

Erasmus+ Programme

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

Inter-institutional¹ agreement 2018/2019-2020/2021 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 the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Website (eg. of the course catalogue)
Paisii Hilendarski University of Plovdiv 24, Tzar Assen str., Plovdiv 4000, BG	BG PLOVDIV04	<u>Institutional Erasmus Coordinator:</u> Boryan Yanev e-mail: byanev@uni-plovdiv.net tel. 032/261 478 <u>IRO: Radosveta Mishevska</u> iro_pu@abv.bg tel. 00359/32/261 363 <u>Faculty Coordinator (Faculty of History and Philosophy):</u> Meglena Zlatkova e-mail: m_zlatkova@yahoo.com tel. +359 32 261 435 <u>Faculty Coordinator (Faculty of Philology):</u> Nadya Cherneva e-mail: ncherneva9@gmail.com tel. +359 32 261 241 <u>Department Coordinator:</u> Katerina Tomova e-mail: tyka@abv.bg	https://uni-plovdiv.bg https://uni-plovdiv.bg/pages/index/28
University of Hradec Králové	CZ HRADEC01	<u>Erasmus Institutional Coordinator</u> PhDr. Zdeněk Beran, Ph.D. zdenek.beran@uhk.cz , +420 493 332 520	www.uhk.cz/UHK?lang=en-GB www.uhk.cz/uhk-

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic		<u>International Office – agreements</u> Ing. Veronika Měchurová veronika.mechurova@uhk.cz , +420 493 332 519 <u>Departmental International Office – Faculty of Education (PDF)</u> ISCED 23, 232 Ing. Petra Nosková petra.noskova@uhk.cz , +420 493 331 141 <u>Departmental International Office- Philosophical Faculty (FF)</u> ISCED 222, 223 Mgr. Markéta Macháčová marketa.machacova@uhk.cz , +420 493 331 218	<u>international- students</u> course catalogue: Pdf: www.uhk.cz/en-GB/PDF-international-students/Erasmus FF: www.uhk.cz/en-GB/FF-international-students/Erasmus
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B. Mobility numbers³ 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 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, 1 st , 2 nd or 3 rd]*	Number of student mobility periods			
					Student Mobility for Studies [total number of students and months of the study periods*]		Student Mobility for Trainee ships*	
BG PLOVDIV04	CZ HRADEC01	023	Languages	1,2,3	2	10	-	-
		0232	Literature and Linguistics					
		0222 0223	History and Archeology Philosophy and ethics	1,2,3	2	10	-	-
CZ HRADEC01	BG PLOVDIV04	023	Languages	1,2,3	2	10	-	-
		0232	Literature and Linguistics					
		0222 0223	History and Archeology Philosophy and ethics	1,2,3	2	10	-	-

[*Optional: subject 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.]

³ 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>)

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 teachers and days of the teaching periods*]		Staff Mobility for Training*	
BG PLOVDIV04	CZ HRADEC01	023	Languages	2	10	1	5
		0232	Literature and Linguistics				
		0222	History and Archeology	2	10	1	5
		0223	Philosophy and ethics				
CZ HRADEC01	BG PLOVDIV04	023	Languages	2	10	1	5
		0232	Literature and Linguistics				
		0222	History and Archeology	2	10	1	5
		0223	Philosophy and ethics				

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG PLOVDIV04	023/0232/ 022/0223	English	Bulgarian/Czech/Russian	B1	B2
CZ HRADEC01 (PdF)	023/0232	English	German/Russian/French	B1	B2
CZ HRADEC01 (FF)	0222/0223	English		B1	B2

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

⁴ See Common European Framework of Reference for Languages.

D. Additional requirements

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

Information on infrastructure to welcome students and staff with disabilities:

BG PLOVDIV04: - Exchange studies for PhD students are organized according to individual plans.

- Incoming staff members should apply for visits to the respective faculty coordinators. (<https://uni-plovdiv.bg/pages/index/28>)

CZ HRADEC01: We make an effort to improve wheelchair accessibility in our facilities. There is a special access to our websites designed for the visually impaired. Some publications of the university library are specially converted to the format legible for people with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

E. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
BG PLOVDIV04	30 June	30 November
CZ HRADEC01 (Faculty of Education)	31 May	30 November
CZ HRADEC01 (Philosophical Faculty)	30 June	1 December

[to be adapted in case of a trimester system or 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

No special regulations. However, 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 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.

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

BG PLOVDIV04: In the Bulgarian System marks are graded from 2 to 6, with 3 being the minimum score required to pass:

Bulgarian Grade:	Description:
Отличен (6)	Excellent performance
Много Добър (5)	Very good performance
Добър (4)	Good performance
Среден (3)	Acceptable performance
Слаб (2)	Insufficient performance
Не се явил	Exam not done by the student

CZ HRADEC01: www.uhk.cz/en-GB/UHK/Uredni-deska/Uredni-deska-univerzity.aspx (Full Text of the Study and Examination Regulations of the University of Hradec Králové 2015 (Article 14))

The ECTS grading scale is used to assess studies with letters A, B, C, D, E, F representing the achieved score, where the letter "A" represents the best exam outcome, "F" means, that the student have failed the exam.

Mutual comparison of the ECTS classification with verbal and numerical classifications in the environment UHK as follows:

ECTS classification	verbal and numerical classification
A	excellent (1)
B	(1,5)
C	very good (2)
D	(2,5)
E	satisfactory (3)
F	failed (4)

In recognition of parts of studies or study subjects a verbal expression "recognized" may be used instead of the grading scale.

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
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

CZ HRADEC01	Faculty of Education Ing. Petra Nosková petra.noskova@uhk.cz ; +420 493 331 141 Philosophical Faculty Mgr. Markéta Macháčová marketa.machacova@uhk.cz ; +420 493 331 218	http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09NQ%3d%3d
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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
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160
CZ HRADEC01	Students from non-EU member states: ENS Buddy System HK: insurance@buddyhk.cz	Students from non-EU member states: http://files.buddyhk.cz/Health_Insurance_Info.pdf

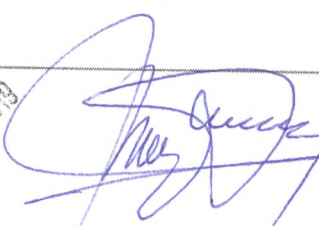
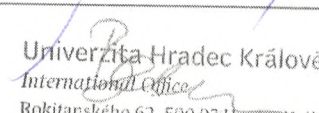
4. Housing

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
BG PLOVDIV04	iro.petrova@gmail.com	https://uni-plovdiv.bg/pages/index/160
CZ HRADEC01	Faculty of Education Ing. Petra Nosková petra.noskova@uhk.cz ; +420 493 331 141 Philosophical Faculty Mgr. Markéta Macháčová marketa.machacova@uhk.cz ; +420 493 331 218	www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation

G. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
BG PLOVDIV04	Assoc. Prof. Boryan Yanev, PhD Institutional Coordinator Erasmus	10-01-2019	
CZ HRADEC01	PhDr. Zdeněk Beran, Ph.D Erasmus Institutional Coordinator	9.1.2019	 Univerzita Hradec Králové International Office Rokitanského 62, 500 03 Hradec Králové Czech Republic

