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**Erasmus+ Programme**

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

**Inter-institutional agreement 2014-2021  
between programme countries**

**[Minimum requirements]**

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)** |
|  |  |  |  |
| Obchodní akademie a VOŠ (Business Academy and Higher Professional School) | CZ VALASSK01 | Anna Neumanová  Masarykova 101,  757 01 Valašské Meziříčí  phone:+420 571 755 539,  mobile: 737 627 259  [anna.neumanova@](mailto:anna.neumanova@)seznam.cz | [www.oavalmez.cz](http://www.oavalmez.cz)  http://www.oavalmez.cz/erasmusen/ |

**B. Mobility numbers 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**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code \** [ISCED]** | ***Subject area name \**** | ***Study cycle 1st , 2nd or 3rd] \**** | **Number of student mobility periods** | |
| Student Mobility for Studies  *[total number of months of the study periods for 1 ac. year\*]* | *Student Mobility for Traineeships \** |
|  | CZ VALASSK01 |  |  | 1st |  |  |
| CZ VALASSK01 |  | 481  or  340 | Computer science  Business | 1st | 2 (10) | 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 \** |
|  |  |  |  |  |  |
| CZ VALASSK01 |  | 481  or  340 | Computer science  Business | 2 x 1 week | 1 x 1 week |

**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** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
|  |  |  |  |  |  |
| CZ VALASSK01 |  | EN | EN | B2 English | B2 English |

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**

**Business Academy and HPS in Valašské Meziříčí:**

*For students: Apart from LA and Application form 3 photos and copy of ID are needed.*

*For staff mobility: Teaching or training program application form is needed*

<http://www.oavalmez.cz/erasmusen/>

**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 VALASSK01 | May 15th | November 15th |

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

2. The receiving institution will send its decision within 4 weeks.

|  |  |  |
| --- | --- | --- |
| 3. Academic Calendar **Receiving institution**  **[Erasmus code]** | **Autumn term**  **[from - to]** | **Spring term**  **[from - to]** |
|  |  |  |
| CZ VALASSK01 | September - January | January - June |

3. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

Nature and termination of the agreement

The agreement is valid for the academic years indicated above and may be modified by simple letter, fax or email signed by the institutional coordinator. In the event of unilateral termination, a notice of at least one academic year should be given.

**F. Information**

**1. Grading systems of the institutions**

Business Academy and HPS in Valašské Meziříčí

1A, 1B, 2B, 2C, 2D, 3D, 3E

1: 100-80% 2:79-65% 3:64-50%

(A – Excellent / B – Very good / C – Good / D – Average / E – Sufficient)

**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 VALASSK01 | [Anna.neumanova@seznam.cz](mailto:Anna.neumanova@seznam.cz)  Tel: +420 737 627 259 | http://www.oavalmez.cz/erasmus-incoming-students/ |

**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 VALASSK01 | [Anna.neumanova@seznam.cz](mailto:Anna.neumanova@seznam.cz)  Tel: +420 737 627 259 | http://www.oavalmez.cz/erasmus-incoming-students/ |

**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 VALASSK01 | [Anna.neumanova@seznam.cz](mailto:Anna.neumanova@seznam.cz)  Tel: +420 737 627 259 | http://www.oavalmez.cz/erasmus-incoming-students/ |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature** |
|  |  |  |  |
| CZ VALASSK01 | Mgr. Aleš Kubíček  Headmaster |  |  |