



**Higher education student and staff mobility between Programme and Partner Countries
Working plan
to the project 2015-1-CZ01-KA107-013692**

Grant agreement:

- 2015-1-CZ01-KA107-013692 (signed on 3rd August 2015)

Project partners:

1. Project coordinator = Grant beneficiary

- Jan Evangelista Purkyně University in Ústí nad Labem (UJEP)
- Address: Pasteurova 1, 400 96 Ústí nad Labem, Czech Republic
- ECHE: 47071-EPP-1-2014-1-CZ-EPPKA3-ECHE
- Erasmus Code: CZ USTINAD01
- PIC: 973510431



2. Project partner

- Nha Trang University (NTU)
- Address: 02 Nguyen Dinh Chieu, Nha Trang, Vietnam
- PIC: 958116434



Contact persons:

1. UJEP

- Krečová Gabriela, Head of the External Relations Department (gabriela.krecova@ujep.cz):
 - Head Project Coordinator
- Potencová Lenka, External Relations Department Coordinator (lenka.potencova@ujep.cz):
 - Mobility Coordinator
- Náprstková Nataša, Faculty of Production Technology and Management – Department of Technologies and Materials Engineering (naprstkova@fvtm.ujep.cz):
 - Faculty Coordinator
- Kolenatý Miloslav, Faculty of Environment – Vice-dean for External Relations (miloslav.kolenaty@ujep.cz):
 - Faculty Coordinator

2. NTU

- Khong Trung Thang, Vice-rector for External Cooperation (thangkt@ntu.edu.vn)
- Binh Dang Thuy, Institute for Biotechnology and Environment (binhdangthuy@gmail.com)

Erasmus+ rules:

- Erasmus+ Guide 2015 (http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)
- Erasmus+ International Credit Mobility Guide – see the Annex No. 1
- Grant Agreement 2015-1-CZ01-KA107-013692
- internal rules

Project period:

1. 6. 2015 – 31. 5. 2017

Budget:

79 200 EUR mobility support + 7 700 EUR organisation support

Mobility types:

- a) **Study stays of students**
 - study at a partner foreign university in the same field that a student studies at a home university on the basis of the Learning Agreement signed by a student, the sending and the receiving institution before the mobility
 - gaining credits corresponding to the European Credit Transfer System (ECTS), 30 ECTS are recommended, minimally 20 ECTS are required by UJEP according to the internal rules
 - foreign studies must be recognized by the home university
 - b) **Teaching stays of academic staff** (hereinafter referred as teachers)
 - teaching at a partner foreign university
 - a minimum of 8 hours of teaching per week has to be respected; for a mobility period exceeding a full week, the minimum number of teaching hours per extra day is calculated as: 8 hours divided by 5, multiplied by the number of extra days
 - c) **Trainings of non-academic staff of foreign relations departments** (hereinafter referred as staff)
 - gaining new knowledge and skills or exchange of experience during a practical training, study visit, shadowing or other forms
- all mobility participants have to be insured

Targets:

- a) **Students**
 - to enhance students' competitiveness in the labour market by gaining knowledge and experience in a completely different area
 - to learn new languages
 - b) **Teachers**
 - teaching environmental and technical subjects that will be fully integrated into curriculums of the partner university and will enhance teachers' skills which can be applied in teaching at the home university
 - monitoring of students studying at the partner university
 - deepening cooperation between universities
 - negotiating the terms of a joint degree programme
 - sharing information about organisation of summer schools
 - c) **Staff**
 - sharing information in the field of mobility organisation in the form of shadowing
 - ensuring transparency of selection processes that will be preferably organised in attendance of partner university representatives
- the target of all types of mobility is to present UJEP in Vietnam and NTU in the Czech Republic, to disseminate a good reputation of Czech higher education abroad and vice versa and awareness of the Czech Republic and Vietnam and attractiveness of the city of Usti nad Labem and Nha Trang

Planned mobility:

- a) **Vietnam → the Czech Republic:**
 - 4 Bachelor students – 5 months per a student
 - 2 Master students – 5 months per a student
 - 4 teachers – 10 days including travel per a teacher
 - 2 staff members – 10 days including travel per a staff member
- b) **the Czech Republic → Vietnam**

- 4 Doctoral students – 5 months per a student
- 4 teachers – 10 days including travel per a teacher
- 2 staff members – 10 days including travel per a staff member

Schedule:

1st stage: June 2015 – September 2015

- to get to know entire project documentation
- to arrange a detailed mobility plan
- to finish and sign the working plan

2nd stage: October 2015 – December 2015

- to realize selection procedures of UJEP teachers and staff (call 10/2015)
- to realize the selection procedure of UJEP students (call 10/2015)
- to finish and sign relevant inter-institutional agreements (10/2015)

3rd stage: January 2016 – July 2016

- to realize selection procedures of NTU teachers and staff (call 01/2016)
- to realize the selection procedure of NTU students (call 01/2016)
- to implement study stays of UJEP students at NTU (02-06/2016)
- to implement trainings of UJEP staff at NTU (03/2016)
- to implement teaching stays of UJEP teachers at NTU (03-05/2016)

4th stage: August 2016 – February 2017

- to implement study stays of NTU students at UJEP (09/2016-01/2017)
- to implement trainings of NTU staff at UJEP (10/2016)
- to implement teaching stays of NTU teachers at UJEP (10-12/2016)

5th stage: March 2017 – May 2017

- to complete the project's documentation for the final account and process the final report

Roles

1. UJEP

a) External Relations Department

- preparation of the project's working plan
- ensuring the entire project documentation including reports and inter-institutional agreements
- announcements of calls for selection processes
- responsibility for entire project financial issues
- responsibility for a staff selection process
- hosting NTU staff

b) faculties

- responsibility for all selection processes for students' and teachers' mobility
- hosting NTU students and teachers
- recognition of foreign studies in case of students' mobility
- participation in the project documentation

2. NTU

- regular and direct contact with UJEP in order to discuss partial project activities
- responsibility for all selection processes for students' and teachers' mobility
- hosting UJEP students, teachers and staff
- recognition of foreign studies in case of students' mobility
- participation in the project documentation

All participating universities will also:

- provide information about acceptance procedures including the list of subjects taught in English
- provide visa information
- provide insurance information
- provide accommodation for incoming students
- provide national language courses for incoming students
- provide a buddy to each incoming student in order to make foreign student's stay abroad easier
- integrate foreign students in their academic life
- disseminate information about the project
- be in charge of the insurance of their mobility participants

European Commission Authentication Service (ECAS) account and Unique Registration Facility (URF) registration:

- all partner institutions have to have an ECAS account and be registered in URF – the system will assign a 9-digit Participant Identification Code (PIC)
- URF and Participant Portal user guide is available at the website http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf
- UJEP and NTU have been registered in URF (UJEP PIC: 973510431, NTU PIC: 958116434)

Inter-institutional Agreement:

- there must be an inter-institutional agreement between the project coordinator and each project partner signed before a mobility by a legal representative of the relevant institution
- the inter-institutional agreement template – see the Annex No. 1
- an inter-institutional agreement has to cover all mobility flows
- there is the set of Erasmus+ Charter for Higher Education (ECHE) principles and requirements in inter-institutional agreements that a higher education institution located in a partner country which want to realize a mobility within the Erasmus+ Programme stated in the grant agreement must respect:
 - *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.*
 - *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.*

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 organizational 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.*
- the inter-institutional agreements between UJEP and NTU have been signed, however, not by a legal representative; new inter-institutional agreements between UJEP and NTU will be signed by the legal representatives of UJEP and NTU until October 31, 2015

Documentation:

- inter-institutional agreement – see Annex No. 2
- a) **Students' mobility**
 - learning agreement – see the Annex No. 3
 - will be signed within 5 weeks after its delivery to the contact person at the relevant foreign faculty
 - will be a part of a grant agreement
 - grant agreement – see the Annex No. 4
 - will be signed within 30 days before mobility start
 - Erasmus student charter – see the Annex No. 5
 - will be a part of a grant agreement
 - confirmation about study period and transcript of records – see the Annex No. 6
 - will be issued to a mobility participant at the end of his/her mobility
 - transcript of records can be provided within 5 weeks after a mobility completion
 - report via Mobility Tool+

- will be filled in on-line after a mobility on the basis of automatically generated e-mail sent to a mobility participant's e-mail address

b) Teachers' and staff mobility

- mobility agreement – see the Annex No. 7 and 8
 - will be signed within 5 weeks after its delivery to the contact person of the relevant foreign faculty
 - will be a part of a grant agreement
- grant agreement – see the Annex No. 9 and 10
 - will be signed within 30 days before mobility start
- confirmation about teaching/training period – see the Annex No. 11 and 12
 - will be issued to a mobility participant at the end of his/her mobility
- report via Mobility Tool+
 - will be filled in on-line after a mobility on the basis of automatically generated e-mail sent to a mobility participant's e-mail address

Grants:

- UJEP as the grant beneficiary is in charge of the entire finance
- there are 2 kinds of grants – their amounts are stated by the Erasmus+ Programme rules

