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# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme

#### **Information on Digital Inter-Institutional Agreements**

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

#### **Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.



## Information about the higher education institutions

Interinstitutional Agreement Partners					
Partner HEI 1	Name of the institution (and department, where relevant)			SCHAC code	Erasmus code
	UNIVERZITA KARLOVA			cuni.cz	CZ PRAHA07
	Partner Contact Details				
	#	Full Name	Email	Phone	
	1	Dagmar Chalupová	erasmus@natur.cuni.cz		
2	Dagmar Chalupová	dagmar.chalupova@natur.cuni.cz			
Partner HEI 2	Name of the institution (and department, where relevant)			SCHAC code	Erasmus code
	FREIE UNIVERSITAET BERLIN			fu-berlin.de	D BERLIN01

Approvals Table			
SCHAC code	Name	Email	Date
cuni.cz	Dagmar Chalupová	erasmus@natur.cuni.cz	2024-11-06T12:09:20Z
fu-berlin.de	Schindler Nicole	nicole.schindler@fu-berlin.de	2024-03-20



## Partner 1 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

<b>Calendar</b>	
<b>Incoming student nominations must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	04/15
<b>Spring term [day/month]</b>	09/15
<b>Applications from incoming students must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	05/15
<b>Spring term [day/month]</b>	10/15

The institution will send its decision within 5 weeks, and no later than 5 weeks.

<b>Application procedure Information</b>		
<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
erasmus@ruk.cuni.cz	+420224491310	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

<b>Additional requirements Information</b>		
<b>Academic requirements</b>		
<b>ECTS completed</b>	<b>Subject area (ISCED)</b>	<b>EQF level</b>
<b>Requirement</b>	<b>Details</b>	<b>Website</b>

<b>Inclusion and accessibility Information</b>			
The institution will provide support to incoming mobile participants with special needs, 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:			
<b>Available infrastructure adjusted for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>
<b>Available support services for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>

**Housing Information**

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
erasmus@ruk.cuni.cz	+420224491710	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

**Visa Information**

The institution 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:

Contact email	Contact phone	Websites for information
erasmus@ruk.cuni.cz	+420224491310	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

**Insurance Information**

The institution 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:

Contact email	Contact phone	Websites for information
erasmus@ruk.cuni.cz	+420224491710	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

**Additional Information**

Information on	Contact email	Contact phone	Website for information
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**A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.**

**[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]**



## Partner 2 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

<b>Calendar</b>	
<b>Incoming student nominations must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	01/05
<b>Spring term [day/month]</b>	01/11
<b>Applications from incoming students must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	01/06
<b>Spring term [day/month]</b>	01/12

The institution will send its decision within 4 weeks, and no later than 5 weeks.

<b>Application procedure Information</b>		
<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
incoming@fu-berlin.de	+49 30 838 57993	<a href="https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/I-am-the-Erasmus-coordinator-from-a-partner-university.html">https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/I-am-the-Erasmus-coordinator-from-a-partner-university.html</a>

<b>Additional requirements Information</b>		
<b>Academic requirements</b>		
<b>ECTS completed</b>	<b>Subject area (ISCED)</b>	<b>EQF level</b>
<b>Requirement</b>	<b>Details</b>	<b>Website</b>
Student Mobility Unit	Erasmus+ Incoming (Europe)	<a href="https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents">https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents</a>

<b>Inclusion and accessibility Information</b>
The institution will provide support to incoming mobile participants with special needs, 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:



<b>Available infrastructure adjusted for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>
<b>Available support services for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>

**Housing Information**

The 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 contact points and information sources:

<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
accommodation@fu-berlin.de	+49 30 838 73470	<a href="https://www.fu-berlin.de/en/sites/unterbringung">https://www.fu-berlin.de/en/sites/unterbringung</a>

**Visa Information**

The institution 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:

<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
pass-service@fu-berlin.de	+49 30 838 57304	<a href="https://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/aufenthaltserlaubnis/index.html">https://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/aufenthaltserlaubnis/index.html</a>

