



# **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**

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.

---

<sup>1</sup> 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	[2023/2024]
End of validity	[2028/2029]

### A. Information about the higher education institutions

[illegible]

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

		<a href="mailto:martin.hanus@natur.cuni.cz">martin.hanus@natur.cuni.cz</a> +420 221 95 1426	
University of Münster	<b>D MUNSTER 01</b>	<b>Erasmus Institutional Coordinator</b> Nina Karidio, International Office, Schlossplatz 3, 48149 Münster, Germany <a href="mailto:Nina.karidio@uni-muenster.de">Nina.karidio@uni-muenster.de</a> +49 251 83 22601 <b>Departmental Coordinator:</b> Prof. Dr. Sippel <a href="mailto:sarah.sippel@uni-muenster.de">sarah.sippel@uni-muenster.de</a>  Substitute: Dr. Christiane Tristl <a href="mailto:christiane.tristl@uni-muenster.de">christiane.tristl@uni-muenster.de</a>  <b>Administrative contact:</b> <a href="mailto:erasmus.geo@uni-muenster.de">erasmus.geo@uni-muenster.de</a> +49 251 8333988	Geography: <a href="https://www.uni-muenster.de/Geographie/">https://www.uni-muenster.de/Geographie/</a>  Course catalogue: <a href="https://studium.uni-muenster.de/qisserver/rds?state=wtree&amp;search=1&amp;category=veranstaltung.browse&amp;navigationPosition=lectures%2Clectureindex&amp;breadcrumb=lectureindex&amp;topitem=lectures&amp;subitem=lectureindex">https://studium.uni-muenster.de/qisserver/rds?state=wtree&amp;search=1&amp;category=veranstaltung.browse&amp;navigationPosition=lectures%2Clectureindex&amp;breadcrumb=lectureindex&amp;topitem=lectures&amp;subitem=lectureindex</a>

## B. Mobility numbers<sup>3</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)*	Number of student mobility periods	
						Student Mobility for Studies  [total number of students]	Student mobility for Studies  [total number of months]
D MUNSTER R01	CZ PRAHA07	0114	Teacher training with subject specialization		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	10

<sup>3</sup> 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>

		0532	Earth Sciences				
CZ PRAHA07	D MUNSTER01	0114 0532	Teacher training with subject specialization Earth Sciences		1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	10

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]
D MUNSTER01	CZ PRAHA07	0114 0532	Teacher training with subject specialization Earth Sciences	2	10
CZ PRAHA07	D MUSNTER01	0114 0532	Teacher training with subject specialization Earth Sciences	2	10

### 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		Language of	Language of	Recommended language of instruction level <sup>4</sup>
-----------------------	--	-------------	-------------	--

<sup>4</sup> 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>

[Erasmus code]	<i>Optional: Subject area</i>	<b>instruc- tion 1</b>	<b>instruc- tion 2</b>	Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
D MUNSTER01		GERMAN	ENGLISH	German B2  English B2	B2
CZ PRAHA07		ENGLISH	CZECH	B2	B2

## D. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
D MUNSTER01	May 1st	November 1st
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]
D MUNSTER01	June 1 <sup>st</sup> (dates may be subject to update according to the academic year)	December 1 <sup>st</sup> (dates may be subject to update according to the academic year)
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
D MUNSTER01	Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13	<a href="http://www.uni-muenster.de/studieninteressierte/en/austausch">www.uni-muenster.de/ studieninteressierte/en/austausch</a>
CZ PRAHA07	<a href="mailto:Erasmus.incoming@ruk.cuni.cz">Erasmus.incoming@ruk.cuni.cz</a>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>