1. Mobility grants

a) support for subsistence costs

- incoming students (NTU students studying at UJEP): 800 eur per month¹
- outgoing students (UJEP students studying at NTU): 650 eur per month¹
- incoming staff (NTU teachers and staff staying at UJEP): 140 eur per day
- outgoing staff (UJEP teachers and staff staying at NTU): 160 eur per day

b) support for travel costs

- the amount assigned for travel support is stated according to travel distances calculated using the distance calculator provided at the website http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
- distance Ústí nad Labem – Nha Trang: 9 316,23 km 1 100 eur per mobility

Support for subsistence and travel costs will be paid out to mobility participants according to the UJEP internal rules, i.e.:

a) UJEP

- 100 % of the support sum for subsistence and travel costs will be sent to UJEP students to their bank accounts or paid out in the university bank by a cheque within 30 days after the signing of a grant agreement, the first day of their mobility at NTU at the latest
- support for subsistence costs will be paid out to UJEP teachers and staff according to the Labour Code No.262/2006 Coll. in the amount of real costs

b) NTU

- 100 % of the support sum for subsistence and travel costs will be paid out to NTU mobility participants – on the basis of grant agreements that will be signed within 30 days before their arrival – the first day of their mobility at UJEP at the university cash desk, in the university bank by a cheque or to a participant's Czech bank account – UJEP will not send this sum to foreign bank accounts because of huge bank fee amount that cannot be paid from the

¹ 1 month = 30 days; in the case of incomplete months, the financial support from Erasmus+ EU funds is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month

Erasmus+ Programme or by mobility participants (if it is necessary, NTU should prepay flight/travel tickets for their mobility participants)

2. Organisation support

- organisation support money can be used for activities related to the mobility organisation such as cultural and language courses, selection processes organisation, foreign studies recognition
- all expenses will be paid by UJEP, activities organized by NTU will be invoiced (both partners will pay a bank charge of its bank at their own expenses because bank fees cannot be paid from the Erasmus+ Programme)
- suggested activities:
 - linguistic preparation (Czech courses for NTU students, Vietnamese courses for UJEP students)
 - a preparatory course on foreign culture adaptation etc.

Selection process

- each selection process has to be fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility
- calls up for selection processes will be announced by the Head Project Coordinator (contact persons will be informed by e-mail and get all necessary documents)
- NTU as well as UJEP will inform about a selection process and its criteria minimally 2 weeks before its taking place via websites, university newsletters or magazines, notice boards etc.
- one of the recommended criteria is knowledge of English
- results of selection processes at NTU /UJEP will be sent to the contact persons at the relevant university within 2 weeks after its taking place
- if it is possible, some of selection processes for students' mobility will be organized with the representatives of a foreign partner university in attendance (visiting within staff mobility) in order to share experience in mobility organisation

Possible changes without a change of the grant agreement:

- all changes must be reported in advance to the Head Project Coordinator
- the following changes are possible:
 - a) max. 50 % of organisation support to students' and teachers' and staff mobility
 - b) mobility duration (students' mobility min. 90 days and max. 360 days, teachers' and staff mobility min. 5 days excluding travel, max. 60 days including travel)
 - c) participants' number

Reports:

- all reports will be submitted by the Head Project Coordinator:
 - a) 2 interim reports: 15. 2. 2016 and 15. 7. 2016
 - b) the final report: 30. 6. 2017 (participation of all project partners will be necessary – e. g. examples of good practices)

Dissemination:

- the project will be disseminated by all participated universities via:
 - a) websites
 - b) social nets
 - c) newsletters or magazines
 - d) EU dissemination platform VALOR etc.

Impact

- students' and teachers' mobility and their participation in educational projects with non-European partners will have an impact on individual participants and thereby on progress and development of educational institutions where they are employed
- foreign students and staff help to create a multicultural environment at a host university and affect other members of academic community who do not directly participate in mobility

a) Students

- deepening professional knowledge
- learning new educational systems and methods
- improving language knowledge
- familiarizing with new non-European cultures that is prerequisite for understanding of social, cultural, economic and other differences between countries
- personal growth of students
- enhancing students' competitiveness in the labour market
- participating in academic, social and cultural events organised by a partner university leading to strengthening solidarity between both countries
- increasing interest in further studies at a foreign university
- finding new friends

b) Teachers and staff

- enlarging professional contacts
- gaining new information and materials in a relevant field
- familiarizing with new (teaching) methods that are utilized in (pedagogical) work afterwards and thereby improving the quality and innovating teaching/working at the home university
- deepening cooperation in research and development
- professional biography enrichment
- raising competences via conferment and professorships
- motivating students for stays abroad and their participation in joint projects
- gaining experience utilizable in preparation of other projects in the field of education focused on joint degree study programme
- cooperation development
- professional knowledge exchange
- contribution to the development of study programmes
- disseminating the knowledge of Czech/Vietnamese language, literature and culture abroad

