



# Erasmus+ Programme

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

## **Annex to Erasmus+ Inter-Institutional Agreement** **UNIVERSITY OF WEST BOHEMIA IN PILSEN**

### **A. Information about higher education institutions**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details</b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
University of West Bohemia	CZ PLZEN01	Departmental coordinator: Alena Pařízková, Ph.D., Faculty of Arts, parizkov@kss.zcu.cz  Institutional coordinator: Jana Ovsjannikova, International Office, Univerzitní 20, 306 14 Plzeň, Czech Republic erasmus@service.zcu.cz	<a href="http://www.zcu.cz/en/ects/">http://www.zcu.cz/en/ects/</a>  <a href="http://international.zcu.cz/">http://international.zcu.cz/</a>

### **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 PLZEN01		EN	CZ	B2	B2

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

*[To be completed if necessary, other requirements may be added 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]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

## 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	May 15 <sup>th</sup> visa countries May 1 <sup>st</sup>	November 30 <sup>th</sup> visa countries November 15 <sup>th</sup>

2. The receiving institution will send its decision within 5 weeks.
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

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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. The termination clauses must include the following disclaimer: "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' guide<sup>1</sup>. 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.]

UWB: [http://www.zcu.cz/en/ects/ECTS\\_Part1/ECTS\\_credit\\_allocation.html](http://www.zcu.cz/en/ects/ECTS_Part1/ECTS_credit_allocation.html)

Grading system of the institution:

Description of the institutional grading system:

Points	Grade (six-step classification scale)	Examination (six-step classification scale)	University of West Bohemia examination ("zkouška") (four-step classification scale)	University of West Bohemia subject pass (without examination ("zápočet"))
91 – 100	A	1	1 "výborně" (i.e. "excellent")	R subject pass achieved ("započteno")
81 – 90	B	1.5	2	
71 – 80	C	2	"velmi dobře" (i.e. "very good")	
61 – 70	D	2.5	3	
51 – 60	E	3	"dobře" (i.e. "good")	subject pass not achieved ("nezapočteno")
0 – 50	F, FX	4	4 "nevyhověl" (i.e. "fail").	

## 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	<a href="http://international.zcu.cz/">http://international.zcu.cz/</a>

## 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.

<sup>1</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
CZ PLZEN01	erasmus@service.zcu.cz	<a href="http://international.zcu.cz/">http://international.zcu.cz/</a> <a href="http://www.zcu.cz/en/ects/">http://www.zcu.cz/en/ects/</a>

#### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
CZ PLZEN01	erasmus@service.zcu.cz	<a href="http://international.zcu.cz/">http://international.zcu.cz/</a>