



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

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

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

The institutions named below agree to cooperate for the exchange of students in the context of the Erasmus+ programme. This agreement is valid for the academic year(s) 2023/2027.

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ (or, in the case of institutions located in third countries, funds allocated to them through other mobility schemes) and to respect the quality requirements of the Programme, outlined in the [Erasmus Charter for Higher Education](#)¹ and in this agreement.

The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#)² and in line with the technical standards of the [European Student Card Initiative](#)³, 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 https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

² https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

³ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

Information about the higher education institutions

Name of the institution	Erasmus code or city	Contact details (email, phone)	Websites
University of Stirling ⁴	STIRLING	Jo Hagerty Head of International Mobility Directorate of Internationalisation and Partnerships University of Stirling Stirling, FK9 4LA, Scotland UK studyabroad@stir.ac.uk +44 (0)1786466018	General: www.stir.ac.uk Faculty/faculties: https://www.stir.ac.uk/international/study-abroad-exchange/coming-to-stirling/ Course catalogue: https://portal.stir.ac.uk/calendar/calendar.jsp?view=visiting
Charles University Prague	CZ PRAHA07	Ester Brožová Erasmus+ Institutional Coordinator Ovocný trh 560/5, 116 36 Prague 1, Czech Republic Phone: +420 224 491 710 Email: ester.brozova@ruk.cuni.cz Web: www.cuni.cz	General: https://cuni.cz/UKEN-145.html Faculty/faculties: https://cuni.cz/UKEN-364.html Course catalogue: https://cuni.cz/UKEN-364.html

Mobility numbers per academic year

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

FROM	TO	Subject area code	Subject area name	Study cycle ⁵	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
STIRLING	CZ PRAHA07		Faculty of Arts English	1 st	English 2 x 1-semester or 1 x full year	
CZ PRAHA07	STIRLING		Faculty of Arts and Humanities English	1 st	English 2 x 1-semester or 1 x full year	
STIRLING	CZ PRAHA07		Faculty of Science	1 st	Biology 3 x 1-semester	

⁴ All activities carried out under this agreement shall be fully compliant with the University of Stirling's Institutional values and its commitment to conduct its operations in an environmentally sustainable manner.

⁵ Stirling will accept also CU Master's students onto undergraduate programmes only under this agreement, within existing balances.

			Biology Psychology		Psychology 2 x 1-semester <i>or</i> 1 x full year	
CZ PRAHA07	STIRLING		Faculty of Natural Sciences Biology Psychology	1 st	Biology 3 x 1-semester Psychology 2 x 1-semester <i>or</i> 1 x full year	
STIRLING	CZ PRAHA07		Faculty of Social Sciences ⁶ Politics History	1 st	Politics 2 x 1-semester <i>or</i> 1 full year History 2 x 1-semester <i>or</i> 1 full year	
CZ PRAHA07	STIRLING		Faculty of Arts and Humanities Politics History	1 st	Politics 2 x 1-semester <i>or</i> 1 full year History 2 x 1-semester <i>or</i> 1 full year	

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 skills⁷ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution (Erasmus code or city)	Language of instruction 1	Language of instruction 2	Required level
STIRLING	English	n/a	B2
CZ PRAHA07	English	n/a	B2

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.

⁶ History and Politics are within the Faculty of Arts and Humanities at the University of Stirling and the Faculty of Social Sciences at Charles University Prague

⁷ 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>

Partnership arrangements: fees

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

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
STIRLING	Autumn Term: from September to December Spring Term: from January to May	Autumn term nomination: 30/04 Autumn term application: 30/04 Spring term nomination: 15/10 Spring term application: 15/10
CZ PRAHA07	Winter semester: from October to February Summer semester: from February to June	Winter semester/full academic year: 15. 4. 2023 Summer semester: 15. 9. 2023

The receiving Institution will send its decision within 4 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
STIRLING	studyabroadIN@stir.ac.uk	https://www.stir.ac.uk/international/study-abroad-exchange/coming-to-stirling/how-to-apply/
CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-362.html

Preparation and support

The Higher Education Institution(s) in a 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](#).
- Arrange travels or provide a pre-financing of the grant to reduce the costs that participants need to cover upfront, to the extent possible.

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	STIRLING	accommodation@stir.ac.uk	https://www.stir.ac.uk/student-life/accommodation/visiting-students/
	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-365.html
Language support	STIRLING	https://www.stir.ac.uk/international/international-students/student-support/english-language-and-study-skills/	https://www.stir.ac.uk/international/international-students/student-support/english-language-and-study-skills/
	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-362.html
Visa	STIRLING	internationaladvisor@stir.ac.uk	https://www.stir.ac.uk/student-life/welcome/international-students/visa/
	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-366.html
Insurance	STIRLING	https://www.stir.ac.uk/student-life/campus-facilities/medical-centre/	https://www.stir.ac.uk/student-life/campus-facilities/medical-centre/
	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-1546.html

Inclusion of participants with fewer opportunities	STIRLING	ask@stir.ac.uk	https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/
	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://inclusivemobility.eu/countries/cz/institutions/2558
Mentoring	STIRLING	ask@stir.ac.uk	https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/
	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	
Grant payment	STIRLING	ask@stir.ac.uk	https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/money-support/
	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	
Alumni Information	STIRLING	alumni@stir.ac.uk	https://www.stir.ac.uk/about/our-people/alumni/
	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	

Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.
- Ensure that student mobility for education is based on a learning agreement 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 mobility upon their return, including:
 - 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.
 - 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.

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](#)⁸. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.


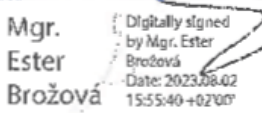
Institution [Erasmus code or city]	EGRACONS [if applicable]	Website for information
STIRLING		https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/academic-policy-and-practice/quality-handbook/assessment-policy-and-procedure/appendix-1-undergraduate-common-marking-scheme/
CZ PRAHA07		https://cuni.cz/UKEN-361.html

⁸ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

Termination of the agreement

The agreement can be terminated unilaterally, as long as at least a one academic year notice is given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The parties 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
STIRLING	Ms Jo Hagerty Head of International Mobility	28/8/23	
CZ PRAHA07	Mgr. Ester Brožová Erasmus+ Institutional Coordinator		Mgr. Ester Brožová  Digitally signed by Mgr. Ester Brožová Date: 2023.08.02 15:55:40 +02'00'

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation