

Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2021² between programme countries

[Minimum requirements]³

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	Website (eg. of the course catalogue)
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¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

UNIVERSITA' DI SIENA	I SIENA01	Institutional Coord. PROF. ALESSANDRA VIVIANI Dept. Coordinator: PROF. PUNZO LIONELLO FRANCO	http:// en.unisi.it http://www.unisi.it/scegli-il-tuo-percorso http://www.unisi.it/internazionale/exchange-student http://www.unisi.it/internazionale/offerta-formativa-lingua-inglese www.unisi.it/internazionale
		International Relations Office, Bilateral agreements	erasmus.agr@unisi.it Tel: +390577232391 / 2026 /2422 Fax: +390577232392
		International Relations Office, Outgoing students	erasmus.out@unisi.it Tel: +390577232391 / 2026 /2422 Fax: +390577232392
		International Relations Office, Incoming students	incoming@unisi.it Tel: +390577232158 / 2025 /2496 Fax: +390577232392
CHARLES UNIVERSITY IN PRAGUE Faculty of Science Department of Social Geography and Regional Development	CZ PRAHA07	Department ERASMUS Coordinator	RNDr. Jiří Vágner, Ph.D. vagner@natur.cuni.cz +420 22195 1397

B. Mobility numbers⁴ per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

⁴ 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>)

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 * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
I SIENA01	CZ PRAHA07	310	Social and behav ioural science (broad program mes)	1 st , 2 nd , 3 rd and long cycle	2 x 5 months	
CZ PRAHA07	I SIENA01	310	Social and behav ioural science (broad program mes)	1 st , 2 nd , 3 rd and long cycle	2 x 5 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching (STT) [total number of days of teaching periods or average duration *]	Staff Mobility for Training (STA) *
I SIENA01	CZ PRAHA07			1 x 1 weeks	
CZ PRAHA07	I SIENA01			1 X 1 weeks	

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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies <i>Minimum recommended level: B1</i>	Staff Mobility for Teaching <i>Minimum recommended level: B2</i>
I SIENA01		Italian	English (some courses)	Italian 1 st cycle: A2 2 nd and 3 rd cycle: B1 English 1 st , 2 nd and 3 rd cycle: B1	
CZ PRAHA07		Czech	English (some courses)	Czech 1 st cycle: A2 2 nd and 3 rd cycle: B1 English 1 st , 2 nd and 3 rd cycle: B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

I SIENA01. The participation at the Welcome week being held on the last week of september (1st semester) and the last week of February (2nd semester) is strongly recommended. The University of Siena has the infrastructure and staff to welcome students and staff with disabilities: <http://www.unisi.it/accoglienza-disabili-e-servizi-dsa>

CZ PRAHA07.

E. Calendar

⁵ 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>

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

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
I SIENA01	Nomination to: incoming@unisi.it Deadline: May 31st	Nomination to: incoming@unisi.it Deadline: October 31st
	Student's application to: incoming@unisi.it Deadline: June 30th	Student's application to: incoming@unisi.it Deadline: November 30th
I SIENA01: Academic Year (Courses Period)	October 1 st – February 28 th (Beginning of October – End of January)	March 1 st – July 31 st (Beginning of March – End of June)
CZ PRAHA07	Nomination to: erasmus@natur.cuni.cz Deadline: June 15th	Nomination to: erasmus@natur.cuni.cz Deadline: October 31st
	Student's application to: erasmus@natur.cuni.cz Deadline: June 15th	Student's application to: erasmus@natur.cuni.cz Deadline: October 31st
CZ PRAHA07: Academic Year (Courses Period)	(Beginning of October – Middle of January)	(Middle of February – End of May)

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

2. The receiving institution will send its decision within 2 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 30 days after the assessment period has finished at the receiving HEI.
4. 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."]

F. Information

1. Grading systems of the institutions

⁶ To be adapted in case of a trimester system.

⁷ To be adapted in case of a trimester system.

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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
I Siena01	International Relations Office, Incoming students: incoming@unisi.it Tel: +390577232158 / 2025 /2496 Fax: +390577232392	http://en.unisi.it/international/general-information-students/entry-visa-and-temporary-residency-permit
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

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
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⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

I SIENA01	International Relations Office, Incoming students: incoming@unisi.it Tel: +390577232158 / 2025 /2496 Fax: +390577232392	http://www.unisi.it/didattica/usiena-welcome/assicurazioni-gli-studenti
	International Relations Office, Outgoing students: erasmus.out@unisi.it Tel: +390577232391 / 2026 /2422	http://www.unisi.it/didattica/usiena-welcome/assicurazioni-gli-studenti
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

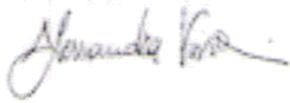

4. Housing

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
I SIENA01	International Relations Office, Incoming students: incoming@unisi.it Tel: +390577232158 / 2025 /2496 Fax: +390577232392	http://en.unisi.it/international/general-information-students/accommodation http://www.unisi.it/internazionale/international-place/vivere-siena/alloggio
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2073.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁹
I SIENA01	Prof. Alessandra Vivani Vice-rector for the International Relations		
CZ PRAHA07	RNDr. Dagamar Chalupová, Ph.D.	27.8.2014	 <div data-bbox="1029 492 1444 795" data-label="Text"> <p>CHARLES UNIVERSITY in Prague Faculty of Science LTP ERASMUS Albertov 6, 128 43 Prague 2 UK-138</p> </div>

⁹ Scanned signatures are accepted