

**– Mobility for learners–  
Higher Education Student Mobility**

**Inter-institutional agreement 2023/24-2025/26  
between institutions:  
UCL and Charles University**

**[Minimum Requirements]<sup>1</sup>**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of an exchange programme. They commit to respect the quality requirements set out in Section D: Respect of fundamental principles and other mobility requirements in all aspects related to the organisation and management of the mobility, in particular, the recognition of the credits (or equivalent) awarded to students by the other institution.

**A. Information about higher education institutions**

<b>Full name of the institution / country</b>	<b>City</b>	<b>Contact details<sup>2</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
University College London <b>(UCL)</b> [UK LONDON029]  School or Department:	London, United Kingdom	<b>Study Abroad Office</b> +44 (0) 203 108 7773 <a href="mailto:exchange-partnerships@ucl.ac.uk">exchange- partnerships@ucl.ac.uk</a>  <b>Catriona Hanks</b> Head of Study Abroad and International Support +44 (0) 203 1087895 <a href="mailto:c.hanks@ucl.ac.uk">c.hanks@ucl.ac.uk</a>	Course catalogue: <a href="http://www.ucl.ac.uk/sag">http://www.ucl.ac.u k/sag</a>
Charles University <b>(CU)</b> CZ PRAHA07	Prague	<b>Ester Brožová</b> Erasmus+ Institutional Coordinator  <a href="mailto:ester.brozova@ruk.cuni.cz">ester.brozova@ruk.cuni.cz</a>	<b>Course catalogue:</b>  <a href="https://cuni.cz/UKEN-364.html">https://cuni.cz/UKEN-364.html</a>
<b>Faculty of Social Sciences</b> Institute of international studies		<b>Faculty coordinator</b>  Radek Kovács: <a href="mailto:radek.kovacs@fsv.cuni.cz">radek.kovacs@fsv.cuni.cz</a>	

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement.

<b>Faculty of Science</b> Department of cell biology		<b>Faculty coordinator</b> Hedvika Lang Páleníková erasmus@natur.cuni.cz <b>Departmental coordinator:</b> RNDr. Nataša Šebková, Ph.D.; <a href="mailto:sebkova@natur.cuni.cz">sebkova@natur.cuni.cz</a>	
<b>Faculty of Arts</b> Department of Czech Literature and Comparative Studies		<b>Faculty coordinator</b> Kryštof Loub erasmusout@ff.cuni.cz	

**B. Mobility numbers<sup>3</sup> per academic year and changes to subject areas that are part of the exchange programme**

1. Subject to Section B(2) below, each institution shall have a right to propose changes to the number of students participating on an exchange set out in the table below in case of changes in the mobility data, by no later than the end of September in the academic year immediately preceding the academic year in which the relevant exchange will commence, provided that any changes to such student numbers shall in each case be subject to the prior written agreement of the other institution.

2. Each institution may at its sole discretion remove a subject area from the exchange programme subject to giving the other institution not less than 1 academic years' notice in writing.

(a) agree in writing a mechanism for ensuring that students studying in such subject area, or with an offer to study in such subject area, on the exchange programme are able to complete their studies at the receiving institution; and

(b) in respect of such subject area only, cease to promote or market this agreement, and not register any new students for the exchange programme for such subject area.

FROM	TO	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>d</sup> ] *	Number of student mobility periods
					Student Mobility for Studies  [total number of months of the study periods or average duration*]
UK LONDON0 29	CZ PRAHA 07	31	Social and behavioural sciences	1,2	4/40

<sup>3</sup> 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>)

<b>CZ PRAHA 07</b>	<b>UK LONDON 029</b>	31	Social and behavioural sciences	1,2	4/40
<b>UK LONDON029</b>	<b>CZ PRAHA 07</b>	511	Biology	1,2	4/40
<b>CZ PRAHA 07</b>	<b>UK LONDON 029</b>	511	Biology	1,2	4/40
<b>UK LONDON029</b>	<b>CZ PRAHA 07</b>	230	Languages	1,2	2/10
<b>CZ PRAHA 07</b>	<b>UK LONDON 029</b>	230	Languages	1,2	2/10

[\*Optional: subject area code & name and study cycle are optional.]

### 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>
				Student Mobility for Studies [Minimum recommended level: B1]
<b>UK LONDON029</b>		English	n/a	See below <sup>5</sup>

<sup>4</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>5</sup> <https://www.ucl.ac.uk/prospective-students/international/study-abroad-and-exchange/erasmus>

<b>CZ PRAHA 07</b>		English		B2
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For more details on the language of instruction recommendations, see the course catalogue of each institution: <https://www.ucl.ac.uk/prospective-students/international/study-abroad-and-exchange/erasmus>

#### **D. Respect of fundamental principles and other mobility requirements**

The institutions agree to respect the following set of principles and requirements set out in Section D: Respect of fundamental principles and other mobility requirements as outlined below. The institutions agree to:

1. 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.
2. Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
3. Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
4. 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 institutions further undertake 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.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. 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. 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 learning activities 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.
- Provide such reasonable information and assistance as may be necessary to enable higher education institutions to comply with any obligations imposed on it by the relevant immigration authorities in the jurisdiction.

