



Erasmus⁺ Programme

LOGO

Inter-institutional agreement 2014-2021

Higher Education Student and Staff Mobility

→Mobility for learners and staff←

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus⁺ programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus⁺ programme sets extra criteria this Agreement will be reviewed.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details ¹ (Name, E-mail, Phone)
CHARLES UNIVERSITY IN PRAGUE Faculty of Science Department of Social Geography and Regional Development	CZ PRAHA07	RNDr. Jiří Vágner, Ph.D. vagner@natur.cuni.cz +420 22195 1397
NATIONAL UNIVERSITY OF IRELAND, GALWAY College of Arts, Humanities & Social Sciences Department of Geography	IRLGALWAY01	Institutional Coordinator Mary Lyons mary.lyons@nuigalway.ie +353 91 493491 Departmental Coordinator John McDonagh, john.mcdonagh@nuigalway.ie , +353 91 492569, +353 91 495505

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS ²	SMT ³
CZ PRAHA07	IRLGALWAY01				0/0	0/0
IRLGALWAY01	CZ PRAHA07				0/0	0/0

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

² Student Mobility for Studies

³ Student Mobility for Traineeship

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA ⁴	STT ⁵
CZ PRAHA07	IRLGALWAY01	07.1 443	Geography	1/5	0/0
IRLGALWAY01	CZ PRAHA07	07.1 443	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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	B2	B2
IRLGALWAY01		English		n/a	B2

D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA07	June 15 th	October 31 st
IRLGALWAY01	31 st May	31 st October

- The receiving institutions will send their decisions within 6-8 weeks after deadline.
- 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 this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

E. Information

⁴ Staff Mobility for Teaching

⁵ Staff Mobility for Training

⁶ To be adapted in case of a trimester system.

⁷ To be adapted in case of a trimester system.

	CZ PRAHA07	IRLGALWAY01 Please see our factsheet for all contacts and web pages
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	
Housing ⁸	http://www.cuni.cz/UK-2073.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature Seal or Stamp¹²
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator		
IRLGALWAY01	Mary Lyons International Affairs Officer	13/11/2013	

⁸ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁹ 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 ECHE.



¹⁰ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

¹¹ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

¹² Scanned signatures, seals and stamps are accepted

CZ PRAHA07		IRLGALWAY01
		Please see our factsheet for all contacts and web pages
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WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	
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Institution	Name function	Date	Signature Seal or Stamp ¹²
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	<i>19.11.2013</i>	 CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138
IRLGALWAY01	Mary Lyons International Affairs Officer	13/11/2013	

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Institutional Factsheet for the ERASMUS+ PROGRAMME

This factsheet may also serve as an Annex to inter-institutional agreements.

1. Institutional Information

(i) Institutional Details

Full Legal Name of Institution	National University of Ireland, Galway (NUI Galway)
Address	University Road, Galway, Ireland
Erasmus ID code	IRLGALWAY01
EUC Number	28471-IC-1-2007-1-IE-ERASMUS-EUCX-1
Institution website	www.nuigalway.ie
Erasmus website	www.nuigalway.ie/erasmus
Course catalogue	www.nuigalway.ie/erasmus/incoming/courses.html

(ii) Main Contacts

Erasmus Institutional Coordinator	Mary Lyons
Responsibilities	Central management of Erasmus programme Bilateral agreements; staff mobility
Contact details	E-mail: mary.lyons@nuigalway.ie Tel. +353 91 493491

Erasmus Administrative Assistant	Gisèle Farrell
Responsibilities in relation to incoming students	Deals with nominations, applications and transcripts, as well as general enquiries.
Contact details	E-mail: gisele.farrell@nuigalway.ie or erasmus-office@nuigalway.ie Tel. +353 91 493749; Fax +353 91 494562

Academic Coordinator	For details, see individual agreements, or go to www.nuigalway.ie/erasmus/incoming/coordinators_incoming.html .
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2. Detailed requirements and additional information

(i) Recommended Language Skills

With the exception of some courses offered through the Discipline of Gaeilge (Irish), teaching at NUI Galway is through the medium of English. We do not have a specific exam-based requirement in relation to incoming Erasmus students' level of English, but it is very important that they have a good command of the English language, both written and spoken, because otherwise they will almost certainly encounter significant difficulties in understanding lectures, taking part in class exercises, and in writing assignments and exams. We would suggest **Level B2** on the [Common European Framework of Reference for Languages](#).

