



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff**

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ academic years 2023/24 -2027/28 in:

- KA131

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
Charles University	CZ PRAHA07	International Relations Office Ovocný trh 3, 116 36 Praha 1, Czech Republic Erasmus+ Institutional Coordinator Ester Brožová erasmus.incoming@uk.cuni.cz erasmus.outgoing@uk.cuni.cz Faculty Coordinators: Faculty of Social Sciences: Radek Kovács outgoing@fsv.cuni.cz	General: https://cuni.cz/UKEN-145.html Faculty/faculties: https://cuni.cz/UKEN-108.html Course catalogue: https://cuni.cz/UKEN-364.html

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Faculty of Arts: Kryštof Loub, Petra Benešová Erasmusout@ff.cuni.cz</p> <p>Faculty of Science: RNDr. Nataša Šebková, Ph.D. Department of Cell Biology Coordinator natasa.sebkova@natur.cuni.cz</p> <p>Faculty of Law: Vice-Dean Assoc. Prof. Magdalena Pfeiffer pfeiffer@prf.cuni.cz</p>	
University of Sussex	UK BRIGHTON 01	<p>Outbound.SussexAbroad@sussex.ac.uk</p> <p>Inbound.SussexAbroad@sussex.ac.uk</p>	<p>General: www.sussex.ac.uk</p> <p>Faculty/faculties: www.sussex.ac.uk/about/who/schools-and-departments</p> <p>Course catalogue: www.sussex.ac.uk/study/study-abroad-at-sussex/our-programs/semester-and-year-abroad-programs</p>
[...]			

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁷ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
CZ PRAHA07	UK BRIGHTO 01	31	Social and behavioural sciences	1 st , 2 nd	4	20		
UK BRIGHTO 01	CZ PRAHA07	31	Social and behavioural sciences	1 st , 2 nd	4	20		
CZ PRAHA07	UK BRIGHTO 01	511	Biology	1 st , 2 nd	2	10	1	5

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

UK BRIGHTO 01	CZ PRAHA07	511	Biology	1 st , 2 nd	2	10	1	5
CZ PRAHA07	UK BRIGHTO 01	42	Law	1 st (undergraduate), 2 nd (doctoral)	2	18	1	5
UK BRIGHTO 01	CZ PRAHA07	42	Law	1 st (undergraduate), 2 nd (doctoral)	2	18	1	5
CZ PRAHA07	UK BRIGHTO 01	223	Philosophy and ethics	1 st	3	30	1	5
UK BRIGHTO 01	CZ PRAHA07	223	Philosophy and ethics	1 st	3	30	1	5
CZ PRAHA07	UK BRIGHTO 01	230	Languages, not further defined	1 st , 2 nd , 3 rd	3	30	1	10
UK BRIGHTO 01	CZ PRAHA07	230	Languages, not further defined	1 st	3	30	1	10
CZ PRAHA07	UK BRIGHTO 01	211	Audio-visual techniques and media production	1 st	2	10	1	5

UK BRIGHTO 01	CZ PRAHA07	211	Audio- visual techniqu es and media producti on	1 st	2	10	1	5
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Optional additional information

e.g. blended mobility, etc.

3. 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 skills⁸ at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
CZ PRAHA07		English		B2	

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

UK BRIGHTO01		English	Not applicable	B2	
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For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
CZ PRAHA07	Fall Term: from October to January. Spring Term: from February to June.	Fall Term nomination: 15/04 Fall term application: 15/05

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

		Spring Term nomination: 15/09 Spring term application: 15/10
UK BRIGHT001	Autumn Semester: from late September to mid-December (teaching) and mid-January (assessment) Spring Semester: from late January to late April (teaching) and late May (assessment)	Autumn Semester: 1 April Spring Semester: 15 October

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA07	erasmus.incoming@ruk.cuni.cz	Applications should be submitted via an online form. https://cuni.cz/UKEN-362.html
UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	www.sussex.ac.uk/study/study-abroad-at-sussex/how-to-apply

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	There are no general requirements for selection at the university level. However, each faculty	University of Sussex requires inbound students to have:

	may have their own requirements which are necessary to negotiate with them specifically.	<ul style="list-style-type: none"> completed one year of study at your home institution a current GPA of 2.8 or higher (out of 4) or equivalent evidence of meeting the English language requirement (B2)
CV	N/A	University of Sussex does not require a CV from inbound students.
Motivation letter	NIA	University of Sussex does not require a motivation letter from inbound students.
Inclusion measures ¹⁰	Charles University is able to acquire the appropriate conditions for disadvantaged students and it is necessary to consult by prior arrangement.	University of Sussex has objectives via the UK government's Turing Scheme to use funding to mobilise students from specified backgrounds of disadvantage. These can be found here: www.turing-scheme.org.uk/about/widening-access/
Other		

5. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

¹⁰ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former

participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	CZ PRAHA07	erasmus.incoming@ruk.cuni.cz	Students can apply for an accommodation at the Charles University dormitories. The application should be submitted during the application process. https://cuni.cz/UKEN-365.html
Language Support	CZ PRAHA07	erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-364.html#2
Visa	CZ PRAHA07	erasmus.incoming@ruk.cuni.cz	Students of third countries (all countries except EU or EFTA members) will be required to obtain a student visa or resident permit for their legal stay. https://cuni.cz/UKEN-366.html
Insurance	CZ PRAHA07	erasmus.incoming@ruk.cuni.cz	All insured incoming students (including EHIC cardholders) have an access to urgent, state-provided healthcare during their stay in the Czech Republic. https://cuni.cz/UKEN-1546.html
Inclusion of participants with fewer opportunities	CZ PRAHA07	erasmus.incoming@ruk.cuni.cz	Full range of support services incl. Disability Support: https://cuni.cz/UKEN-370.html Inclusive mobility.eu Profile: https://inclusivemobility.eu/countries/cz/institutions/2558
Mentoring	CZ PRAHA07	N/A	
Grant payments	CZ PRAHA07	N/A	
Alumni information	CZ PRAHA07	alumni@cuni.cz	https://cuni.cz/UKEN-403.html

Accommodation	UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	www.sussex.ac.uk/study/study-abroad-at-sussex/accommodation , and www.sussex.ac.uk/study/accommodation
Language Support	UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	https://student.sussex.ac.uk/international/academic
Visa	UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	https://student.sussex.ac.uk/international/visas
Insurance	UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	Inbound students studying for six months or less on a Standard visitor visa should self-organise appropriate travel and health related insurance. Incoming students studying for more than six months will pay for the Immigration Health Surcharge as part of their Student visa application and receive access to the National Health Service (NHS).
Inclusion of participants with fewer opportunities	UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	www.sussex.ac.uk/study/undergraduate/apply/students-with-disabilities
Mentoring	UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	
Grant payments	UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	
Alumni information	UK BRIGHT001	Inbound.SussexAbroad@sussex.ac.uk	www.sussex.ac.uk/alumni/community

6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

University of Sussex:

www.sussex.ac.uk/study/study-abroad-at-sussex/our-programs/choosing-modules

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o A Transcript of Records will be issued by the receiving institution no later than [x] weeks after the assessment period has finished at the receiving HEI.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

7. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
CZ PRAHA07		https://cuni.cz/UKEN-361.html
UK BRIGHTO01		www.sussex.ac.uk/study/study-abroad-at-sussex/our-programs/choosing-modules

8. Any other information regarding the terms of the agreement (optional)

8.1 The institutions commit to sound and transparent management of funds and audit process to safeguard against fraud, theft, money laundering, and any other impropriety or mismanagement in connection with the administration of the Programme.

8.2 The institutions agree to retain records, individual's data and documents relating to a mobility under the Programme for a period of seven (7) years from the end of the relevant mobility period.

8.3 Further to paragraph 6, the institutions commit to encourage participants to share their experience as the UK Government's Turing Scheme participants where relevant.

9. Termination of the agreement

9.1 Either Institution may terminate this Agreement by giving the other institution at least 12 months' notice in writing.


¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

9.2 Either Institution may terminate this Agreement with immediate effect by giving written notice to the other Institution, if the University of Sussex is no longer able to facilitate mobility arrangements with the institution under the terms of any UK Government Turing Scheme Grant Funding Agreement of which it is a recipient.

9.3 Termination of this Agreement on the above basis will not affect any confirmed and not completed exchange programmes and the institutions shall continue to adhere to their respective obligations under this Agreement until each student or staff member has completed his/her exchange period.

9.4 Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
CZ PRAHA07	Ester Brozova, Erasmus+ Institutional Coordinator		
UK BRIGHTO01	Professor Kelly Coate Pro-Vice Chancellor, Education and Students	05-04-23	

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation