



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 Programme¹

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.

¹ 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	Call Year
Start of validity	[2021/2022]	[2021]
End of validity	[2024/2025]	[2023]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (Email, phone)	Websites (General/Faculties/ Course catalogue)
Trinity College Dublin	IRLDUBLIN01	Erasmus+ Institutional coordinator: Mr. Brendan Tighe Erasmus and European Partnerships Manager erasmus@tcd.ie +35318962331 Address: Global Relations Office, East Theatre, Trinity College Dublin, the University of Dublin, Dublin 2, D02 PN40, Ireland	www.tcd.ie
Department of Geography	IRLDUBLIN01	Departmental coordinator: Dr. Mark Hennessy Assistant Professor mhnessy@tcd.ie +35318961881	www.tcd.ie/Geography
Charles University	CZ PRAHA07	Erasmus+ Institutional coordinator: Mgr. Ester Brožová Rectorate, European Office, erasmus@ruk.cuni.cz	General: https://cuni.cz/

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

	CZ PRAHA07	Faculty level: Erasmus Office, erasmus@natur.cuni.cz Departmental coordinator: RNDr. Dagmar Chalupová, Ph.D dagmar.chalupova@natur.cuni.cz	Faculty/faculties: https://www.natur.cuni.cz/eng/study/erasmus/courses Course catalogue: https://cuni.cz/UKEN-364.html
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B. Mobility numbers³ 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 [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 Studies	Student Mobility for Traineeships	Student Mobility for Traineeships
					[total number of students]	[total number of months]	[total number of students]	[total number of months]
IRLDUBL IN01	CZ PRAHA07	0532	Geography	1 st	4	20	0	0
CZ PRAHA07	IRLDUBL IN01	0532	Geography	1 st	4	20	0	0

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

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	Staff Mobility for Teaching	Staff Mobility for Training	Staff Mobility for Training

³ Mobility numbers can be given per sending/receiving institutions and per education field:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

				[total number of staff]	[total number of days]	[total number of staff]	[total number of days]
IRLDUBLI N01	CZ PRAHA07	0532	Geography	1	5	0	0
CZ PRAHA07	IRLDUBLI N01	0532	Geography	1	5	0	0

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
IRLDUBLIN01	Geography	English	-	B2	C1
CZ PRAHA07	Geography	English	Czech	B2 in English, B1 in Czech	B2 in English, B1 in Czech

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term [day/month]	Spring term [day/month]
IRLDUBLIN01	30 March	30 September

⁴ 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>

CZ PRAHA07	Nomination and application deadline for winter semester and full year: 15 th June (visa students: 31 st May)	Nomination and application deadline for summer semester: 31 st October (visa students: 15 th October)
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Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term [day/month]	Spring term [day/month]
IRLDUBLIN01	15 April	15 October
CZ PRAHA07	Nomination and application deadline for winter semester and full year: 15 th June (visa students: 31 st May)	Nomination and application deadline for summer semester: 31 st October (visa students: 15 th October)

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (Email, phone)	Website for information
IRLDUBLIN01	Submit nominations erasmus@tcd.ie and applications to erasmus.incoming@tcd.ie +35318964500	www.tcd.ie/study/study-abroad/inbound
CZ PRAHA07	Central level: Rectorate, European Office, erasmus@ruk.cuni.cz Faculty level: Erasmus Office, erasmus@natur.cuni.cz	https://cuni.cz/UKEN-362.html

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
Institution 1	Academic requirements: - Proof of health insurance - Proof of English language level (IELTS, TOEFL, Cambridge, OLS or partner certificate accepted) - Indicative list of modules to be taken	- Number of ECTS credits completed - Subject area code - ISCED - EQF level	www.tcd.ie/study/study-abroad/inbound
CZ PRAHA07		Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	https://cuni.cz/UKEN-362.html

The receiving institution will send its decision within **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 support services for people with:	Description of support services (optional)	Contact details (Email, phone)	Website for information
IRLDUBLIN01	- Reduced mobility - Hearing impairments - Visual impairments Complete list here: www.tcd.ie/disability/services	www.tcd.ie/disability	askds@tcd.ie Phone: +35318963111 Text: +353871133185	www.tcd.ie/disability
CZ PRAHA07	https://cuni.cz/UKEN-370.html	https://cuni.cz/UKEN-370.html	Charles University, European Office,	https://cuni.cz/UKEN-370.html

	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.		erasmus@ruk.cuni.cz	
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Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (Email, phone)	Website for information
IRLDUBLIN01	- Reduced mobility - Hearing impairments - Visual impairments Complete list here: www.tcd.ie/disability/services	www.tcd.ie/disability	askds@tcd.ie Phone: +35318963111 Text: +353871133185	www.tcd.ie/disability
CZ PRAHA07	https://cuni.cz/UKEN-370.html e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.	https://cuni.cz/UKEN-370.html	Charles University, European Office, erasmus@ruk.cuni.cz ni.cz	https://cuni.cz/UKEN-370.html

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
IRLDUBLIN01	residences@tcd.ie +35318961177	www.tcd.ie/accommodation
CZ PRAHA07	Charles University, European Office, erasmus@ruk.cuni.cz	https://cuni.cz/UKEN-365.html

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
IRLDUBLIN01	tcdglobalroom@tcd.ie +35318962097	www.tcd.ie/study/international/before-arrival/visa-immigrations
CZ PRAHA07	Charles University, European Office, erasmus@ruk.cuni.cz	https://cuni.cz/UKEN-366.html

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:

Institution [Erasmus code]	Contact details (Email, phone)	Website for information
IRLDUBLIN01	tcdglobalroom@tcd.ie +35318962097	www.tcd.ie/study/international/trinity-life/arrival
CZ PRAHA07	Charles University, European Office, erasmus@ruk.cuni.cz	https://cuni.cz/UKEN-366.html

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (Email, phone)	Website for information
IRLDUBLIN01	Grading information: www.tcd.ie/study/study-abroad/inbound/study-options	academic.registry@tcd.ie +35318964500	www.tcd.ie/academicregistry/service-desk/transcripts
CZ PRAHA07			

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."

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
IRLDUBLIN01	Prof. Emma Stokes, Vice President for Global Engagement		
CZ PRAHA07	RNDr. Aleš Soukup, Ph.D. Vice-dean for Development and Foreign Relations		

⁵ Scanned signatures are accepted