



# Erasmus+ Programme

## Inter-institutional agreement 2019/2020-2020/2021 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 higher education institutions

<b>Name of the institution</b> (and department, where relevant)	<b>Alexander College</b>
<b>Erasmus code</b>	<b>CY LARNACA03</b>
<b>Contact details<sup>1</sup></b> (email, phone)	Nicodemos Loizou, Dean of Academic Affairs, Alexander College <a href="mailto:n.loizou@alexander.ac.cy">n.loizou@alexander.ac.cy</a>  Panayiotis Elia Erasmus+ Officer 2 Artas Street, P.O.Box 45081 Aradippou 7110, Larnaca, Cyprus Tel: +357 24 532373 Fax: +357 24532365 <a href="mailto:erasmus@alexander.ac.cy">erasmus@alexander.ac.cy</a>
<b>Website</b> (eg. of the course catalogue)	<a href="https://alexander.ac.cy/en/">https://alexander.ac.cy/en/</a> <a href="https://alexander.ac.cy/en/courses/alexander-college-course/bsc-business-administration-finance-4-years/">https://alexander.ac.cy/en/courses/alexander-college-course/bsc-business-administration-finance-4-years/</a> <a href="https://mba.alexander.ac.cy/">https://mba.alexander.ac.cy/</a>

<b>Name of the institution</b> (and department, where relevant)	<b>University of Hradec Králové</b> Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic
<b>Erasmus code</b>	<b>CZ HRADEC01</b>
<b>Contact details</b> (email, phone)	<u>Erasmus Institutional Coordinator</u> PhDr. Zdeněk Beran, Ph.D. tel.: +420 493 332 520; email: <a href="mailto:zdenek.beran@uhk.cz">zdenek.beran@uhk.cz</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

	<p><u>International Office – agreements</u> Ing. Veronika Měchurová tel.: +420 493 332 519; email: <a href="mailto:veronika.mechurova@uhk.cz">veronika.mechurova@uhk.cz</a></p> <p><u>Departmental International Office – incomings</u> - Faculty of Informatics and Management Bc. Kristýna Jandová tel.: +420 493 332 210; email: <a href="mailto:kristyna.jandova@uhk.cz">kristyna.jandova@uhk.cz</a></p> <p><u>Departmental International Office – outgoings</u> - Faculty of Informatics and Management Monika Hebková tel.: +420 493 332 209; email: <a href="mailto:monika.hebkova@uhk.cz">monika.hebkova@uhk.cz</a></p>
<p><b>Website</b> (eg. of the course catalogue)</p>	<p><a href="http://www.uhk.cz/UHK?lang=en-GB">www.uhk.cz/UHK?lang=en-GB</a></p> <p><a href="http://www.uhk.cz/en-GB/UHK-international-students/Erasmus">www.uhk.cz/en-GB/UHK-international-students/Erasmus</a> course catalogue: <a href="http://www.uhk.cz/en-GB/fim-international-students/Erasmus">www.uhk.cz/en-GB/fim-international-students/Erasmus</a></p>

## B. Mobility numbers per academic year

*For agreements 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.*

Student Mobility for Studies						
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code <sup>2</sup> [ISCED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of students	Number of months [total number]
CY LARNACA03	CZ HRADEC01	041	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2	10
CZ HRADEC01	CY LARNACA03	041	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2	10
CY LARNACA03	CZ HRADEC01	061	Information and Communication Technologies (ICTs)	1 <sup>st</sup>	2	10
CZ HRADEC01	CY LARNACA03	061	Information and Communication Technologies (ICTs)	1 <sup>st</sup>	2	10

[Optional: study cycle.]

<sup>2</sup> education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

Staff Mobility for Teaching					
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code <sup>3</sup> [ISCED]	Subject area name	Number of teachers	Number of days [total number]
CY LARNACA03	CZ HRADEC01	041	Business and Administration	1	5
CZ HRADEC01	CY LARNACA03	041	Business and Administration	1	5
CY LARNACA03	CZ HRADEC01	061	Information and Communication Technologies (ICTs)	1	5
CZ HRADEC01	CY LARNACA03	061	Information and Communication Technologies (ICTs)	1	5

### 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CY LARNACA03	Business and Administration	English	English	B2	B2
	ICTs	Greek	Greek	B2	B2
CZ HRADEC01		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]*.

### D. Additional requirements

Information on infrastructure to welcome students and staff with disabilities:

**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

<sup>3</sup> education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

<sup>4</sup> 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>

with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

**CY LARNACA03:** Alexander College, Larnaka, has the infrastructure to host students and staff with disabilities, <https://alexander.ac.cy/en/facilities/college-building/>

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
CY LARNACA03	June 30 <sup>th</sup>	November 15 <sup>th</sup>
CZ HRADEC01	31 May	30 November

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.
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' guide<sup>5</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.]*

**CY LARNACA03:** Appropriate definitions of the grades which will be applied to all marking are:

90 – 100%	A
80 – 89%	A-
77 – 79%	B+
73 – 76%	B
70 – 72%	B-
67 – 69%	C+
63 – 66%	C
60 – 62%	C-
57 – 59%	D+
53 – 56%	D

<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

50 – 52%	D-
0 – 49%	F
I	Incomplete
W	Withdrawal

**CZ HRADEC01:** [www.uhk.cz/Download/?DocumentID=26650](http://www.uhk.cz/Download/?DocumentID=26650) (Full Text of the Code of Study and Examination of the University of Hradec Králové 2017 (Article 14))

The European Credit Transfer and Accumulation System ("the ECTS") with grades A, B, C, D, E, and F is used for grading. Grade A is the best one while grade F means that the student failed.

The following table can be used at the UHK to compare the ECTS grading with grading by words and numbers:

ECTS grading	Grading by words and numbers
A	Excellent (1)
B	Very good (1.5)
C	Good (2)
D	Satisfactory (2.5)
E	Sufficient (3)
F	Failed (4)

When recognizing a part of the study or the individual subjects under Article 21 (1), the word "recognized" can be used instead of grading.

## **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
CY LARNACA03	ELENI GEORGIOU <a href="mailto:elenig@alexander.ac.cy">elenig@alexander.ac.cy</a>	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
CZ HRADEC01	Bc. Kristýna Jandová email: <a href="mailto:kristyna.jandova@uhk.cz">kristyna.jandova@uhk.cz</a> tel.: +420 493 332 210	<a href="http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09NQ%3d%3d">http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09NQ%3d%3d</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.

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>
CY LARNACA03	ELENI GEORGIU elenig@alexander.ac.cy	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
CZ HRADEC01	Bc. Kristýna Jandová email: <a href="mailto:kristyna.jandova@uhk.cz">kristyna.jandova@uhk.cz</a> tel.: +420 493 332 210	Students from non-EU member states: <a href="http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx">http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx</a>

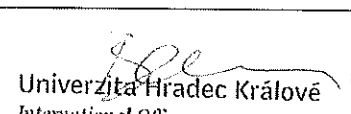
#### 4. Housing

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>
CY LARNACA03	ELENI GEORGIU elenig@alexander.ac.cy	<a href="https://alexander.ac.cy/students/support-services/">https://alexander.ac.cy/students/support-services/</a>
CZ HRADEC01	Bc. Kristýna Jandová email: <a href="mailto:kristyna.jandova@uhk.cz">kristyna.jandova@uhk.cz</a> tel.: +420 493 332 210	<a href="http://www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation">www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation</a>

#### G. Signatures of the institutions (legal representatives)

<b>Institution</b> [Erasmus code]	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>6</sup></b>
CY LARNACA03	Andy Loppas Director	15.04.2019	*
CZ HRADEC01	PhDr. Zdeněk Beran, Ph.D. Erasmus Institutional Coordinator	14.49	 Univerzita Hradec Králové International Office Roklanského 62, 500 03 Hradec Králové Czech Republic

<sup>6</sup> Scanned signatures are accepted