**Insurance Information**

The institution 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>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
incoming@fu-berlin.de	+49 30 838 57993	<a href="https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents">https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents</a>

**Additional Information**

<b>Information on</b>	<b>Contact email</b>	<b>Contact phone</b>	<b>Website for information</b>



Language Requirements	incoming@fu-berlin.de	+49 30 838 57993	<a href="https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents">https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents</a>
Erasmus+ Incomings / nominations / iiAs	incoming@fu-berlin.de	+49 30 838 57993	<a href="https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents/Nominierung.html">https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents/Nominierung.html</a>
German Language Courses	sprachenzentrum@fu-berlin.de	+49 30 838 54504	<a href="https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html">https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html</a>
Academic Calender	incoming@fu-berlin.de	+49 30 838 57993	<a href="https://www.fu-berlin.de/en/studium/studienorganisation/termine">https://www.fu-berlin.de/en/studium/studienorganisation/termine</a>
Course Catalogue	incoming@fu-berlin.de	+49 30 838 57993	<a href="https://www.fu-berlin.de/vv">https://www.fu-berlin.de/vv</a>
Semesterticket and Social Fees	incoming@fu-berlin.de	+49 30 838 57993	<a href="https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents/gebuehren_beitraege_exchange.html">https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents/gebuehren_beitraege_exchange.html</a>
Transcript of Records	incoming@fu-berlin.de	+49 30 838 70000	<a href="https://www.fu-berlin.de/en/international/contact/international-affairs-team/units/iv-c-student-mobility/sattler">https://www.fu-berlin.de/en/international/contact/international-affairs-team/units/iv-c-student-mobility/sattler</a>
Grading system	incoming@fu-berlin.de	+49 30 838 70000	<a href="https://www.fu-berlin.de/en/studium/information_a-z/punktemodule.html#grades">https://www.fu-berlin.de/en/studium/information_a-z/punktemodule.html#grades</a>
Outgoing Students: Erasmus+ Europe and SEMP	outgoing-erasmus@fu-berlin.de	+49 30 838 73401	<a href="https://www.fu-berlin.de/en/international/contact/international-affairs-team/units/iv-c-student-mobility/erthner/index.html">https://www.fu-berlin.de/en/international/contact/international-affairs-team/units/iv-c-student-mobility/erthner/index.html</a>
Erasmus+ Institutional Coordinator, Head of Student Mobility Unit	Gesa.Heym@fu-berlin.de	+49 30 838 73443	<a href="https://www.fu-berlin.de/international/contact/international-affairs-team/units/iv-c-student-mobility/heyms">https://www.fu-berlin.de/international/contact/international-affairs-team/units/iv-c-student-mobility/heyms</a>
Coordination Erasmus+ Staff Mobility	erasmusstaff@international.fu-berlin.de	+49 30 838 73400	<a href="https://www.fu-berlin.de/en/international/faculty-staff/mobility-researchers-in2/gw-eras/index.html">https://www.fu-berlin.de/en/international/faculty-staff/mobility-researchers-in2/gw-eras/index.html</a>

**A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.**

**[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]**



Erasmus+

# Inter-Institutional Agreement

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## **Cooperation conditions**

Terms of the agreement to be set for each agreement and approved by the institutions. (Information only accessible to the relevant parties)