## E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
D MUNSTER01	To be determined		
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</p> <p>Subject area (ISCED code)</p> <p>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
D MUNSTER01	<p>Available infrastructure for:</p> <p>Reduced mobility or hearing/visual impairments, students/staff with children, etc. Based on the Erasmus rules and Erasmus+ Programme Guide: top-up grant for</p>		<p>Advisory services</p> <p><u>Incoming Students:</u> Exchange Student Service (ESS) <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> +49(0)251 83-22113</p> <p><u>Incoming Staff:</u> Welcome Centre</p>	<p><a href="http://www.uni-muenster.de/studium/en/hilfeundberatung/studiummitbeeintraechtigung">www.uni-muenster.de/studium/en/hilfeundberatung/studiummitbeeintraechtigung</a></p>

	participants with fewer opportunities		<a href="mailto:project.international@uni-muenster.de">project.international@uni-muenster.de</a> +49(0)251 83-22600	
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
D MUNSTER01	See above			
CZ PRAHA07	Inclusion of participants with fewer opportunities	e.g. available infrastructure for:  Reduced mobility or hearing/visual impairments,  Language support	<a href="mailto:erasmus.incoming@ruk.cuni.cz">erasmus.incoming@ruk.cuni.cz</a>  erasmus.incoming@ruk.cuni.cz	Full range of support services incl. Disability Support: <a href="https://cuni.cz/UKEN-370.html">https://cuni.cz/UKEN-370.html</a> Inclusive mobility.eu Profile: <a href="https://inclusivemobility.eu/countries/cz/institutions/2558">https://inclusivemobility.eu/countries/cz/institutions/2558</a>  <a href="https://cuni.cz/UKEN-364.html#2">https://cuni.cz/UKEN-364.html#2</a>

## 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
D MUNSTER01	<p>Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13</p> <p><u>Incoming Staff:</u> Welcome Centre <a href="mailto:project.international@uni-muenster.de">project.international@uni-muenster.de</a> +49(0)251 83-22600</p>	<a href="http://www.uni-muenster.de/studieninteressierte/en/austausch/wohnen">www.uni-muenster.de/ studieninteressierte /en/austausch/wohnen</a>
CZ PRAHA07	<a href="mailto:erasmus.incoming@ruk.cuni.cz">erasmus.incoming@ruk.cuni.cz</a>	Students can apply for an accommodation at the Charles University dormitories. The application should be submitted during the application process. <a href="https://cuni.cz/UKEN-365.html">https://cuni.cz/UKEN-365.html</a>

## 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
D MUNSTER01	<p>Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13</p> <p><u>Incoming Staff:</u> Welcome Centre <a href="mailto:project.international@uni-muenster.de">project.international@uni-muenster.de</a> +49(0)251 83-22600</p>	<a href="http://www.uni-muenster.de/international/incoming/austausch/praktisches.html">http://www.uni-muenster.de/international/incoming/austausch/praktisches.html</a>



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. <a href="https://cuni.cz/UKEN-366.html">https://cuni.cz/UKEN-366.html</a>
---------------	------------------------------	---

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D MUNSTER01	Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13  Incoming Staff: Welcome Centre <a href="mailto:project.international@uni-muenster.de">project.international@uni-muenster.de</a> +49(0)251 83-22600	<a href="http://www.uni-muenster.de/en/international_students/exchange/practical/index.html#Health">http://www.uni-muenster.de/en/international_students/exchange/practical/index.html#Health</a>
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. <a href="https://cuni.cz/UKEN-1546.html">https://cuni.cz/UKEN-1546.html</a>

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**

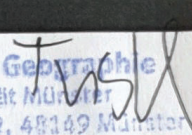
*It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges 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."*



**D MUNSTER01:** Grading systems of the institutions

WWU Grade	ECTS Grade		
1,0 – 1,5	A	Excellent	Outstanding Performance
1,6 – 2,0	B	Very Good	Performance clearly above average
2,1 – 3,0	C	Good	Performance above average
3,1 – 3,5	D	Satisfactory	Performance on average
3,6 – 4,0	E	Sufficient	Performance with deficiency
4,1-5,0	F	Fail FX/	Performance which does not meet the requirements

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
D MUNSTER01	Prof. Dr. Sarah Sippel Substitute: Dr. Christiane Tristl  Departmental Coordinator  Earth Sciences/ Geography	14 November 2023	 <b>Institut für Geographie</b> Universität Münster Heisenbergstr. 2, 48149 Münster Tel. 0251/83-33992, Fax 0251/83-33076 geosek@uni-muenster.de (Dr. Christiane Tristl, substitute professor for Prof. Dr. Sarah Ruth Sippel)
CZ PRAHA07	RNDr. Aleš Soukup, Ph.D.  Vice-dean for Development and Foreign Relations  Faculty of Science  Charles University		

<sup>5</sup> Scanned signatures are accepted