#### E. Additional requirements

**UK LONDON029** UCL welcomes students and staff member with disabilities. In order to identify whether any special provisions need to be made for students, see [www.ucl.ac.uk/disability](http://www.ucl.ac.uk/disability). Staff should refer to contact [www.ucl.ac.uk/hr/equalities/disability/index.php](http://www.ucl.ac.uk/hr/equalities/disability/index.php).

**UK LONDON029** Students nominated from Partner should be currently studying in a similar area to the nominated department of admission. UCL Admission Tutors need to be confident that the student will have sufficient academic background in their subject (and enthusiasm for it) to enable them to take classes alongside regular degree students. There may also be admission requirements (including pre-requisites) specific to individual subject areas and courses. Students or partners should contact the relevant Affiliate Tutor/Contact directly. Their contact details can be found in the relevant departmental entry in the Study Abroad Guide. <https://www.ucl.ac.uk/prospective-students/study-abroad-at-ucl/>

Applications to study at UCL should be submitted via:  
<https://www.ucl.ac.uk/prospective-students/study-abroad-at-ucl/>

**UK LONDON029:** Students nominated from Partner should currently have a minimum cumulative GPA of 3.3/4.0 (or equivalent, such as 2.1 in UK terms).

#### F. Calendar

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

Receiving institution	Term*	Term*
<b>UK LONDON029</b>	31 <sup>st</sup> of March	30 <sup>th</sup> of September
<b>CZ PRAHA 07</b>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 4-6 weeks.
3. The receiving institution will issue academic transcripts (**Transcripts**) for each incoming mobile student participating on the exchange programme. The receiving institution shall send the Transcripts directly to the sending institution no later than 3 months after the end of each semester of the receiving institution.
4. Termination of the agreement

Either institution may terminate this agreement:

- (a) by giving to the other not less than 1 academic years' notice in writing;
- (b) with immediate effect by notice in writing if the other institution commits a material breach (which may consist of a series of minor breaches) of the terms of this agreement;
- (c) with immediate effect by notice in writing if the other institution is subject to a change of control, becomes insolvent, is unable to pay its debts as and when due or otherwise ceases to exist.

If notice of termination has been given under this clause, the institutions shall:

- (a) agree in writing a mechanism for ensuring that students are able to complete their studies at the receiving institution;
- (b) cease to promote or market the inter-institutional agreement and not register any new students.

The institutions shall attempt to resolve in good faith any dispute arising between them out of the operation of this agreement. If the dispute cannot be resolved informally, it shall be referred to a senior post-holder within each institution.

## G. Information

### 1. Grading systems of the institutions

Institution	Grading system
UK LONDON029	<a href="https://www.ucl.ac.uk/students/exams-and-assessments/certificates-results/transcripts">https://www.ucl.ac.uk/students/exams-and-assessments/certificates-results/transcripts</a>
CZ PRAHA 07	<a href="https://cuni.cz/UKEN-361.html">https://cuni.cz/UKEN-361.html</a>

### 2. Visa

The institutions agree that in all cases the participants shall be solely responsible for obtaining the necessary visa and complying with any immigration/visa requirements set by the national authorities and laws of the relevant receiving institution's jurisdiction.

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements set out in Section D: Respect of fundamental principles and other mobility requirements and make mobile participants

aware that entry onto the exchange programme does not guarantee entry to the relevant jurisdiction to study. UCL may, at its discretion, sponsor mobile participants to study in the UK under the terms of its student sponsor licence with the United Kingdom Home Office.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
<b>UK LONDON029</b>	<a href="mailto:visaadvice@ucl.ac.uk">visaadvice@ucl.ac.uk</a> +44 (0)20 7679 2000 (switchboard)	<a href="https://www.ucl.ac.uk/students/immigration-and-visas">https://www.ucl.ac.uk/students/immigration-and-visas</a>
<b>CZ PRAHA 07</b>	Erasmus office: <a href="mailto:erasmus.incoming@ruk.cuni.cz">erasmus.incoming@ruk.cuni.cz</a>	<a href="https://cuni.cz/UKEN-366.html">https://cuni.cz/UKEN-366.html</a>

While at each institution, participants will be subject to the relevant receiving institution's regulations, policies and procedures including, but not limited to, those related to attendance, discipline, complaints and appeals. The institutions agree to make such material available when an offer to participate in the exchange is made to a student. Where UCL is the sending institution, any of its participants that are sponsored students with a student visa issued by UK Visas and Immigration (or subject to any similar visa/immigration regime from time to time) will also be subject to UCL's requirements in relation to attendance monitoring, reporting and other obligations under the UK Home Office's student sponsor guidance or equivalent as amended from time to time.