Annexes

1. *Erasmus+ International Credit Mobility Guide*
2. *Inter-institutional agreement*
3. *Students' learning agreement*
4. *Students' grant agreement*
5. *Erasmus student charter*
6. *Confirmation about study period and transcript of records*
7. *Teachers' mobility agreement*
8. *Staff mobility agreement*
9. *Teachers' grant agreement*
10. *Staff grant agreement*
11. *Confirmation about teaching period*
12. *Confirmation about training period*

Signatures

Both project partners agree with the Working plan to the project 2015-1-CZ01-KA107-013692

Project Coordinator:
Jan Evangelista Purkyně University in Ústí nad
Labem

Project Partner
Nha Trang University

Date: 30 -11- 2015

Date: 25 -11- 2015

The Head Project Coordinator:

UNIVERZITA J. E. PURKYNĚ V ÚSTÍ NAD LABEM



Signature: *[Signature]*
Univerzita J. E. Purkyně
v Ústí nad Labem

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400 The Faculty Coordinator (Faculty of
Environment)
UNIVERZITA J. E. PURKYNĚ
Fakulta životního prostředí a managementu
The Erasmus Co-Ordinator
Krdlova Vysina 11327, Ústí nad Labem, 400 96

Signature: *[Signature]*

The Faculty Coordinator (Faculty of Production
Technology and Management):

UNIVERZITA J. E. PURKYNĚ
v ÚSTÍ NAD LABEM
Fakulta výrobních technologií a managementu
Na ulovci 1001
400 96 Ústí nad Labem ☺

Signature: *[Signature]*

The representative of the Project Partner:



Signature: *[Signature]*

The Faculty Coordinator (The Institute of
Biotechnology and Environment)



Signature: *[Signature]*

The Faculty Coordinator (Faculty of Civil
Engineering)



Signature: *[Signature]*





STAFF MOBILITY FOR TRAINING¹

MOBILITY AGREEMENT

Planned period of the training activity: 14/03/2016 till 23/03/2016

Duration (days) – excluding travel days: 10

The Staff Member

Last name (s)	Krečová	First name (s)	Gabriela
Seniority ²	I	Nationality ³	Czech Republic
Sex [M/F]	F	Academic year	2015/2016
E-mail	gabriela.krecova@ujep.cz		

The Sending Institution

Name	Univerzita Jana Evangelisty Purkyně v Ústí nad Labem (UJEP)		
Erasmus code ⁴ (if applicable)	CZ USTINAD01	Faculty/ Department	Department for External Relations
Address	Pasteurova 1 400 96 Ústí nad Labem	Country/ Country code ⁵	Czech Republic CZ
Contact person name and position	Gabriela Krečová, Erasmus Institutional Coordinator	Contact person e-mail / phone	gabriela.krecova@ ujep.cz / 00420 475 286 277

The Receiving Institution / Enterprise⁶

Name	Nha Trang University		
Erasmus code (if applicable)	-	Faculty/ Department	Department for External Cooperation
Address	02 Nguyen Dinh Chieu, Nha Trang	Country/ Country code	Viet Nam VN
Contact person, name and position	Khong Trung Thang, Vice-rector for External Cooperation	Contact person e-mail / phone	thangkt@ntu.edu. vn / +84.58.3831149
Type of enterprise: NACE code ⁷ (if applicable)	P	Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input checked="" type="checkbox"/> >250 employees



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training: English

Overall objectives of the mobility:

- to share experience in the field of mobility organisation
- to inform representatives in the partner country about Erasmus+ rules in details
- to attend selection processes of Nha Trang University students and staff
- to monitor UJEP students studying at Nha Trang University in the summer term 2015/16

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

- to gain new knowledge about new attitudes in the organisation of mobilities
- to deepen cooperation between UJEP and Nha Trang University
- to arrange further possible forms of cooperation
- to gain new contacts

Activities to be carried out:

- meeting with relevant representatives of Nha Trang University
- attendance selection processes
- meeting with UJEP students
- visit of university campus

Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):

- to set the Erasmus+ rules in the partner country
- successful implementation of selection processes



II. COMMITMENT OF THE THREE PARTIES

By signing⁸ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the sending institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member

Name: Gabriela Krečová

Signature: 

Date: 3. 12. 2015

The sending institution/enterprise

Name of the responsible person: Zdeněk Radvanovský

Signature: 

Date: 3. 12. 2015

The receiving institution

Name of the responsible person: Khong Trung Thang

Signature: 

Date: 3. 12. 2015



¹ In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives.. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁶ All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁷ The top-level NACE sector codes are available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_R_EV2&StrLanguageCode=EN

⁸ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country).