

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

Inter-institutional¹ agreement 2019-2022
between institutions from
Programme and Partner Countries²

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 pre-approved 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+. The higher education institution(s) located in a partner country of Erasmus+ respect the set of principles and requirements set forth under D below in lieu of being required to follow the Erasmus Charter for Higher Education.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
TRNAVA UNIVERISTY IN TRNAVA Faculty of Theology International Office Address: Hornopotočná 23, 918 43 Trnava Slovakia	SK TRNAVA01 PIC code: 994330026	Institutional Coordinator: Mr. Milos LICHNER Milos.lichner@truni.sk Erasmus+ Coordinator: Mrs. Eva Filipová mail: eva.filipova@truni.sk +421 918 501 680 Faculty Coordinator: Mrs. Maria Smidova Email: maria.smidova@truni.sk	http://www.truni.sk/en http://www.truni.sk/en/erasmus-1 https://www.truni.sk/en/basic-documents https://www.truni.sk/en/student-mobility-k107 https://www.truni.sk/en/application-process

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 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁴ Contact details to reach the senior officer in charge of this agreement.

<p>UNIVERSITY OF CENTRAL FLORIDA</p> <p>International Office Address: 4356 Scorpius Street Building 139 Orlando, FL 32816 USA</p>	<p>PIC UNNES 972654018</p>	<p>International Partnerships: Mark Hartman Mark.Hartman@UCF.edu +1-407-823-1230</p>	<p>https://www.ucf.edu/</p>
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B. Mobility numbers⁵ per 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.

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 *]	
				Number of staff members	Total number of days
SK TRNAVA01	UCF University	0221	Teaching	3	20 days
UCF University	SK TRNAVA01	0221	Teaching	3	20 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SK TRNAVA01	0221	ENG	SK		

⁵ 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>)

⁶ 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>

University of Central Florida	0221	ENG	ENG	N/A.	<p>REQUIRED:</p> <p>TOEFL 80; or</p> <p>IELTS 6.5: or</p> <p>Language Proficiency Requirement Letter from SK TRNAVA01; or</p> <p>Written statement from UCF department confirming an oral interview was conducted in English, and the exchange visitor has sufficient language skill.</p>
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For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

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.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for pre-approved satisfactorily completed activities of study mobility and, where possible, pre-approved 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.
- 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.
- Review for consideration all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, (for a nominal transcript fee as required), 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.
- Mobile participants are expected to abide by the policies and procedures of the host institution as related to academic situations and concerns (e.g., grade appeal process, etc.).
- 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 and consistent with the UCF Board of Trustees – United Faculty of Florida Collective Bargaining Agreement.

E. Additional requirements

SK TRNAVA01:

Instruction to the staff mobility:

<https://www.truni.sk/en/staff-mobility-k107>

Selection of participants:

Staff

Staff taking part in a higher education mobility project must be selected by their sending HEI in a fair and transparent way. Prior to their departure, they must have agreed on a mobility programme with the sending and receiving institutions.

Grant payments for mobility to "incoming" and "outgoing":

- Visas, travel documents are provided by the sending institution or mobile participants
- The participant shall be directly provided by unit costs (travel expenses 1500 EUR, individual support 140 EUR/day)
- The participant from a Partner country shall receive grant (EUR) corresponding to individual support and to travel. The individual support from Erasmus+ EU funds for the mobility period is corresponding to EUR per month and EUR per extra days. The final amount of Erasmus+ EU funds for the mobility period shall be determined by multiplying the number of months of the mobility covered by Erasmus+ EU funds with the rate applicable per month for the receiving country concerned. 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. The amount of the grant to cover travel costs calculated is based on kilometric distance between the place of origin of the Participant and the venue of the activity. The online calculation tool must be used to calculate the distance, available on the Commission's website at http://ec.europa.eu/programmes/erasmusplus/tools/distance_en.htm.

The boarding pass and/or tickets are the supporting documents of the participant's mobility between the Sending Institution and the Host Organization, which indicate the participant's place of departure and arrival.

Payment of the grant: The participants shall receive from Trnava University in Trnava a first pre-financing payment representing **70% of the financial support from Erasmus+ EU funds for individual and travel support and 30% in the last month of the mobility period after filling in the Erasmus+ mobility report EU Survey**);

First pre-financing payment shall be paid on the participants account within 20 calendar days following the signature of the grant agreement by both parties. The documents required for the pre-financing payment to be given are:

- Grant Agreement (original document)
- Letter of Acceptance (provided by the receiving institution)
- Mobility Agreement – Staff Mobility for Teaching (signed by both institutions and participant)
- a copy of the passport
- a copy of the visa
- health insurance valid in the host country

- Fly tickets and confirmation about its payment
(In case the participant did not provide the supporting documents in time, according to the sending institution's timeline, a later payment is accepted)

Notice: Bank fees for the transfer will be paid from the participant's grant itself

Health Insurance Coverage

Insurance coverage is mandatory. Basic coverage might be provided by the national health insurance of the sending country. The participant shall have adequate insurance coverage. The participants themselves are responsible for the insurance. Mandatory is commercial travel insurance for medical expenses, but other types of supplementary insurance are also recommended (liability insurance coverage). **Participants should be clearly informed by sending institution in advance** about issues related to health insurance, general liability insurance coverage for third party and personal accident coverage in the host country. The participant is responsible for mandatory and recommended insurance.

~~Basic **health insurance coverage** is provided by the national health insurance of the student during his/her stay in another country. However, the coverage of the basic health insurance or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful.~~

University of Central Florida

University of Central Florida hosts the staff of Trnava University only. The rules for staff mobility are indicated according to rules of Trnava University mentioned above. UCF may assist with staff visits by preparing related agendas, providing guidance on international transportation (e.g., local airports, distance from UCF) Tickets are purchased by participants from their own budget. Ticket costs will be re-paid to them by Trnava University after full filling the conditions stated in the part E of this agreement – part Payment of the grant.

MISCELLANEOUS:

UCF is accredited by the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) to award degrees at the associate, baccalaureate, master's, specialist, and doctoral levels. SK TRNAVA01 is accredited by the Estonian Ministry of Education and Research. Implementation of this collaborative program does not constitute the extension of, or inclusion in, the accreditation from either university to the other. Neither UCF nor SK TRNAVA01 may use the Southern Association of Colleges and Schools' Commission on Colleges' (SACSCOC) logo in connection with this program or otherwise.

Public Records. It is State of Florida policy that all public records of the State (including state university records) are open for personal inspection and copying by any person. This agreement between UCF and SK TRNAVA01, written communications, and other documents, papers and other materials made in connection with the transaction of official business between UCF and SK TRNAVA01 are public records and required by Florida statute to be open to the public. This agreement therefore may be cancelled at any time for either UCF's or SK TRNAVA01's refusal to allow public access to all documents, papers, letters and other materials open to the public inspection under the State of Florida Public Records Law. Each party agrees to protect the confidentiality of student education records in accordance with the laws applicable to that party.

Data Use and Compliance. Each party agrees that all information exchanged shall be used solely for the purposes enumerated in this agreement. Each party further agrees to comply with the data privacy laws and regulations applicable to that party with regard to its collection, use, sharing with third parties, disclosure, retention, re-use, and disposal of students' personal data.

Data Breach. In the event of a breach of any party's security obligations, unauthorized access to, disclosure, or loss of the other party's data or other event requiring notification under applicable law ("Notification Event"), party agrees to:

1. Comply with all applicable laws that require the notification of affected individuals;
2. Assume responsibility for informing all such individuals in accordance with applicable law;
3. To the extent permitted by the indemnifying party's state law, indemnify, hold harmless and defend the other party from and against any claims, damages, or other harm related to such Notification Event (UCF's indemnification obligation shall be capped at the amounts set forth in Section 768.28, Florida Statutes); and
4. In the event of a breach of UCF student data, the collaborating party agrees to notify UCF within seventy-two (72) hours of the discovery of the breach by providing notice via email to the UCF Security Incident Response Team (sirt@ucf.edu).

The parties agree to comply with federal regulation Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 & 34 C.F.R. Part 106 (1972). Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex, including sexual harassment or sexual violence, and gender-based harassment – or acts that target a person(s) based on their sex or gender status – in education programs and activities that receive federal financial assistance. Therefore, the undersigned parties agree to their obligations that include, but are not limited to, reporting all they know about a known or reported Title IX incident as soon as they know it to the UCF Title IX Liaison.

UCF does not discriminate in its employment and educational programs and activities on the basis of race, color, ethnicity, national origin, religion, non-religion, age, sex (including pregnancy and parental status), gender identity or expression, sexual orientation, marital status, physical or mental disability, or veteran's status. SK TRNAVA01 agrees to comply with this non-discrimination policy with respect to all of its decisions and actions regarding UCF students and employees, including requests for reasonable accommodations for qualified individuals based on disability, religious practices and/or pregnancy.

Any research generated in conjunction herewith shall be subject to unrestricted publication or dissemination, provided that (a) each party requires a copy of any proposed publication thirty (30) days in advance of submission to review for a party's proprietary information, patents and/or other intellectual property rights; (b) each party's proprietary information, patents and/or other intellectual property rights shall be protected by allowing the party who owns such rights to review the proposed publication prior to submission by the other party and the party who owns such rights will complete its review and make any objections within thirty (30) days of receipt of the proposed publication; (c) such publication or dissemination will not compromise patent rights and/or other intellectual property rights developed in performance of the research, or inadvertently divulge proprietary information. Any pre-publication or dissemination review shall be limited to consideration of such patent rights and/or other intellectual property rights and proprietary information concerns and shall be concluded within a period not to exceed thirty (30) days.

In no event shall either party be liable for any indirect, special, consequential, incidental, exemplary, or punitive damages arising out of or in connection with the Agreement or its subject matter, regardless of whether any such party knows or should know of the possibility of such damages.

Neither party makes any representations or warranties of any kind, express or implied, and intellectual property and all other information, whether verbally or in writing, provided under this Agreement is provided on an "as-is" basis.

The term "Intellectual Property" means individually and collectively all inventions, improvements and/or discoveries, patentable or unpatentable, copyrightable or uncopyrightable, including but not limited to mask works, computer software, both object and source code, data bases and works of authorship, excluding scholarly works. Intellectual Property developed solely by UCF shall be solely and exclusively owned by UCF ("UCF Intellectual Property"). Intellectual Property developed solely by SK TRNAVA01 shall be solely and exclusively owned by SK TRNAVA01 ("SK TRNAVA01 Intellectual Property"). "Joint Intellectual Property" means any Intellectual Property developed jointly by SK TRNAVA01 and UCF under this Agreement. Joint Intellectual Property will be owned jointly by SK TRNAVA01 and UCF, who agree to jointly determine inventorship subject to Title 35 of the United States Code for inventions and authorship subject to Title 17 of the United States Code.

"Background Intellectual Property" means Intellectual Property which was in existence, prior to the Effective Date of this Agreement or as a particular Specific Agreement for research that was in existence prior to the start date of that Specific Agreement, or which is created independent of this Agreement. The parties agree that Background Intellectual Property of SK TRNAVA01 and UCF are their separate property, respectively, and are not affected by this Agreement. Neither party shall acquire any claims to or rights in the Background Intellectual Property of the other party. Nothing in the Agreement shall circumvent or restrict UCF's pre-existing obligations with the U.S. government pertaining to any kind of intellectual property.

