



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.

¹ 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
Start of validity	[2021/2022]
End of validity	[2028/2029]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
Charles University in Prague	CZ PRAHA07	<p>International Relations Office Ovocný trh 3, 116 36 Praha 1, Czech Republic</p> <p>Erasmus+ Institutional Coordinator Ester Brožová erasmus.incoming@ruk.cuni.cz</p> <p>Faculty coordinator Faculty of Science RNDr. Dagmar Chalupová, Ph.D. erasmus@natur.cuni.cz +420 22195 1166</p> <p>Departmental coordinator Mgr. Kateřina Kopalová, Ph.D. kopalov1@natur.cuni.cz +420 22195 1809</p>	<p>General: https://cuni.cz/UKEN-145.html</p> <p>Faculty/faculties: https://cuni.cz/UKEN-108.html</p> <p>Course catalogue: https://cuni.cz/UKEN-364.html</p>
UNIVERSITE TOULOUSE III – PAUL SABATIER	F TOULOUS03	<p>Institutional Coordinator: UNIVERSITE TOULOUSE III –Paul Sabatier</p>	www.univ-tlse3.fr

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

		Département des Relations Européennes, Internationales et de la Coopération Bât. Forum Louis Lareng – 1 ^{er} étage – 118 route de Narbonne 31062 Toulouse Cédex 09 Sophie Raynaud , head of international office sophie.raynaud@univ-tlse3.fr 05.61.55.62.11 <u>Departmental Coordinator:</u> Claire Kammerer , Coordinator in Chemistry claire.kammerer@cemes.fr	
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B. Mobility numbers³ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding 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)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods	
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]
F TOULOU S03	CZ PRAHA0 7	0531	Chemistry		1 st , 2 nd , 3 rd	2	10
CZ PRAHA0 7	F TOULOU S03	0531	Chemistry		1 st , 2 nd , 3 rd	2	10

³ 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>)

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]
F TOULOUS 03	CZ PRAHA07	0531	Chemistry	1	7
CZ PRAHA07	F TOULOUS0 3	0531	Chemistry	1	7

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F TOULOUS03		French	English	B2 (French)	B2 (English / French)
CZ PRAHA07		ENGLISH		B2	B2

⁴ 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>

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
F TOULOUS03	May 30th	November 15th
CZ PRAHA07	Fall Term nomination: 15/04	Spring Term nomination: 15/09

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
F TOULOUS03	May 30th	November 15th
CZ PRAHA07	Fall term application: 15/05	Spring term application: 15/10

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
F TOULOUS03	e-mail : rose-marie.duchesne@univ-tlse3.fr	https://www.univ-tlse3.fr/venir-erasmus
CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-362.html

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
Institution 2	The main language of instruction in the University Toulouse III - Paul Sabatier is French. Good written and oral Knowledge of	Following acceptance, the first point of contact for students is the International office Romy Duchesne	Where students have severe disabilities such as mobility problems, please mention this at nomination stage.

	<p>French is necessary.</p> <p>We have a student association ESN which provides help to people with special needs to integrate.</p>	<p>e-mail : rose-marie.duchesne@univ-tlse3.fr</p> <p>Webpage: https://www.univ-tlse3.fr/venir-erasmus</p>	<p>There is a dedicated Disability Support Service. https://www.univ-tlse3.fr/handicap</p>
CZ PRAHA07	<p>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 negotiate with them specifically.</p> <p>Motivation Letter N/A CV N/A</p>	<p>Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level</p>	

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

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
F TOULOUS03	F TOULOUS03 - Reduced mobility - Hearing impairments - Visual impairments			

	- ...			
CZ PRAHA07	Charles University is able to acquire the appropriate conditions for disadvantaged students and it is necessary to consult by prior arrangement.			

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
F TOULOUS03	XX	XX	XX	XX
CZ PRAHA07	Inclusion of participants with fewer opportunities	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, Language support	erasmus.incoming@ruk.cuni.cz 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 https://cuni.cz/UKEN-364.html#2

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
F TOULOUS03	Rosemary Duchesne rose-marie.duchesne@univ-tlse3.fr	https://www.univ-tlse3.fr/logement-pour-les-etudiants-etrangers
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

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F TOULOUS03	Rosemary Duchesne (FSI) rose-marie.duchesne@univ-tlse3.fr	https://france-visas.gouv.fr/web/france-visas/ai-je-besoin-d-un-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

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:



Institution [Erasmus code]	Contact details (email, phone)	Website for information
F TOULOUS03	Romy Duchesne (FSI) rose-marie.duchesne@univ-tlse3.fr	EU students mandatory to have the European Health card, private insurance also highly recommended. It's obligatory to subscribe in France an insurance "responsabilité civile" for any accident or incident during studies or placements in France (about 16 €).
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

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. 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 termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
F TOULOUS03	Sophie Raynaud, Head of international office	05/07/2023	
CZ PRAHA07	RNDr. Aleš Soukup, Ph.D. Vice-dean for Development and Foreign Relations Faculty of Science Charles University		<p>RNDr. Aleš Soukup, Ph.D.</p>  <p>Digitálně podepsal RNDr. Aleš Soukup, Ph.D. Datum: 2023.07.05 22:13:44 +02'00'</p>

⁵ Scanned signatures are accepted