



# 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

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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.

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

## Validity period of the agreement

Timeframe	Academic Year	Call Year
Start of validity	[2021/2022]	[2021]
End of validity	[2028/2029]	[2027]

## A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Websites ( General/Faculties/ Course catalogue)
Charles University	CZ PRAHA07	<p><b>International Relations Office</b></p> <p>Ovocný trh 3, 116 36 Praha 1, Czech Republic</p> <p><b>Erasmus+ Institutional Coordinator</b> Ester Brožová erasmus.incoming@ruk.cuni.cz</p> <p>Faculty of Science : <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a></p> <p>Faculty of Arts: <a href="mailto:erasmusout@ff.cuni.cz">erasmusout@ff.cuni.cz</a></p> <p>Faculty of Law: David Kohout <a href="mailto:kohout@prf.cuni.cz">kohout@prf.cuni.cz</a></p>	<p>General: <a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a></p> <p>Faculty/faculties: <a href="https://cuni.cz/UKEN-108.html">https://cuni.cz/UKEN-108.html</a></p> <p>Course catalogue: <a href="https://cuni.cz/UKEN-364.html">https://cuni.cz/UKEN-364.html</a></p>

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

Northumbria University	UK NEWCAST02	<p>Alejandra Vicencio  Head of International  Mobility  Graduate Futures  <a href="mailto:Alejandra.vicencio@northumbria.ac.uk">Alejandra.vicencio@northumbria.ac.uk</a>  +441912437446</p> <p>Exchange details:  Outgoing:<a href="mailto:er.study-abroad@northumbria.ac.uk">er.study-abroad@northumbria.ac.uk</a>  Incoming:<a href="mailto:bc.exchangeapplicantservices@northumbria.ac.uk">bc.exchangeapplicantservices@northumbria.ac.uk</a></p>	
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## B. Mobility numbers<sup>3</sup> per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)*	Number of student mobility periods	Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
CZ PRAHA07	UK NEWCAST02	511	Biology	1	2	10			

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

UK NEWCA ST02	CZ PRAHA07	511	Biology	1	2	10		
CZ PRAHA0 7	UK NEWCAST 02	222	History and archaeolo gy	1,2,3	2	10		
UK NEWCA ST 02	CZ PRAHA07	222	History and archaeolo gy	1,2,3	2	10		
CZ PRAHA0 7	UK NEWCAST 02	42	Law	2	2	20		
UK NEWCA ST 02	CZ PRAHA07	42	Law	2	2	20		

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) )* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching  [total number of staff]	Staff Mobility for Teaching  [total number of days ]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of 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]	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]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA07		English		B2	B2
UK NEWCAST 02		English		Equivalent of IELTS 82 6.0 (no minimum element below 5.5)  for most (but not all) subject areas	

### D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
CZ PRAHA07	Nomination deadline: 15/04	Nomination deadline: 15/09
UK NEWCAST 02	3 <sup>rd</sup> April	2 <sup>nd</sup> October

<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>

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
CZ PRAHA07	Application deadline: 15/05	Application deadline: 15/10
UK NEWCAST 02	14 <sup>th</sup> April	20 <sup>th</sup> October

**Application procedure for incoming students**

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ PRAHA07	Available at: <a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>	Available at: <a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>
UK NEWCAST 02	Applicant Services <a href="mailto:bc.exchangeapplicantservices@northumbria.ac.uk">bc.exchangeapplicantservices@northumbria.ac.uk</a>	<a href="https://www.northumbria.ac.uk/international/international-mobility/incoming-students/">https://www.northumbria.ac.uk/international/international-mobility/incoming-students/</a>

**E. Additional requirements**

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
CZ PRAHA07	There are no such requirements for selection at the university level of Charles University. However, each faculty may have their own requirements which are necessary to	For details, please contact faculty coordinators: <a href="https://cuni.cz/UKEN-199.html">https://cuni.cz/UKEN-199.html</a>	

	negotiate with them specifically.		
UK NEWCAST 02	No additional requirements		

The receiving institution will send its decision no later than 5 weeks after receiving the nomination.

### Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
CZ PRAHA07	Charles University is able to acquire the appropriate conditions for disadvantaged students and it is necessary to consult by prior arrangement.		Erasmus.incoming@ruk.cuni.cz	<a href="https://cuni.cz/UKEN-370.html">https://cuni.cz/UKEN-370.html</a>

UK NEWCAS T 02	See Student Life & Wellbeing website for details			<a href="https://www.northumbria.ac.uk/study-at-northumbria/support-for-students/">https://www.northumbria.ac.uk/study-at-northumbria/support-for-students/</a>

## F. Information

### 1. 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]	Contact details (email, phone)	Website for information
CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	<a href="https://cuni.cz/UKEN-365.html">https://cuni.cz/UKEN-365.html</a>



UK NEWCAST 02	Accommodation Team	<a href="https://www.northumbria.ac.uk/study-at-northumbria/accommodation/">https://www.northumbria.ac.uk/study-at-northumbria/accommodation/</a>
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## **2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	<a href="https://cuni.cz/UKEN-366.html">https://cuni.cz/UKEN-366.html</a>
UK NEWCAST 02	sv.welfareandinternational@northumbria.ac.uk	<a href="https://www.northumbria.ac.uk/study-at-northumbria/support-for-students/international-student-support/">https://www.northumbria.ac.uk/study-at-northumbria/support-for-students/international-student-support/</a>

## **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	<a href="https://cuni.cz/UKEN-1546.html">https://cuni.cz/UKEN-1546.html</a>
UK NEWCAST 02		

#### 4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
Institution 1			
Institution 2			

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

#### Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given.

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
CZ PRAHA07	<b>Erasmus+ Institutional Coordinator</b> Ester Brožová erasmus.incoming@ruk.cuni.cz	10/02/2023	
UK NEWCAST 02	Andrew Haxell Assistant Director, Graduate Futures	08/02/2023	<i>Andrew Haxell</i>

<sup>5</sup> Scanned signatures are accepted