Insurance	PIC-952566773 OID- E10136756	erasmus@universum-ks.org +38344144062	UNI - Universum will provide the needed assistance for the incoming students to obtain necessary insurance.
Inclusion of participants with fewer opportunities	PIC-952566773 OID- E10136756	erasmus@universum-ks.org +38344144062	UNI - Universum can offer reduced mobility, extra hours/tutoring depending on the case. Any specific case will be discussed during the selection process.
Other			

6. 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.

7. 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/
PIC-952566773 OID-EI0136756		https://universum-ks.org/en/

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

Grading System

ECTS Grade	Grade	Definition
A	10	Excellent
B	9	Very Good
C	8	Good
D	7	Satisfactory
E	6	Sufficient
FX	5	Poor
F	5	Poor

8. 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.

9. Termination of the agreement

Either party can terminate the agreement by informing the other party expressly in writing. In case of a unilateral termination of the agreement, a notice of at least once 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. 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	Associate prof. Petr Kopecký Rector	21. 10. 2024	
PIC-952566773 OID-E10136756	Uran Rraci Vice President for Internationalisation		

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