### 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements set out in Section D: Respect of fundamental principles and other mobility requirements.

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:

Institution	Contact details (email, phone)	Website for information
<b>UK LONDON029</b>	<a href="mailto:internationalsupport@ucl.ac.uk">internationalsupport@ucl.ac.uk</a> +44 (0)20 8103 4043	<a href="https://www.ucl.ac.uk/students/international-students/international-support/healthcare-uk">https://www.ucl.ac.uk/students/international-students/international-support/healthcare-uk</a>
<b>CZ PRAHA 07</b>	Erasmus office: <a href="mailto:erasmus.incoming@ruk.cuni.cz">erasmus.incoming@ruk.cuni.cz</a>	<a href="https://cuni.cz/UKEN-1546.html">https://cuni.cz/UKEN-1546.html</a>

#### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the principles set out in Section D: Respect of fundamental principles and other mobility requirements.

Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
<b>UK LONDON029</b>	UCL Accommodation Office +44(0)20 7679 6322 accommodation@ucl.ac.uk	<a href="https://www.ucl.ac.uk/accommodation/">https://www.ucl.ac.uk/accommodation/</a>
<b>CZ PRAHA 07</b>	Accommodation is organized by the Erasmus office: <a href="mailto:erasmus.incoming@ruk.cuni.cz">erasmus.incoming@ruk.cuni.cz</a>	<a href="https://cuni.cz/UKEN-365.html">https://cuni.cz/UKEN-365.html</a>

#### 5. Data Protection

5.1 For the purposes of this clause 5:

5.1.1 **Controller** means a person which, alone or jointly with others, determines the purposes and means of the Processing of Personal Data;

5.1.2 **Data Protection Laws** means all laws and regulations relating to the Processing of Personal Data as the same may be in force from time to time;

5.1.3 **Data Subject** means the individual to which the Personal Data relates;

5.1.4 **Personal Data** means any information relating to an identified or identifiable living individual;

5.1.5 **Personal Data Breach** means the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data; and

5.1.6 **Processing** means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, and Process, Processes and Processed shall be construed accordingly.

5.2 The institutions acknowledge and agree that they will share Personal Data in order to fulfil their obligations under this agreement, in particular to facilitate the operation of the exchange programme.

5.3 The institutions acknowledge and agree that in relation to the Personal Data disclosed by one institution to the other in connection with this agreement that they are both separate Data Controllers.

5.4 In respect of the Personal Data that is shared by the institutions under and in connection with this agreement each institution shall:

5.4.1 comply with the Data Protection Laws to which it is subject;




- 5.4.2 take appropriate technical and organisational measures to help keep the Personal Data safe and secure and to protect the Personal Data from unauthorised access;
  - 5.4.3 notify the other institution without undue delay after becoming aware of a Personal Data Breach; and
  - 5.4.4 agree to enter into such other written agreements as may be required from time to time to enable each institution to comply with the Data Protection Laws to which it is subject, provided that neither institution shall be obliged to agree to any term in any such agreement to the extent that compliance with the term would put it in breach of any law to which it is subject.
- 5.5 The Partner shall promptly inform relevant Data Subjects that UCL will (a) be Processing Personal Data in connection with this agreement, (b) process the Personal Data in the manner and for the purposes described in: (i) the UCL General Privacy Notice, available at <https://www.ucl.ac.uk/legal-services/privacy/general-privacy-notice>; (ii) the UCL Student Privacy Notice, available at <https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice>; and (iii) any other privacy notices applicable to the Data Subject which UCL notifies Partner of from time to time.
- 5.6 The institutions acknowledge and agree that no provision of this agreement (including this clause 5) shall require either institution to disclose data (including Personal Data) to the other institution where such disclosure would put the disclosing institution in breach of any law (including any Data Protection Law) to which it is subject.
- 5.7 Subject to clause 5.8, each institution shall keep the other institution indemnified in full from and against all liabilities, costs, expenses, damages and losses (whether direct or indirect) suffered or incurred by the indemnified institution, including, but not limited to, any interest, penalties and legal and other professional costs and expenses awarded against or incurred or paid by the indemnified institution, arising out of or in connection with any failure by the indemnifying institution to comply with its obligations under this clause 5 or the Data Protection Laws to which it is subject.
- 5.8 Each institution's total liability to the other institution under the indemnity set out in clause 5.7 shall be limited to £1,000,000.
- 5.9 Clauses 5.4.1, 5.4.3, 5.7, 5.8 and 5.9 shall survive termination or expiry of this agreement.

## **6. Governing Law**

This agreement, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the institutions irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

## **H. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution	Name, function	Date	Signature <sup>6</sup>
<b>UKLONDON029</b>	Geraint Rees UCL VICE-PROVOST (Research, Innovation & Global Engagement)	03/01/2023	
<b>CZ PRAHA 07</b>	Ester Brožová Erasmus+ Institutional Coordinator		

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<sup>6</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation