



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, Faculty of Science		cuni.cz	CZ PRA-HA07
	Partner Contact Details			
	#	Full Name	Email	Phone
	1	Dagmar Chalupová	erasmus@natur.cuni.cz	
2	Markéta Potůčková	mpot@natur.cuni.cz		
Partner HEI 2	Name of the institution (and department, where relevant)		SCHAC code	Erasmus code
	HUMBOLDT-UNIVERSITAET ZU BERLIN		hu-berlin.de	D BER-LIN13
	Partner Contact Details			
	#	Full Name	Email	Phone
	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	Dagmar Chalupová	erasmus@natur.cuni.cz	2023-11-01T09:35:57Z
hu-berlin.de			2023-11-02



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
----------------	---------------	---------------	-------------------------

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]	15/05
Spring term [day/month]	15/11
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	31/05
Spring term [day/month]	30/11

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
exchange-students@hu-berlin.de	+49 30 2093 46720	https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus_europe/application-at-hu/online-application?set_language=en

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

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
exchange-students@hu-berlin.de	+49 30 2093 46720	https://www.international.hu-berlin.de/en/studierende/welcomecentre/accommodation-1?set_language=en

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
visaservice@hu-berlin.de	+49 30 2093 46746	https://www.international.hu-berlin.de/en/studierende/welcomecentre/visaservice?set_language=en

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
infothek-international@hu-berlin.de	+49 30 2093 46747	https://www.international.hu-berlin.de/en/studierende/welcomecentre/health-insurance

Additional Information

Information on	Contact email	Contact phone	Website for information



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

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)

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



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

Student Mobility for Traineeships

Staff Mobility for Teaching



1	Sending SCHAC	Sending Department	Start Academic Year	End Academic Year	
	cuni.cz		2022/2023	2027/2028	
	Receiving SCHAC	Receiving Department	Number of Staff	Total Days Per Year	
	hu-berlin.de		1	8.00	
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0532	Applied Geoinformatics and Cartography		
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	de	B2		
	2	en	B2		
	Receiving Contact Details				
	#	Full Name	Email	Phone	
	1	Getter, Monique	international.mnf@hu-berlin.de		
Other information regarding the terms of the agreement					
1 STA CU Applied Geoinformatics and Cartography --> HU Department of Geography					



2	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
	hu-berlin.de			2022/2023	2027/2028
	Receiving SCHAC	Receiving Department		Number of Staff	Total Days Per Year
	cuni.cz			1	8.00
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0532	Applied Geoinformatics and Cartography		
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B1		
	Sending Contact Details				
	#	Full Name		Email	Phone
	1	Getter, Monique		international.mnf@hu-berlin.de	
	Other information regarding the terms of the agreement				
1 STA HU Department of Geography --> CU Applied Geoinformatics and Cartography					

Staff Mobility for Training