

# **Erasmus<sup>+</sup> Programme**

# Inter-institutional agreement 2014-2017

Higher Education Student and Staff Mobility

→Mobility for learners and staff

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The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus<sup>+</sup> 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<sup>+</sup> programme sets extra criteria this Agreement will be reviewed.

## A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details <sup>1</sup> (Name, E-mail, Phone)
CHARLES UNIVERSITY IN PRAGUE Faculty of Prague Department of Demography and Geodemography	CZ PRAHA07	Dr. Tomáš Kučera kucera@natur.cuni.cz (+420) 221 951 417 or 602 635 223
THE UNIVERSITY OF MALTA	MT MALTA01	Ms Stefania Fabri, Director, International & EU Office.  International & EU Office, Room 105, Administration Building, University of Malta, Msida, Malta  Tel: 00356 2340 3416/2804 E-mail: erasmus@um.edu.mt stefania.fabri@um.edu.mt

## B. Mobility numbers per academic year

FROM	TO are	Subject area ISCED	Subject area name	Study cycle	Total Number of students/Total number of months	
			图 数字值即 極期 地名美国		SMS <sup>2</sup>	SMT <sup>3</sup>
CZ PRAHA07	MT MALTA01	76	Social Services (Social Gerontology)	1 <sup>st</sup> , 2 <sup>nd</sup> ,3 <sup>rd</sup>	2/5	0/0
CZ PRAHA07	MT MALTA01	76	Social Services (Social Gerontology)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1/5	0/0
MT MALTA01	CZ PRAHA07	31	Social and Behavioral Sciences (Demography)	1 <sup>st</sup> , 2 <sup>nd</sup> ,3 <sup>rd</sup>	2/5	0/0
MT MALTA01	CZ PRAHA07	31	Social and Behavioral Sciences (Demography)	1 <sup>st</sup> , 2 <sup>nd</sup> ,3 <sup>rd</sup>	1/5	0/0

<sup>&</sup>lt;sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>&</sup>lt;sup>2</sup> Student Mobility for Studies

<sup>3</sup> Student Mobility for Traineeship

FROM TO		Subject area	Subject area name	Total Number of staff mobility/Total number of days	
		ISCED	ISCED	STA⁴	STT <sup>5</sup>
CZ PRAHA07	MT MALTA01	31	Social and Behavioral Sciences (Demography)	2/12	1/15
MŤ MALTA01	CZ PRAHA07	76	Social Services (Social Gerontology)	2/12	1/15

## 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		Language Language	Recommended language of instruction level		
institution	area ISCED	of instruc- tion 1	of instruc- tion 2	Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	В2	В2
MT MALTA01		English		B2	B2

## D. Additional requirements

- 1. Erasmus coordinators are requested to submit the students' nomination by the stipulated dates. For further information regarding deadlines, kindly visit the following link: <a href="http://www.um.edu.mt/int-eu/erasmus/incoming/deadlines/">http://www.um.edu.mt/int-eu/erasmus/incoming/deadlines/</a>
- 2. Students are to submit the following documents with regards to the application procedures:

Enrolment form, health form, important information form, photocopy of their passport/identity card, copy of the European Health Insurance Card, copy of their travel insurance, English Language Proficiency declaration and the learning agreement. The learning agreement should be approved prior to the student arrival at the University of Malta. For further information kindly visit the following link: <a href="http://www.um.edu.mt/inteu/erasmus/incoming/enrolment">http://www.um.edu.mt/inteu/erasmus/incoming/enrolment</a>

- 3. At the beginning of every academic semester the International & EU Office organises an Orientation Session for the Erasmus students starting their studies at the University of Malta. New Erasmus students are expected to be in Malta by the stipulated date in order to follow this orientation session.
- 4. Visiting students are to remain in Malta until the end of their semester examinations and should hand in all their assignments and sit for their exams prior to their departure.

Students should highlight any disabilities at application stage so that their needs and requirements can be addressed and the right support assured prior to their acceptance. The

<sup>4</sup> Staff Mobility for Teaching

<sup>&</sup>lt;sup>5</sup> Staff Mobility for Training

ACCESS-disability Support Unit has been set up at the University of Malta in order to ensure support to both local and visiting students and staff with disability.

#### E. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term <sup>6</sup> [month]	Summer term <sup>7</sup> [month]
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>
MT MALTA 01	1 <sup>st</sup> June	1 <sup>st</sup> November

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

#### MT MALTA01:

- The receiving institution will send its decision within 3-4 weeks.
- 3. A Transcript of Records will be issued by the receiving institution no later than 12 weeks after the assessment period has finished at the receiving HEI.
- 4. Termination of the agreement

This Collaboration Agreement may be terminated on the following grounds:

- · End of stipulated period of validity.
- Mutual agreement between the parties.
- Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

#### F. Information

	CZ PRAHAO7	MT MALTAO1
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	http://www.um.edu.mt/int- eu/erasmus/incoming
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	http://www.um.edu.mt/arts/sociology
Housing <sup>8</sup>	http://www.cuni.cz/UK-2073.html	https://secure.um.edu.mt/int- eu/erasmus/incoming/accommodation
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	info@universityresidence.com

<sup>&</sup>lt;sup>6</sup> To be adapted in case of a trimester system.

<sup>&</sup>lt;sup>7</sup> To be adapted in case of a trimester system.

<sup>&</sup>lt;sup>8</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

WWW Visa Information <sup>9</sup>	http://www.cuni.cz/UK-2045.html	http://www.um.edu.mt/int- eu/international/eresidence
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	elaine.zammit@um.edu.mt
WWW Insurance Information <sup>10</sup>	http://www.cuni.cz/UK-2045.html	http://www.um.edu.mt/int- eu/erasmus/incoming
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	erasmus@um.edu.mt
ECTS Users' Guide <sup>11</sup>	http://is.cuni.cz/studium/eng/predmety/index.php	http://www.um.edu.mt/registrar/regul ations/general/harmonisedregs-09
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	http://www.um.edu.mt/socialwellbeing/dis abilitystudies
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	marchita.mangiafico@um.edu.mt

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

Name function	Date	Signature Seal or Stamp <sup>12</sup>
· Zanada amata articlement and anticolor		自然的 拉拉巴斯拉拉克克斯 网络克里里亚尔克克克 法未经济 计数据 医动物 医乳毒素 经格式资本金额的
Or. Dagmar Chalupová, Ph.D. aculty ERASMUS Coordinator	\$2.2011	M 100 01 100 020
Ms. Stefania Fabri Director, International and EU Office	10.01.2014	International & EU Office University of Malta
	Director, International	Director, International 10.01.2014

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.

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.

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.

<sup>12</sup> Scanned signatures, seals and stamps are accepted