

Erasmus+ Programme

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

Inter-institutional agreement 1.9.2018-31.7.2020 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 organisation 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 the higher education institutions

Full name of the institution / country	Erasmus code or city ¹	Name of the contact person	Contact details (email, phone)	Website
Univerzita Palackého v Olomouci Křížkovského 8, 77147 Olomouc, Czech Republic	CZ OLOMOUC01	Institutional [REDACTED] Department of [REDACTED]	[REDACTED]	www.upol.cz
University of Mostar Trg hrvatskih velikana 1, 88000 Mostar, B&H	Mostar	IRO Head-institutional coordinator: [REDACTED]	[REDACTED]	http://www.sum.ba/

¹ 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.

Faculty of Natural Sciences and Education (FPMOZ), Matice hrvatske bb, Mostar				http://fpmoz.sve-mo.ba
		Department of Geography:		

B. Mobility numbers²

FROM Erasmus code or city	TO Erasmus code or city	Subject area code ISCED 2013	Subject area name	Study cycle [1st, 2nd or 3rd]	Number of student mobility periods	
					Student Mobility for studies total number of students/months	Student mobility for Traineeships total number of students/months
CZ OLOMOUC01	Mostar	0314; 0532; 0521; 0110	Sociology and cultural studies; Earth Sciences; Environmental Sciences; Education	1, 2, 3	4 / 16	-
Mostar	CZ OLOMOUC01			1, 2, 3	10 / 50	-

FROM Erasmus code or city	TO Erasmus code or city	Subject area code ISCED 2013	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching total number of teachers/days	Staff Mobility for Training
CZ OLOMOUC01	Mostar	0314; 0532; 0521; 0110	Sociology and cultural studies; Earth Sciences; Environmental Sciences	2 / 10	-
Mostar	CZ OLOMOUC01			3 / 15	2 / 10

² Mobility numbers can be given per sending/receiving institutions and per education field (optional: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

			Sciences; Education		
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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	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ³	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ OLOMOUC01	all	Czech	English	B2	C1
Mostar	all	Croatian	English	B2	C1

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁴ 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_the_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.

³ See Common European Framework of Reference for Languages

⁴ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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:

- 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.

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. 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

- The selection of candidates will commence by an open call published on the university/faculty website. All applications for mobility positions will be evaluated by the Evaluation Board on the Faculty level considering the mobility plan/project, language skills and recommendation of the sending department. After this procedure the sending department will guarantee that the curriculum of the exchange student is recognized and complies with the rules of the home institution by signing the mobility agreement.
- Students must be nominated through Palacký University on-line system. The institutional coordinator and the person responsible for student mobilities will receive information about the nomination procedure and access to the system at least three months before the deadline.
- As soon as the nomination is successfully submitted, nominated students will receive unique access to on-line application.
- For information update/possible changes please follow <http://www.upol.cz/en/students/exchange-students/erasmus/>
- The selection process at the partner institution:
The selection of candidates will commence by an open call published on the university/faculty website. All applications for mobility positions will be evaluated by the Evaluation Board on the University level considering the mobility plan/project, academic merits, language skills and recommendation of the sending department. After this procedure the sending department will guarantee that the curriculum of the exchange student is recognized and complies with the rules of the home institution by signing the mobility agreement.
- During the mobility the host department will monitor the progress of students on a regular basis and report any discrepancies or issues to the Faculty coordinator and to the sending institution. Participating students will be

required to send interim reports (their frequency will be set individually depending on the length of study stay) to their home Faculty/department coordinator.

- At the end of the mobility the host institution will issue a confirmation of study/teaching/training period to the participant with clearly identified dates of stay.
- Within their best capacities the institutions will provide housing to participants or assist them in finding an adequate accommodation. The institutions will provide assistance related to obtaining visas for incoming and outbound mobile participants, and insurance, when required, for incoming and outgoing mobile participants.
- Each participant will have an assigned contact person at the departmental level, students also a “buddy” student.
- Both institutions will provide language courses of the host country language even if the working language of mobilities will be English.
- After the mobility both institutions will support the reintegration of mobile participants and give them the opportunity, to build on their experiences for the benefit of the Institution and their peers.
- For the recognition of student learning outcomes the following has been agreed:

The recognition mechanism will be visible through the Learning agreement - After the mobility part.

F. Calendar






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

Receiving institution	Autumn term*	Spring term*
CZ OLOMOUC01	June 15 (nomination) May 31st (application visa students) June 30 (application non-visa students)	October 31st (nomination, application visa students) November 15 (application non-visa students)
University of Mostar	June 15 (nomination) May 31st (application visa students) June 30 (application non-visa students)	October 31st (nomination, application visa students) November 15 (application non-visa students)

[* to be adapted in case of different seasons]





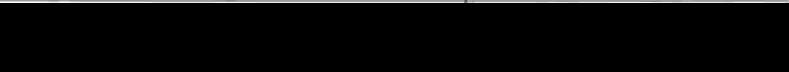
2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.

G. Information

	University of Mostar	CZ OLOMOUC01
WWW for Incoming Students	 http://www.sum.ba/hr/erasmus-ka1-obrasci-za-prijavu	http://www.upol.cz/en/skupiny/students/exchange-students/erasmus/
WWW Course Catalogue	www.sum.ba http://fpmoz.sve-mo.ba	https://edis.upol.cz/cc
Housing	http://www.sum.ba/hr/ured-za-medunarodnu-suradnju http://fpmoz.sve-mo.ba	http://www.upol.cz/en/skupiny/students/guide/practical-information/#c1825
Contact details		
WWW Visa Information	 http://www.sum.ba/hr/ured-za-medunarodnu-suradnju http://fpmoz.sve-mo.ba	http://www.upol.cz/en/skupiny/students/guide/visa-travel/
Contact details		
WWW Insurance Information	http://www.sum.ba/hr/ured-za-medunarodnu-suradnju http://fpmoz.sve-mo.ba	http://www.upol.cz/en/skupiny/students/guide/visa-travel/
Contact details		
Grading system	http://www.sum.ba/sites/default/files/dokumenti/pravilnik-o-studiranju.pdf	http://www.studuj.upol.cz/en/why-palacky-university
WWW Students and Staff with Disabilities	http://www2010.sve-mo.ba/spp/index-en.php	http://www.upol.cz/en/skupiny/students/guide/students-with-special-needs/
Contact details		

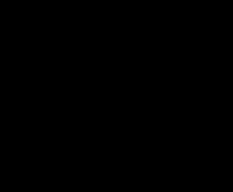
SIGNATURES OF THE INSTITUTIONS (legal representatives)

G. Information

	University of Mostar	CZ OLOMOUC01
WWW for Incoming Students	 http://www.sum.ba/hr/erasmus-ka1-obrasci-za-prijavu	http://www.upol.cz/en/skupiny/students/exchange-students/erasmus/
WWW Course Catalogue	www.sum.ba http://fpmoz.sve-mo.ba	https://edis.upol.cz/cc
Housing	http://www.sum.ba/hr/ured-za-medunarodnu-suradnju http://fpmoz.sve-mo.ba	http://www.upol.cz/en/skupiny/students/guide/practical-information/#c1825
Contact details		
WWW Visa Information	http://www.sum.ba/hr/ured-za-medunarodnu-suradnju http://fpmoz.sve-mo.ba	http://www.upol.cz/en/skupiny/students/guide/visa-travel/
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WWW Insurance Information	http://www.sum.ba/hr/ured-za-medunarodnu-suradnju http://fpmoz.sve-mo.ba	http://www.upol.cz/en/skupiny/students/guide/visa-travel/
Contact details		
Grading system	http://www.sum.ba/sites/default/files/dokumenty/pravilnik-o-studiranju.pdf	http://www.studuj.upol.cz/en/why-palacky-university
WWW Students and Staff with Disabilities	http://www2010.sve-mo.ba/spp/index-en.php	http://www.upol.cz/en/skupiny/students/guide/students-with-special-needs/
Contact details		

SIGNATURES OF THE INSTITUTIONS (legal representatives)

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Institution Erasmus code or name and city	Name, function	Date	Signature
CZ OLOMOUC01	Prof. Mgr. Jaroslav Miller, M.A., Ph.D. Rector	12 -11- 2018	
University of Mostar	Prof Zoran Tomić, PhD Rector	31/10/2018	