<b>Student Mobility for Studies</b>
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1	<b>Sending SCHAC</b>	<b>Sending Department</b>	<b>EQF level</b>	<b>Start Academic Year</b>	<b>End Academic Year</b>
	cuni.cz		67	2022/2023	2027/2028
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>	<b>Blended Mobility option</b>	<b>Number of Students</b>	<b>Total Months Per Year</b>
	fu-berlin.de		NO	2	10
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0532			
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	de	B1		
	<b>Sending Contact Details</b>				
	<b>#</b>	<b>Full Name</b>	<b>Email</b>	<b>Phone</b>	
	1	Jansky, Bohumir	jansky@natur.cuni.cz; jansky.b@seznam.cz		
	<b>Receiving Contact Details</b>				
	<b>#</b>	<b>Full Name</b>	<b>Email</b>	<b>Phone</b>	
1	Rust, Henning	erasmus@geo.fu-berlin.de			
2	Heym, Gesa Hedwig Gretchen	gesa.heyms@fu-berlin.de			
3	Erasmus Team (FUB), Incoming Students	incoming@fu-berlin.de			
4	Erasmus Team (FUB), Outgoing Students	outgoing-erasmus@fu-berlin.de			
<b>Other information regarding the terms of the agreement</b>					
Study Programme/s at FU Berlin: Geographische Wissenschaften (BA) (First cycle / Undergraduate / Bachelor) Geographische Entwicklungsforschung (MA) (Second cycle / Postgraduate / Master) Geographische Umweltforschung (MA) (Second cycle / Postgraduate / Master)					



2	<b>Sending SCHAC</b>	<b>Sending Department</b>	<b>EQF level</b>	<b>Start Academic Year</b>	<b>End Academic Year</b>
	fu-berlin.de			2022/2023	2027/2028
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>	<b>Blended Mobility option</b>	<b>Number of Students</b>	<b>Total Months Per Year</b>
	cuni.cz		NO	2	10
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0532			
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	en	B2		
<b>Sending Contact Details</b>					
<b>#</b>	<b>Full Name</b>		<b>Email</b>	<b>Phone</b>	
1	Rust, Henning		erasmus@geo.fu-berlin.de		
2	Heym, Gesa Hedwig Gretchen		gesa.heyms@fu-berlin.de		
3	Erasmus Team (FUB), Incoming Students		incoming@fu-berlin.de		
4	Erasmus Team (FUB), Outgoing Students		outgoing-erasmus@fu-berlin.de		
<b>Receiving Contact Details</b>					
<b>#</b>	<b>Full Name</b>		<b>Email</b>	<b>Phone</b>	
1	Jansky, Bohumir		jansky@natur.cuni.cz; jansky.b@seznam.cz		

<b>Student Mobility for Traineeships</b>
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<b>Staff Mobility for Teaching</b>
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1	<b>Sending SCHAC</b>	<b>Sending Department</b>		<b>Start Academic Year</b>	<b>End Academic Year</b>
	cuni.cz			2022/2023	2027/2028
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>		<b>Number of Staff</b>	<b>Total Days Per Year</b>
	fu-berlin.de			1	7.00
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0532			
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	en	B2		
	2	de	B2		
	<b>Receiving Contact Details</b>				
	<b>#</b>	<b>Full Name</b>		<b>Email</b>	<b>Phone</b>
	1	Rust, Henning		erasmus@geo.fu-berlin.de	
2	Erasmus Team (FUB), Incoming Students		incoming@fu-berlin.de		
3	Heym, Gesa Hedwig Gretchen		gesa.heyman@fu-berlin.de		
4	Erasmus Team (FUB), Staff Mobility		erasmusstaff@international.fu-berlin.de		



2	<b>Sending SCHAC</b>	<b>Sending Department</b>		<b>Start Academic Year</b>	<b>End Academic Year</b>
	fu-berlin.de			2022/2023	2027/2028
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>		<b>Number of Staff</b>	<b>Total Days Per Year</b>
	cuni.cz			1	7.00
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0532			
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	en	B2		
<b>Sending Contact Details</b>					
<b>#</b>	<b>Full Name</b>		<b>Email</b>	<b>Phone</b>	
1	Rust, Henning		erasmus@geo.fu-berlin.de		
2	Erasmus Team (FUB), Incoming Students		incoming@fu-berlin.de		
3	Heym, Gesa Hedwig Gretchen		gesa.heyman@fu-berlin.de		
4	Erasmus Team (FUB), Staff Mobility		erasmusstaff@international.fu-berlin.de		

<b>Staff Mobility for Training</b>
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