



Erasmus+ Programme

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

Inter-institutional¹ agreement

2014/2015 - 2020/2021²
between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
University of West Bohemia Faculty of Economics	CZ PLZEN01	Departmental Coordinator: RNDr. Jiří Preis, Ph.D. Department of Geography, Faculty of Economics UWB, Husova 11, 306 14 Plzeň, Czech Republic Tel.: +420 377 633 067 E-mail: jpreis@kge.zcu.cz	http://www.zcu.cz/en/ects/ http://www.fek.zcu.cz/en/vztahy.php

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<u>Institutional Coordinator:</u> Mgr. Jana Ovsjanniková International Office UWB Univerzitní 20 306 14 Plzeň Czech Republic Tel. : +420-377 635 773 E-mail: erasmus@service.zcu.cz	
Harokopio University	G KALLITH01	<u>Departmental Coordinator:</u> Assist. Prof. Stamatis Kalogirou Department of Geography Harokopio University skalo@hua.gr T.: +30 2109549163 Assist. Prof. Dimitrios Zbainos, Department of Home Economics and Ecology zbainos@hua.gr +302109549248 <u>Institutional Coordinator:</u> Prof. Dr. G. Dedousis Harokopio University Email: dedousi@hua.gr T.: +30 2109549304	www.hua.gr
[...]			

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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	TO	Subject area code *	Subject area name *	Study cycle 1 st , 2 nd or 3 rd *	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]			Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods for	

⁵ 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>)

1 ac. year*]						
CZ PLZEN01	G KALLITH0 1	443 (0532 ISCED- F)	Geography	1 st , 2 nd	5 months (1 student)	
		041	Business studies	1 st , 2 nd	5 months (1 student)	
G KALLITH0 1	CZ PLZEN01	443(05 32 ISCED- F)	Geography	1 st , 2 nd	5 months (1 student)	
		041	Business studies	1 st , 2 nd	5 months (1 student)	

[*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	Staff Mobility for Training *
CZ PLZEN01	G KALLITH01	443(053 2 ISCED- F)	Geography	5 days	
		041	Business studies	5 days	
G KALLITH01	CZ PLZEN01	443(053 2 ISCED- F)	Geography	5 days	

		041	Business studies	5 days	
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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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PLZEN01	Geography	EN	CZ	B2	B2
	Business Studies	EN	CZ	B2	B2
G KALLITH01	Geography	Greek	English	B1 in Greek or B2 in English	English B2
	Business Studies				

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

CZ PLZEN01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office:

erasmus@service.zcu.cz

G KALLITH01:

- Related to STA - incoming: First contact before the mobility and the related arrangements should be done with the HUA's Faculty closer to the taught topic(s) or with the ECTS – ERASMUS Departmental Co-ordinator.
- Related to STT - incoming: First contact before the mobility and the related arrangements should be done either with the HUA's Faculty closer to the training

⁶ 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>

topic, or with the ECTS – ERASMUS Departmental Co-ordinator, in case of Faculty's training, and with the ERASMUS Office, for administrative personnel.

Harokopio University welcomes disabled students and staff. The Departmental Co-ordinator should be informed by the partner about the support needs of a disabled student or member of staff three (3) weeks before the Application deadline.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ PLZEN01	15 th of May	30 th of November
G KALLITH01	May, the 1 st	November, the 15 th

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

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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

CZ PLZEN01:

<http://www.zcu.cz/en/study/>

G KALLITH01 – <http://www.erasmus.hua.gr/index.php/en/grading-systems>

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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
G KALLITH01	Dept. of International and Public Relations, ERASMUS OFFICE Dr. E. DURIE, edurie@hua.gr erasmus@hua.gr T.: +30 210 9549330 F.: +30 210 9577050	Hellenic Republic-Ministry of Foreign Affairs http://www.mfa.gr/en/visas/

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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
G KALLITH01	Department of Academic Affairs – Students' care: Mrs. Aspasia Karamitsou T.: +30 2109549110 Email: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/healthcare European Health Insurance Card : http://ec.europa.eu/social/main.jsp?catId=509&langId=en

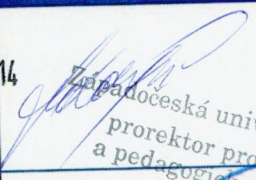
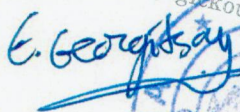
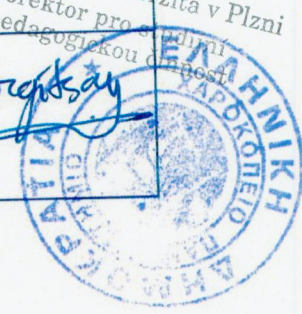
4. Housing

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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
G KALLITH01	Department of Academic Affairs – Students' care: Mrs. Aspasia Karamitsou T.: +30 2109549110 Email: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/housing advice: http://eclass.hua.gr/courses/UNI1111/ http://www.esngreece.gr/ http://www.stayinathens.com/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
CZ PLZEN01	Doc.PaedDr. Jaroslav Dokoupil, Ph.D. Vice-rector for academic affairs	19-03-2014	 Západočeská univerzita v Plzni prorektor pro studium a pedagogickou činnost
G KALLITH01	Prof. Evangelia Georgitsoyanni Vice-Rector of Academic Affairs and Personnel	17.03.2014	 

⁷ Scanned signatures are accepted