For incoming teaching staff, the required level is at least B2.

(ii) **Students with Disabilities** should liaise with our Disability Support Service: www.nuigalway.ie/disability.

(iii) Calendar

<i>Nomination deadline Semester 1 or Full Year</i>	Mid-May
<i>Application deadline Semester 1 or Full Year</i>	31 st May
<i>Nomination deadline Semester 2</i>	Mid-October
<i>Application deadline Semester 2</i>	31 st October
<i>Application Procedure</i>	Information brochures and application forms are available at www.nuigalway.ie/erasmus/incoming/admission_procedures.html . Forms should be completed by the nominated students, and then signed by their home university departmental coordinator. Only original forms (not faxes or photocopies) can be accepted.
<i>Decision response</i>	Students will receive an acceptance e-mail within 5 weeks of the application deadline.
<i>Issue of transcripts</i>	Within 6 weeks of the end of the examination period, transcripts will be sent by post to the international offices of partner institutions. Copies will also be sent to students at their home addresses.
<i>Academic calendar</i>	Semester 1 usually runs from early September to approx. mid-December (including exams) Semester 2 usually runs from early January to mid-May (including exams) See www.nuigalway.ie/academic_dates/ Repeat examinations for semesters 1 and 2 take place in August.

(iv) Reception of Erasmus Students and registration deadlines

An orientation programme for international students begins on Thursday of the week before the teaching term commences. Subject/module registration usually takes place approximately two weeks later. Students are advised of all relevant dates by e-mail before they arrive.

They should also check www.nuigalway.ie/erasmus/incoming/news.html.

(v) Course choice for visiting students

Students should consult the handbooks at <http://www.nuigalway.ie/erasmus/incoming/courses.html>.

All modules available to visiting students are listed here, and Erasmus students may not register for any other modules. The only exception is for students coming under our Law exchanges; further information can be found at the link mentioned above.

Please note that no postgraduate modules are available to Erasmus students.

(vi) English classes

A five-week series of free English classes is organised for new Erasmus students at the beginning of each semester. Classes take place two evenings per week. The course does not carry ECTS credits.

(vii) Amendments to, or Termination of, Agreements

Changes to bilateral agreements (such as adjustments to the number of students exchanged) can be agreed between the partners from year to year. In the event of unilateral termination, a notice of at least one academic year will be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Further Information

(i) Grading System at NUI Galway

1 st Class Honours	70% and above
2 nd Class Honours, Grade 1	60% - 69%

2 nd Class Honours, Grade 2	50% - 59%
3 rd Class Honours	45% - 49%
Pass	40% - 44%
Fail	Below 39%

(ii) Visas

Information and assistance can be provided by the following contact point and information source:
Louise Coyle; e-mail: louise.coyle@nuigalway.ie; tel. +353 91 495277
Website: www.nuigalway.ie/international-students/prearrival.html

(iii) Insurance

Please see our website: www.nuigalway.ie/erasmus/incoming/student_health.html.
Additional information and assistance can be provided by the following contact point:
Mary Lyons; e-mail: mary.lyons@nuigalway.ie; tel. +353 91 493491

(iv) Housing

NUI Galway's Accommodation Office offers advice and assistance.
See www.nuigalway.ie/accommodation_office/ for information and contact details.
Please note that reservations of rooms in student residences must be made by dealing directly with the residences. Demand is usually high, and early booking is advisable.

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