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

**Inter-institutional agreement 2018/19 – 2020/21[[1]](#footnote-2)
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 organization 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 higher education institutions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name of the institution / country** | **Erasmus code or city[[2]](#footnote-3)**  | **Name of the contact person** | **Contact details[[3]](#footnote-4)****(email, phone)** | **Website****(eg. of the course catalogue)** |
| Univerzita Jana Evangelisty Purkyně v Ústí nad Labem / Czech RepublicFaculty of Environment | CZ USTINAD01 | Institutional Coordinator:xxxxxDepartmental Coordinator:xxxxxx | Pasteurova 1 400 96 Ústí nad LabemCzech Republicinternational@ujep.cz xxxxxxMgr. Miloslav KolenatyFaculty Erasmus Coord.phone.: +xxxxx xxxxxxxxxx | <https://www.ujep.cz/en/how-to-apply> |
| Latvia of Life Sciences and TechnologiesFaculty of Environment and Civil Engineering  | LV JELGAVA01 | Institutional Coordinator:xxxxxxDepartmental Coordinator:xxxxxx |  Liela Iela, LV 30001xxxxxxxxTel: xxxxxAkademijas Iela 19, Jelgava, xxxxxxxx | [http://www.llu.lv](http://www.llu.lv/) <http://www.llu.lv/index.php/en/exchange-studies> |

**B. Mobility numbers per 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, 1st, 2nd or 3rd) | **Number of student mobility periods** |
| **Student Mobility for Studies**(total number of students and total number of months per academic year) | **Student Mobility for Traineeships** (not relevant for 2015-2017]**\*** |
| CZ USTINAD01 | LV JELGAVA01 | 05210712 | Environmental SciencesEnvironmental Protection Technology | 1st, 2nd,, 3rd | 20 (4 STS) | 20 (4 STS) |
| LV JELGAVA01 | CZ USTINAD01 | 05210712 | Environmental SciencesEnvironmental Protection Technology | 1st, 2nd,, 3rd | 20 months (5 students by 4 months) | Only upon individual agreement |

\* Optional (ISCED 2013: <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**(total number of staff and total number of days per academic year) | **Staff Mobility for Training****\*** |
| CZ USTINAD01 | LV JELGAVA01 | 05210712 | Environmental SciencesEnvironmental Protection Technology | 4 TS, 1 week,8 hrs |  2 TS, 1 week |
| LV JELGAVA01 | CZ USTINAD01 | 05210712 | Environmental SciencesEnvironmental Protection Technology | 4 TS, 1 week,8 hrs |  2 TS, 1 week |

\* Optional (ISCED 2013: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

**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) | **Subject area****\*** | **Main languageof instruc­tion**  | **Additional languageof instruc­tion** | **Recommended language of instruction level[[4]](#footnote-5)** |
| **Student Mobility for Studies**(Minimum recommended level: B1) | **Staff Mobility for Teaching**(Minimum recommended level: B2) |
| CZ USTINAD01 | 05210712 | Czech, English | English | B1 (EN) | B2 (EN) |
| LV JELGAVA01 | 05210712 | English | English | B2 | B2 |

\* Optional

For more details on the language of instruction recommendations, see the course catalogue of each institution (links provided on the first page).

**D. Respect of fundamental principles and other mobility requirements**

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

 <http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php>

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.

**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**

Both above mentioned institutions have the conditions for the acceptance of students and staff with disabilities.

**F. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**(Erasmus code or city) | **Autumn term****\*** | **Spring term****\*** |
| CZ USTINAD01 | 15. 05. | 01. 11. |
| LV JELGAVA01 | 1st May nomination1st June application | 1st November nomination1st December application |

(\* to be adapted in case of a trimester system or different seasons)

2. The receiving institution will send its decision within 5 weeks after deadlines as stated in F.1.

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.

4. Termination of the agreement

The involved institutions may agree on the procedure of modifying or terminating the bilateral agreement. In case of unilateral modification or termination, a written notice of at least one academic year ahead will 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**

CZ USTINAD01:

<https://www.ujep.cz/en/course-catalogue>

JELGAVA: <http://www.llu.lv/index.php/en/study-guide-documents>

**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** |
| CZ USTINAD01 | incoming@ujep.cz00420 475 286 272 | <https://www.ujep.cz/en/how-to-apply> |
| LV JELGAVA01 | erasmus@llu.lv+37163005684 | <http://www.llu.lv/index.php/en/exchange-studies> |

**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** |
| CZ USTINAD01 | incoming@ujep.cz00420 475 286 272 | <https://www.ujep.cz/en/how-to-apply> |
| LV JELGAVA01 | erasmus@llu.lv+37163005684 | <http://www.llu.lv/index.php/en/exchange-studies> |

**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** |
| CZ USTINAD01 | incoming@ujep.cz00420 475 286 272 | <https://www.ujep.cz/en/how-to-apply> |
| LV JELGAVA01 | erasmus@llu.lv+37163005684 | <http://www.llu.lv/index.php/en/exchange-studies> |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**(Erasmus code or name and city) | **Name, function** | **Date** | **Signature** |
| CZ USTINAD01 | [Ing. Martin Neruda, Ph.D.](http://fzp.ujep.cz/kpv/obecne/lidi/neruda/neruda.htm) **Faculty’s** Dean |  |  |
|  |  |  |
| LV JELGAVA01 |  |  |  |

1. Mobility under the Erasmus+ Programme mentioned in this agreement will be carried out on condition of accepting the application submitted by the institution from a programme country under the KA1 – Learning Mobility of Individuals – Higher education student and staff mobility between Programme and Partner Countries for the appropriate academic year. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
3. Contact details to reach the senior officer in charge of this agreement. [↑](#footnote-ref-4)
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-5)