



# Erasmus+ Programme

## Key Action 1 Higher Education Student and Staff Mobility – Mobility for learners and staff –

### Inter-institutional<sup>1</sup> agreement 2018-2021<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

The institutions named below 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, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Université de Franche-Comté / University of Franche-Comté	F BESANCO01	<u>Institutional Coordinator</u>  Antoine GUILLEMET Director of International Relations and Francophonie Office - DRIF 7 Place Saint-Jacques 25000 BESANÇON France Tel: 00 33 3 81 66 56 11 Fax : 00 33 3 81 66 50 36 Email : <a href="mailto:dri@univ-fcomte.fr">dri@univ-fcomte.fr</a>	<a href="http://univ-fcomte.fr">http://univ-fcomte.fr</a>  <a href="http://formations.univ-fcomte.fr/">http://formations.univ-fcomte.fr/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions. A model of the French translation of the legally binding inter-institutional agreement is available at : <http://www.univ-fcomte.fr/download/partage/document/dri/erasmus/modele-accord-inter-institutionnel-erasmus-plusen-fr.pdf>

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<u>Administrative Contacts</u>  For student exchange: Frédérique GIROD Tel: 00 33 3 81 66 52 95 <a href="mailto:frederique.girod@univ-fcomte.fr">frederique.girod@univ-fcomte.fr</a>  For bilateral agreement and staff exchange: Maxime BLONDEL Tel: 00 33 3 81 66 62 07 <a href="mailto:maxime.blondel@univ-fcomte.fr">maxime.blondel@univ-fcomte.fr</a>  <u>Departmental Coordinator</u>  Thomas BUHLER Tel: 00 33 3 81 66 55 28 <a href="mailto:thomas.buhler@univ-fcomte.fr">thomas.buhler@univ-fcomte.fr</a>	
Univerzita Karlova / Charles University Praha Faculty of Science Department of Social Geography and Regional Development	CZ PRAHA07	<u>Faculty Coordinator</u>  RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a> 22195 1165  <u>Departmental Coordinator</u> RNDr. Jiří Vágner, Ph.D.  vagner@natur.cuni.cz  +420 22195 1397	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>  <a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>  <a href="https://www.natur.cuni.cz/eng?pro=zamestnanec&amp;set_language=en">https://www.natur.cuni.cz/eng?pro=zamestnanec&amp;set_language=en</a>

## B. Mobility numbers<sup>5</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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average]	

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\* :

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



duration*]						
F BESANCO01	CZ PRAHA07	0532	Earth Sciences	1 <sup>st</sup>	2 x 5 months (10 months)	-
CZ PRAHA07	F BESANCO01	0532	Earth Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2 X 5 months (10 months)	-

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
F BESANCO01	CZ PRAHA07	0532	Earth Sciences	1 x 5 days	-
CZ PRAHA07	F BESANCO01	0532	Earth Sciences	1 x 5 days	-

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

### 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
[Erasmus code]				Student Mobility for Studies	Staff Mobility for Teaching

<sup>6</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>

				[Minimum recommended level: B1]	[Minimum recommended level: B2]
F BESANCO01	All	French	-	B2	B2
CZ PRAHA07	English	---	---	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution:

F BESANCO01: <http://formations.univ-fcomte.fr/>

CZ PRAHA07: [https://www.natur.cuni.cz/eng?pro=zamestnanec&set\\_language=en](https://www.natur.cuni.cz/eng?pro=zamestnanec&set_language=en)

#### D. Additional requirements

F BESANCO01: Useful information at:

<http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---erasmus--6-15336.html>

<http://www.univ-fcomte.fr/pages/fr/menu1/accueil---les-acteurs-6-14422.html>

<http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---partir-a-l-etranger---preparer-votre-sejour-a-l-etranger---programmes-d-echanges-6-166.html>

UFC accepts students and staff with disabilities. The International office needs to be informed of the nature of the disability already in the application, in order to organize the exchange mobility:

<http://sumpps-sante.univ-fcomte.fr>

<http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---erasmus--6-15336.html>

CZ PRAHA07: <http://www.cuni.cz/UK-2047.html>

#### E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [5 months]	Spring term* [5 months]
Whole academic year (10 months)		
F BESANCO01	June 1 <sup>st</sup>	October 15 <sup>th</sup>
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>



[\* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 4 weeks.
3. 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.
4. Termination of the agreement:

The agreement is valid till the end of the academic year 2020-2021.

In the event of unilateral termination, a notice of at least one academic year will 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading systems of the institutions

The statistical distribution of grades is described in the ECTS users' guide [http://ec.europa.eu/dgs/education\\_culture/repository/education/library/publications/2015/ects-users-guide\\_en.pdf](http://ec.europa.eu/dgs/education_culture/repository/education/library/publications/2015/ects-users-guide_en.pdf).

F BESANCO01: <http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---erasmus--6-15336.html>

CZ PRAHA07 : <https://www.cuni.cz/UKEN-361.html>

### 2. Visa

The sending and receiving institutions 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F BESANCO01	<p><u>Students</u> Frédérique GIROD Tel: 00 33 3 81 66 52 95 <a href="mailto:frederique.girod@univ-fcomte.fr">frederique.girod@univ-fcomte.fr</a></p> <p><u>Staff</u> Maxime BLONDEL Tel: 00 33 3 81 66 62 07 <a href="mailto:maxime.blondel@univ-fcomte.fr">maxime.blondel@univ-fcomte.fr</a></p>	<a href="http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---avant-de-partir---demande-de-visa-6-157.html">http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc---avant-de-partir---demande-de-visa-6-157.html</a>
CZ PRAHA07	<a href="https://www.cuni.cz/UKEN-">https://www.cuni.cz/UKEN-</a>	<a href="https://www.cuni.cz/UKEN-145.html">https://www.cuni.cz/UKEN-145.html</a>

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### 3. Insurance

The sending and receiving institutions 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F BESANCO01	<b>Students</b> Frédérique GIROD Tel: 00 33 3 81 66 52 95 <a href="mailto:frederique.girod@univ-fcomte.fr">frederique.girod@univ-fcomte.fr</a>  <b>Staff</b> Maxime BLONDEL Tel: 00 33 3 81 66 62 07 <a href="mailto:maxime.blondel@univ-fcomte.fr">maxime.blondel@univ-fcomte.fr</a>	<a href="http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc--avant-de-partir---couverture-sociale-6-161.html">http://www.univ-fcomte.fr/pages/fr/menu1/la-mobilite-des-etudiants---venir-etudier-a-l-ufc--avant-de-partir---couverture-sociale-6-161.html</a>
CZ PRAHA07	<a href="https://www.cuni.cz/UKEN-199.html">https://www.cuni.cz/UKEN-199.html</a>	<a href="https://www.cuni.cz/UKEN-199.html">https://www.cuni.cz/UKEN-199.html</a>



### 4. 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
F BESANCO01	Malek BOUSSOUALIM Tel: 00 33 3 81 66 50 63 <a href="mailto:malek.boussoualim@univ-fcomte.fr">malek.boussoualim@univ-fcomte.fr</a>	<a href="http://www.crous-besancon.fr">www.crous-besancon.fr</a>
CZ PRAHA07	<a href="https://www.cuni.cz/UKEN-199.html">https://www.cuni.cz/UKEN-199.html</a>	<a href="https://www.cuni.cz/UKEN-199.html">https://www.cuni.cz/UKEN-199.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
F BESANCO01	Prof. Jacques BAHI President	19/07/18	
CZ PRAHA07	Dr. Dagmar Chalupová Faculty ERASMUS Coordinator	12.4.2018	



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<sup>7</sup> Scanned signatures are accepted