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# 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

#### **Information on Digital Inter-Institutional Agreements**

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.



## Information about the higher education institutions

Interinstitutional Agreement Partners				
Partner HEI 1	<b>Name of the institution (and department, where relevant)</b>		<b>SCHAC code</b>	<b>Erasmus code</b>
	UNIVERZITA KARLOVA		cuni.cz	CZ PRAHA07
	<b>Partner Contact Details</b>			
	<b>#</b>	<b>Full Name</b>	<b>Email</b>	<b>Phone</b>
	1	Chalupová, Dagmar	erasmus@natur.cuni.cz	
Partner HEI 2	<b>Name of the institution (and department, where relevant)</b>		<b>SCHAC code</b>	<b>Erasmus code</b>
	HUMBOLDT-UNIVERSITAET ZU BERLIN		hu-berlin.de	D BERLIN13
	<b>Partner Contact Details</b>			
	<b>#</b>	<b>Full Name</b>	<b>Email</b>	<b>Phone</b>
	1	Bohle, Christina	erasmus.agreements@hu-berlin.de	
2	Getter, Monique	international.mnf@hu-berlin.de		

Approvals Table			
SCHAC code	Name	Email	Date
cuni.cz			
hu-berlin.de			2023-11-09



## Partner 1 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

<b>Calendar</b>	
<b>Incoming student nominations must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	04/15
<b>Spring term [day/month]</b>	09/15
<b>Applications from incoming students must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	05/15
<b>Spring term [day/month]</b>	10/15

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

<b>Application procedure Information</b>		
<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
erasmus@ruk.cuni.cz	+420224491310	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

<b>Additional requirements Information</b>		
<b>Academic requirements</b>		
<b>ECTS completed</b>	<b>Subject area (ISCED)</b>	<b>EQF level</b>
<b>Requirement</b>	<b>Details</b>	<b>Website</b>

<b>Inclusion and accessibility Information</b>			
The institution will provide support to incoming mobile participants with special needs, 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>Available infrastructure adjusted for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>
<b>Available support services for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>

**Housing Information**

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
erasmus@ruk.cuni.cz	+420224491710	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

**Visa Information**

The institution will provide assistance, when required, in securing visas for incoming and outbound 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:

Contact email	Contact phone	Websites for information
erasmus@ruk.cuni.cz	+420224491310	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

**Insurance Information**

The institution will provide assistance in obtaining insurance for incoming and outbound 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:

Contact email	Contact phone	Websites for information
erasmus@ruk.cuni.cz	+420224491710	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

**Additional Information**

Information on	Contact email	Contact phone	Website for information
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**A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.**

**[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]**



## Partner 2 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

<b>Calendar</b>	
<b>Incoming student nominations must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	15/05
<b>Spring term [day/month]</b>	15/11
<b>Applications from incoming students must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	31/05
<b>Spring term [day/month]</b>	30/11

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

<b>Application procedure Information</b>		
<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
exchange-students@hu-berlin.de	+49 30 2093 46720	<a href="https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus_europe/application-at-hu/online-application?set_language=en">https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus_europe/application-at-hu/online-application?set_language=en</a>

<b>Additional requirements Information</b>		
<b>Academic requirements</b>		
<b>ECTS completed</b>	<b>Subject area (ISCED)</b>	<b>EQF level</b>
<b>Requirement</b>	<b>Details</b>	<b>Website</b>
Language certificate	A language certificate no older than 2 years. Alternatively, the student can take a free online test during their application at our university.	

<b>Inclusion and accessibility Information</b>
The institution will provide support to incoming mobile participants with special needs, 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>Available infrastructure adjusted for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>
<b>Available support services for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>

## Housing Information

The 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 contact points and information sources:

<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
exchange-students@hu-berlin.de	+49 30 2093 46720	<a href="https://www.international.hu-berlin.de/en/studierende/welcomecentre/accommodation-1?set_language=en">https://www.international.hu-berlin.de/en/studierende/welcomecentre/accommodation-1?set_language=en</a>

## Visa Information

The institution will provide assistance, when required, in securing visas for incoming and outbound 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>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
visaservice@hu-berlin.de	+49 30 2093 46746	<a href="https://www.international.hu-berlin.de/en/studierende/welcomecentre/visaservice?set_language=en">https://www.international.hu-berlin.de/en/studierende/welcomecentre/visaservice?set_language=en</a>

## Insurance Information

The institution will provide assistance in obtaining insurance for incoming and outbound 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>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
infothek-international@hu-berlin.de	+49 30 2093 46747	<a href="https://www.international.hu-berlin.de/en/studierende/welcomecentre/health-insurance">https://www.international.hu-berlin.de/en/studierende/welcomecentre/health-insurance</a>

## Additional Information

<b>Information on</b>	<b>Contact email</b>	<b>Contact phone</b>	<b>Website for information</b>



Offers for international students at the start of their studies at Humboldt University	infothek-international@hu-berlin.de	+49 30 2093 46747	<a href="https://www.international.hu-berlin.de/en/studierende/welcomecentre?set_language=en">https://www.international.hu-berlin.de/en/studierende/welcomecentre?set_language=en</a>
Erasmus Coordinators at the Faculties and Institutes	SeeWebsiteBelow@no-email.xx	+00 00 0000 00000	<a href="https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser/07/07_02_01?set_language=en">https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser/07/07_02_01?set_language=en</a>
Central Incoming Team	exchange-students@hu-berlin.de	+49 30 2093 46720	<a href="https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus_europe/contact?set_language=en">https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus_europe/contact?set_language=en</a>
Overview of our Faculties and Departments	SeeWebsiteBelow@no-email.xx	+00 00 0000 00000	<a href="https://www.hu-berlin.de/en/institutions/faculties-and-departments">https://www.hu-berlin.de/en/institutions/faculties-and-departments</a>

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

**[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]**

**Cooperation conditions**

Terms of the agreement to be set for each agreement and approved by the institutions. (Information only accessible to the relevant parties)

<b>Student Mobility for Studies</b>				
<b>Sending SCHAC</b>	<b>Sending Department</b>	<b>EQF level</b>	<b>Start Academic Year</b>	<b>End Academic Year</b>
cuni.cz		678	2022/2023	2027/2028
<b>Receiving SCHAC</b>	<b>Receiving Department</b>	<b>Blended Mobility option</b>	<b>Number of Students</b>	<b>Total Months Per Year</b>
hu-berlin.de		NO	2	10
<b>Subject Areas (ISCED)</b>				
<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
1	0532	Physical Geography and Geoecology		
<b>Language Skills</b>				
<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
1	de	B2		
2	en	B2	0532	Master only, if enough courses are available
<b>Receiving Contact Details</b>				
<b>#</b>	<b>Full Name</b>		<b>Email</b>	<b>Phone</b>
1	Team, Incoming		exchange-students@hu-berlin.de	
2	Getter, Monique		international.mnf@hu-berlin.de	
<b>Other information regarding the terms of the agreement</b>				
2 BA/MA/PhD CU Physical Geography and Geoecology --> HU Department of Geography				





2	<b>Sending SCHAC</b>	<b>Sending Department</b>	<b>EQF level</b>	<b>Start Academic Year</b>	<b>End Academic Year</b>
	hu-berlin.de		678	2022/2023	2027/2028
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>	<b>Blended Mobility option</b>	<b>Number of Students</b>	<b>Total Months Per Year</b>
	cuni.cz		NO	2	10
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0532	Physical Geography and Geoecology		
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	en	B2		
	<b>Sending Contact Details</b>				
	<b>#</b>	<b>Full Name</b>		<b>Email</b>	<b>Phone</b>
	1	Getter, Monique		international.mnf@hu-berlin.de	
	<b>Other information regarding the terms of the agreement</b>				
2 BA/MA/PhD HU Department of Geography --> CU Physical Geography and Geoecology					

**Student Mobility for Traineeships**

**Staff Mobility for Teaching**



1	<b>Sending SCHAC</b>	<b>Sending Department</b>		<b>Start Academic Year</b>	<b>End Academic Year</b>
	hu-berlin.de			2022/2023	2027/2028
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>		<b>Number of Staff</b>	<b>Total Days Per Year</b>
	cuni.cz			2	16.00
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0532	Physical Geography and Geoecology		
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	en	B2		
	<b>Sending Contact Details</b>				
	<b>#</b>	<b>Full Name</b>		<b>Email</b>	<b>Phone</b>
	1	Getter, Monique		international.mnf@hu-berlin.de	
	<b>Other information regarding the terms of the agreement</b>				
2 STA HU Department of Geography --> CU Physical Geography and Geoecology					



2	<b>Sending SCHAC</b>	<b>Sending Department</b>		<b>Start Academic Year</b>	<b>End Academic Year</b>
	cuni.cz			2022/2023	2027/2028
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>		<b>Number of Staff</b>	<b>Total Days Per Year</b>
	hu-berlin.de			2	16.00
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0532	Physical Geography and Geocology		
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	de	B2		
	2	en	B2		
	<b>Receiving Contact Details</b>				
	<b>#</b>	<b>Full Name</b>		<b>Email</b>	<b>Phone</b>
	1	Getter, Monique		international.mnf@hu-berlin.de	
<b>Other information regarding the terms of the agreement</b>					
2 STA CU Physical Geography and Geocology --> HU Department of Geography					

**Staff Mobility for Training**