



Erasmus+ Programme

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

Inter-institutional agreement 2017-2021 between programme 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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
KARELIA AMMATTIKORKEAKOULU OY (Karelia University of Applied Sciences)	SF JOENSUU09	Institutional Coordinator: ██████████ Tikkariinne 9, 80200 Joensuu, Finland ██████████ ██████████	http://www.karelia.fi/en/
University of Pardubice Faculty of Economics and Administration	CZ PARDUB01	██████████ International Office Studentska 95 532 10 Pardubice Czech Republic e-mail: ██████████ tel. ██████████ ██████████ Vice-Dean for External Affairs and Development e-mail: ██████████ ██████████	www.uni-pardubice.eu

B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding 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 [short cycle, 1 st , 2 nd or 3 rd]*	Number of student mobility periods	
					Student Mobility for Studies	[total number of months of the study periods or average duration*]
SF JOENSUU09	CZ PARDUB01	041	Business Administration	1, 2	2/10	-
CZ PARDUB01	SF JOENSUU09	041	Business Administration	1, 2	2/10	-

[*Optional: subject area 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.]

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 days of teaching periods or average duration *]	Staff Mobility for Training *
SF JOENSUU09	CZ PARDUB01	041	Business Administration	2 x 5 days (min. 8 hours)	
CZ PARDUB01	SF JOENSUU09	041	Business Administration	2 x 5 days (min. 8 hours)	

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SF JOENSUU09		Finnish	English	B1 in English	B2 in English
CZ PARDUB01		Czech	English	B1 in English	B2 in English

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

SF JOENSUU09

Welcoming and supporting students and staff with disabilities to Karelia UAS is possible but should be agreed upon case by case to ensure that the needed services are available.

Karelia University of Applied Sciences strongly recommends that incoming students participate in the orientation days and a free Finnish language course (2 ECTS) to Erasmus students organised in the beginning of semesters. There is a student tutor (buddy) system coordinated by the student union.

CZ PARDUB01

The University of Pardubice is able to welcome students and staff with disabilities. However, the International Office must be informed about it during the application procedure.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SF JOENSUU09	30 April	15 October
CZ PARDUB01	June 30 May 10 (visa students)	November 30 October 10 (visa students)

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

2. The receiving institutions will send its decision within 6 weeks.
3. 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.

¹ 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>

4. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

Karelia University of Applied Sciences

http://www.karelia.fi/images/International_Office/Degree_Regulations_16052016.pdf

ECTS grade	Karelia grade	Definition
A	5	Excellent
B	4	Good
C	3	Good
D	2	Satisfactory
E	1	Satisfactory
F	0	Fail
	Pass (H)	no numeral grade given

CZ PARDUB01: <http://www.upce.cz/en/study/exchange-programmes/application-forms/scale.html>

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]	Contact details (email, phone)	Website for information
SF JOENSUU09	mobility@karelia.fi	www.migri.fi The Finnish Immigration Service
CZ PARDUB01	International Office email: [redacted]	https://www.upce.cz/en/study/exchange-programmes/application-procedure.html

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]	Contact details (email, phone)	Website for information
SF JOENSUU09	mobility@karelia.fi	http://www.karelia.fi/en/
CZ PARDUB01	International Office email: [redacted]	https://www.upce.cz/en/study/exchange-programmes/application-procedure.html

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]	Contact details (email, phone)	Website for information
SF JOENSUU09	kodit@joensuunelli.fi	Student Housing Company Joensuun Elli http://www.joensuunelli.fi/en/
CZ PARDUB01	accommodation@upce.cz	https://www.upce.cz/en/accommodation-for-erasmus-students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
SF JOENSUU09	Katriina Korhonen Erasmus+ Institutional Coordinator	5.1.2015	[redacted]
CZ PARDUB01	Ass. Prof PaedDr. Jana Kubanová, CSc. Vice-Rector for Education		[redacted]

² Scanned signatures are accepted