The parties recognize that it may be necessary for each to transfer to the other information of a proprietary nature. Proprietary information shall be clearly identified by the disclosing party as proprietary at the time of the written disclosure. Oral disclosures shall be reduced to writing and marked as "proprietary" and provided to the other party within thirty (30) days of such oral disclosure. Both Parties shall keep confidential any information of a confidential nature, subject to compliance with applicable laws. The parties are permitted to exchange proprietary information during the three (3) year term of this General Agreement. Nondisclosure obligations shall expire five (5) years after the effective date of this General Agreement.

Each party to this Agreement hereby agrees that it shall not, in the performance of this Agreement or any act materially related thereto, whether directly or indirectly, commit or attempt to commit any act which is in violation of any applicable law, including, without limitation, the United States Foreign Corrupt Practices Act ("FCPA"). All parties confirm that they are committed to strict compliance with anti-corruption laws, including without limitation, the FCPA, as applicable to it. All parties hereby agree that they shall not: (a) make a payment of money or money's worth (such as a gift or a favor) or make an offer in this regard; (b) promise to pay or authorize the payment of any money or money's worth, to any government official or political party, or to any person while knowing that the same may have the effect of influencing decisions favorable to itself. It is expressly clarified that the parties do not approve of such practices and that any indulgence by one party in such malpractices will not be considered approved by any other party under any circumstance. Each party, upon reasonable cause to believe that another party has failed to comply with this provision, shall be entitled to audit the relevant records of the suspected party and the suspected party shall be obligated to offer reasonable cooperation. Any breach of this clause by any party shall be considered a material breach of this Agreement and, at the option of any non-breaching party, result in immediate termination of this Agreement. Both parties to the agreement will be able to make reference to the arrangements covered by this program and to use the other university's name in conjunction therewith. However, any other use of a university's name, trademark or logo by the other party to this agreement must be approved or denied by the university that owns such name, logo or trademark within thirty (30) working days of such request. Nothing herein shall prevent compliance with applicable law or valid court order.

The exchange or visitation of participants outlined in this agreement will be subject to all applicable immigration laws and regulations of Estonia and the United States of America.

UCF and SK TRNAVA01 agree and will ensure and communicate to their respective faculty, staff and students that such faculty, staff and students involved in the implementation of activities associated with this Agreement, will comply with all applicable United States export control laws, regulations and orders and that no party may export or allow the re-export of any export controlled information or item without prior U.S. government licensing or other authorization.

The parties further agree to comply with all applicable laws and accreditation requirements. The parties agree that participation in research programs is not covered by this agreement. Research must be covered in a separate agreement that needs to be approved by the UCF Office of Research/Sponsored Programs and equivalent office at SK TRNAVA01.

F. Information

1. 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
SK TRNAVA01	international@truni.sk eva.filipova@truni.sk Tel.: +421 918501680	IMPORTANT FOR VISA PROCESS: https://www.schengenvisa.info.com/slovakia-visa/
University of Central Florida	Mark Hartman UCF Global, Director Mark.Hartman@UCF.edu +1-407-823-1230	https://global.ucf.edu/

2. Insurance

Participants must have medical and travel insurance for the whole mobility period, with at least

the following items covered:

- Medical care
- Repatriation or medicalised transportation of ill or injured persons.
- Transport of Mortal Remains
- Private Civil Liability Insurance.

Home universities are required to check that all their participants have the necessary insurance for the period of their stay. Medical and travel insurance for the whole mobility period is mandatory.

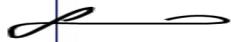
3. Housing

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
SK TRNAVA01	international@truni.sk eva.filipova@truni.sk Tel.: +421 918501680	http://www.truni.sk/en/accommodation www.booking.com
UCF	Mark Hartman UCF Global, Director mark.hartman@ucf.edu +1-407-823-1230	https://global.ucf.edu/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁷
SK TRNAVA01	Prof. Milos Lichner Vice-rector for International Relations	Signed: Tuesday, May 26, 2020	
	Prof. Maria Smidova Faculty vice- dean for international Relations	Signed: Wednesday, June 17, 2020	
University of Central Florida	Nataly Chandia Associate Vice President for UCF Global	Signed: Tuesday, May 26, 2020	

⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation