



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	Name of the institution (and department, where relevant)			SCHAC code	Erasmus code
	UNIVERZITA KARLOVA			cuni.cz	CZ PRAHA07
	Partner Contact Details				
	#	Full Name	Email	Phone	
	1	Dagmar Chalupová	erasmus@natur.cuni.cz		
2	Dagmar Chalupová	dagmar.chalupova@natur.cuni.cz			
Partner HEI 2	Name of the institution (and department, where relevant)			SCHAC code	Erasmus code
	FREIE UNIVERSITAET BERLIN			fu-berlin.de	D BERLIN01

Approvals Table			
SCHAC code	Name	Email	Date
cuni.cz	Dagmar Chalupová	erasmus@natur.cuni.cz	2024-11-01T18:33:36Z
fu-berlin.de	Schindler Nicole	nicole.schindler@fu-berlin.de	2024-10-31



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.

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

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

Application procedure Information		
Contact email	Contact phone	Websites for information
erasmus@ruk.cuni.cz	+420224491310	https://cuni.cz/UKEN-145.html

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

Inclusion and accessibility Information			
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:			
Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Available support services for people with:	Description of infrastructure	Contact details	Website for information

**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	https://cuni.cz/UKEN-145.html

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	https://cuni.cz/UKEN-145.html

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	https://cuni.cz/UKEN-145.html

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.

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	01/05
Spring term [day/month]	01/11
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	01/06
Spring term [day/month]	01/12

The institution will send its decision within 4 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	Contact phone	Websites for information
incoming@fu-berlin.de	+49 30 838 57993	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/I-am-the-Erasmus-coordinator-from-a-partner-university.html

Additional requirements Information		
Academic requirements		
ECTS completed	Subject area (ISCED)	EQF level
Requirement	Details	Website
Student Mobility Unit	Erasmus+ Incoming (Europe)	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents

Inclusion and accessibility Information
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:



Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Available support services for people with:	Description of infrastructure	Contact details	Website for information

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
accommodation@fu-berlin.de	+49 30 838 73470	https://www.fu-berlin.de/en/sites/unterbringung

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
pass-service@fu-berlin.de	+49 30 838 57304	https://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/aufenthaltserlaubnis/index.html

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
incoming@fu-berlin.de	+49 30 838 57993	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents

Additional Information

Information on	Contact email	Contact phone	Website for information



Language Requirements	incoming@fu-berlin.de	+49 30 838 57993	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents
Erasmus+ Incomings / nominations / iiAs	incoming@fu-berlin.de	+49 30 838 57993	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents/Nominierung.html
German Language Courses	sprachenzentrum@fu-berlin.de	+49 30 838 54504	https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html
Academic Calender	incoming@fu-berlin.de	+49 30 838 57993	https://www.fu-berlin.de/en/studium/studienorganisation/termine
Course Catalogue	incoming@fu-berlin.de	+49 30 838 57993	https://www.fu-berlin.de/vv
Semesterticket and Social Fees	incoming@fu-berlin.de	+49 30 838 57993	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomings-tudents/gebuehren_beitraege_exchange.html
Transcript of Records	incoming@fu-berlin.de	+49 30 838 70000	https://www.fu-berlin.de/en/international/contact/international-affairs-team/units/iv-c-student-mobility/sattler
Grading system	incoming@fu-berlin.de	+49 30 838 70000	https://www.fu-berlin.de/en/studium/information_a-z/punktemodule.html#grades
Outgoing Students: Erasmus+ Europe and SEMP	outgoing-erasmus@fu-berlin.de	+49 30 838 73401	https://www.fu-berlin.de/en/international/contact/international-affairs-team/units/iv-c-student-mobility/erthner/index.html
Erasmus+ Institutional Coordinator, Head of Student Mobility Unit	Gesa.Heym@fu-berlin.de	+49 30 838 73443	https://www.fu-berlin.de/international/contact/international-affairs-team/units/iv-c-student-mobility/heyms
Coordination Erasmus+ Staff Mobility	erasmusstaff@international.fu-berlin.de	+49 30 838 73400	https://www.fu-berlin.de/en/international/faculty-staff/mobility-researchers-in2/gw-eras/index.html

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]



Erasmus+

Inter-Institutional Agreement

Cooperation conditions

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

Student Mobility for Studies



1	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	cuni.cz		7	2025/2026	2027/2028
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	fu-berlin.de		NO	1	5
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0532	Geographies of Global Inequalities (MA)		
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B2		
Sending Contact Details					
#	Full Name		Email	Phone	
1	Jansky, Bohumir		jansky@natur.cuni.cz; jansky.b@seznam.cz		
Receiving Contact Details					
#	Full Name		Email	Phone	
1	Rust, Henning		erasmus@geo.fu-berlin.de		
2	Heym, Gesa Hedwig Gretchen		gesa.heyms@fu-berlin.de		
3	Erasmus Team (FUB), Incoming Students		incoming@fu-berlin.de		
4	Erasmus Team (FUB), Outgoing Students		outgoing-erasmus@fu-berlin.de		
Other information regarding the terms of the agreement					
Study Programme at FU Berlin: Geographies of Global Inequalities (MA) (Second cycle / Postgraduate / Master)					



2	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	fu-berlin.de		7	2025/2026	2027/2028
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	cuni.cz		NO	1	5
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0532	Geographies of Global Inequalities (MA)		
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B2		
Sending Contact Details					
#	Full Name		Email	Phone	
1	Rust, Henning		erasmus@geo.fu-berlin.de		
2	Heym, Gesa Hedwig Gretchen		gesa.heyman@fu-berlin.de		
3	Erasmus Team (FUB), Incoming Students		incoming@fu-berlin.de		
4	Erasmus Team (FUB), Outgoing Students		outgoing-erasmus@fu-berlin.de		
Receiving Contact Details					
#	Full Name		Email	Phone	
1	Jansky, Bohumir		jansky@natur.cuni.cz; jansky.b@seznam.cz		

Student Mobility for Traineeships



Erasmus+

Inter-Institutional Agreement

Staff Mobility for Teaching

Staff Mobility for Training