



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

2022-2027

Key Action 1

Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme ¹

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.

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)
University of Vienna	A WIEN01 International Office	Institutional Coordinator: Krall, Karin Contact person for Agreements: Pospisil, Alexandra erasmus.agreements@univie.ac.at +43 1 4277 18205 erasmus.incoming@univie.ac.at +43 1 4277 18250 staffmobility@univie.ac.at Departmental coordinator Heintel, Martin, ao. Univ.-Prof. Mag. Dr. martin.heintel@univie.ac.at	General Website: https://international.univie.ac.at/en/student-mobility/incoming-students/erasmus-student-exchange/ For course catalogue, click here .

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

Univerzita Karlova	CZ PRAHA07	<p>Central level: Rectorate, European Office, erasmus@ruk.cuni.cz</p> <p>Faculty level: Erasmus Office, erasmus@natur.cuni.cz</p> <p>Departmental Coordinator:</p> <p>Dept. Social Geography and Regional Development</p> <p>RNDr. Vágner Jiří, Ph.D.</p> <p>jiri.vagner@natur.cuni.cz</p>	<p>General Website: https://cuni.cz/uken-1.html</p> <p>Course Catalogue: https://www.natur.cuni.cz/eng/study/erasmus/courses/geography</p> <p>Faculties / department : https://www.natur.cuni.cz/eng</p>
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B. Mobility numbers³ 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)*	Field of education - Clarification (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)*	Student Mobility for Studies (total number of students and months)			
						Student Mobility for Studies	Student Mobility for Studies	Student Mobility for Traineeships	Student Mobility for Traineeships

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>)

*At the University of Vienna, only 4-digit ISCED-codes are applicable. <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

						<i>[total number of students]</i>	<i>[total number of months]</i>	<i>[total number of students]</i>	<i>[total number of months]</i>
CZ PRAHA07	A WIEN01	0532	Earth sciences	Geography	1st 2nd	1	5,00		
A WIEN01	CZ PRAHA07	0532	Earth sciences	Geography	1st 2nd	1	5,00		

() 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 <small>[Erasmus code of the sending institution]</small>	TO <small>[Erasmus code of the receiving institution]</small>	Subject area code <small>(optional)* [ISCED]</small>	Subject area name <small>(optional)*</small>	Number of staff mobility periods			
				Staff Mobility for Teaching <small><i>[total number of staff]</i></small>	Staff Mobility for Teaching <small><i>[total number of days]</i></small>	Staff Mobility for Training <small><i>[total number of staff]</i></small>	Staff Mobility for Training <small><i>[total number of days]</i></small>
A WIEN01	CZ PRAHA07	0532	Geography	1	5.00		
CZ PRAHA07	A WIEN01	0532	Geography	1	5.00		

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:

Institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
A WIEN01		German	English	1: B2 2: B2	1: 2:
CZ PRAHA07		English	Czech	1: B2 2: B2	1: 2:

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
A WIEN01	May 1 st	November 1 st
CZ PRAHA07	April 15th	September 15th

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
A WIEN01	May 10 th	November 10 th , see also: https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
CZ PRAHA07	May 15th	October 15th

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
A WIEN01	erasmus.incoming@univie.ac.at +43 1 4277 18250	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
CZ PRAHA07	Central level: Rectorate, European Office, erasmus@ruk.cuni.cz Faculty level: Erasmus Office, erasmus@natur.cuni.cz	https://cuni.cz/UKEN-362.html

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
A WIEN01				https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
CZ PRAHA07	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.		Charles University, European Office, erasmus@ruk.cuni.cz	https://cuni.cz/UKEN-370.html

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
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A WIEN01				https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
CZ PRAHA07	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.		Charles University, European Office, erasmus@ruk.cuni.cz	https://cuni.cz/UKEN-370.html

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
A WIEN01	erasmus-incoming@univie.ac.at +43 1 4277 18250	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
CZ PRAHA07	Charles University, European Office, erasmus@ruk.cuni.cz	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
A WIEN01	erasmus- incoming@univie.ac.at +43 1 4277 18250	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
CZ PRAHA07	Charles University, European Office, erasmus@ruk.cuni.cz	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
A WIEN01	erasmus- incoming@univie.ac.at +43 1 4277 18250	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/

CZ PRAHA07	Charles University, European Office, erasmus@ruk.cuni.cz	https://cuni.cz/UKEN-366.html
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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.

Any other information regarding the terms of the agreement (optional):

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 ⁴
A WIEN01	Barbara Good		

⁴ Scanned signatures are accepted

	Head, International Office		
CZ PRAHA07	RNDr. Aleš Soukup, Ph.D. Vice-dean for Development and Foreign Relations		