

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

Inter-institutional agreement 2017-2018/19
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 higher education institutions

Full name of the institution / country	Erasmus code or city ¹	Contact details ² (email, phone)	Website (eg. of the course catalogue)
University of Pardubice Studentská 95 530 03 Pardubice Czech Republic	CZ PARDUB01	Mgr. Vera Albrechtova International Office/CMM e-mail: mobility@upce.cz phone +420 466 036 350	www.uni-pardubice.eu
Faculty of Electrical Engineering and Informatics		Dr. Jan Pidanič Department of Electrical Engineering e-mail: jan.pidanic@upce.cz phone +420 466 037 517	
Universitas Indonesia Gedung Pusat Administrasi Lantai 1, Depok Campus, Indonesia	Depok	International Office Erasmus+ Project Officer Suyanti Adi External Opportunities & Promotions Phone: +62.21.78880139	http://international.ui.ac.id/

¹Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

²Contact details to reach the senior officer in charge of this agreement.

		<p>yanti.p@ui.ac.id</p> <p>Exchange Officers Windi Karim Global Mobility Officer (Incoming) Phone: +62.21.78880139 windi.karim@gmail.com</p> <p>Rismeita Global Mobility Officer (Outgoing) Phone: +62.21.78880139 rismeita@yahoo.com</p>	
Faculty of Computer Science (UI FCS), Depok, 16424, Indonesia	999877456	Prof. Heru Suhartanto, Ph.D, Faculty of Computer Science, Universitas Indonesia, email: heru@cs.ui.ac.id , phone : +62 21 786 3419	http://www.cs.ui.ac.id/?lang=en

B. Mobility numbers for the whole period

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	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 months of the study periods or average duration*]
UI FCS, Depok	CZ PARDUB01	061/0714/0713	ICTs/Electronics and automation	3rd	2 students for 3 months each Total: 6 months
CZ PARDUB01	UI FCS, Depok	061/0714/0713	ICTs/Electronics and automation	3rd	2 students for 3 months each Total: 6 months

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*]
UI FCS,	CZ	061/0714/071	ICTs/Electronics and	28 days

Depok	PARDUB01	3	automation	
CZ PARDUB01	UI FCS, Depok	061/07 14/071 3	ICTs/Electronics and automation	28 days

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
UI FCS, Depok	CZ PARDUB01	English	-	B1	B2
CZ PARDUB01	UI FCS, Depok	English	-	B1	B2

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** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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.

³For 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>

- 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.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

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. Costs for insurance can be covered with the organisational support grants. 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

CZ PARDUB01 The University of Pardubice is able to welcome students and staff with disabilities. However, the International Office must be informed about it in advance during the application procedure.

UI FCS Universitas Indonesia is able to welcome students and staff with disabilities. However, the International Office must be informed about it in advance during the application procedure.

F. 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]
CZ PARDUB01	In case of master and doctoral students there are no deadlines and the mobility can take place as agreed by both partners.	In case of master and doctoral students there are no deadlines and the mobility can take place as agreed by both partners.
UI FCS	In case of master and doctoral students there are no deadlines and the mobility can take place as agreed by both partners.	In case of master and doctoral students there are no deadlines and the mobility can take place as agreed by both partners.

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

2. The receiving institution (CZ PARDUB01) will send its decision within 2 weeks.
3. The receiving institution (UI FCS) will send its decision within 3 weeks.
4. A "Transcript of Records" will be issued by receiving institution (CZ PARDUB01) no later than 3 weeks after the assessment period has finished at the receiving HEI.
5. A "Transcript of Records" will be issued by receiving institution (UI FCS) no later than 3 weeks after the assessment period has finished at the receiving HEI.

6. If partner institution terminates the agreement by 1 September 20xx, the termination is valid as of 1 September 20xx+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

Grading system of the University of Pardubice (CZ PARDUB01):

<http://www.upce.cz/en/study/exchange-programmes/application-forms/scale.html>

Grading system of Universitas Indonesia

<http://international.ui.ac.id/wp-content/uploads/2017/10/UI-FACT-SHEET-INFORMATION-2018.pdf>

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 (email, phone)	Website for information
CZ PARDUB01	Ing. Katerina Hornysova International Office email: katerina.hornysova@upce.cz tel. +420 466 036 725	https://www.upce.cz/en/study/exchange-programmes/application-procedure.html
Universitas Indonesia	For Incoming Students and Staff, the following contact may be reached for immigration advice : Exchange Officers Windi Karim Global Mobility Officer (Incoming) Phone: +62.21.78880139 windi.karim@gmail.com Rismeita Global Mobility Officer (Outgoing) Phone: +62.21.78880139 rismeita@yahoo.com	http://international.ui.ac.id/visa-and-immigration.html

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 (email, phone)	Website for information
CZ PARDUB01	Ing. Katerina Hornysova International Office email: katerina.hornysova@upce.cz tel. +420 466 036 725	https://www.upce.cz/en/study/exchange-programmes/application-procedure.html
Universitas Indonesia	Global Mobility Officer, International Office Exchange Officers Windi Karim Global Mobility Officer (Incoming) Phone: +62.21.78880139 windi.karim@gmail.com Rismeita Global Mobility Officer (Outgoing) Phone: +62.21.78880139 rismeita@yahoo.com	http://international.ui.ac.id/student-exchange.html

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 (email, phone)	Website for information
CZ PARDUB01	Ing. Katerina Hornysova International Office	https://www.upce.cz/en/study/exchange-programmes/application-procedure.html