Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme mutually - or these countries and third countries not associated to the Programme

The institutions[1] named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[21]-20[27] in:

KA131

KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education[2] and in this agreement.

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[1] Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between two or more higher education institutions located in EU member state/s or third countries associated to the Programme (KA131).
- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme (KA171 or international dimension of the Erasmus+ programme).
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme mutually – or for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

[2] https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], where applicable (at present in KA131 – and when this becomes available for international mobility involving third countries not associated to the Programme also in KA171 and the international dimension of the Erasmus+ programme).

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mutual mobility and mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city[5]	Contact details [6] (email, phone)	Websites
Charles University	**CZ PRAHA07**	**Central level:** Rectorate, European Office, erasmus@ruk.cuni.cz **Faculty level:** Erasmus Office, erasmus@natur.cuni.cz	General: https://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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[3] https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[4] https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

[5] Higher education institutions (HEIs) from Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

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

University of Wrocław	**PL WROCLAW01**	Institutional Erasmus Coordinator: Barbara Skałacka-Harrold International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 800 barbara.skalacka-harrold@uwr.edu.pl Departmental Erasmus Coordinator: Geography and tourism: Filip.duszynski@uwr.edu.pl	General: https://uni.wroc.pl/ Faculty/faculties: https://geogr.uni.wroc.pl/home-page https://www.wnoz.uni.wroc.pl/strona-glowna Course catalogue: https://geogr.uni.wroc.pl/home-page

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

The table serves as a template - the partners are free to adjust it, e.g. to delete optional columns or separate student and staff mobilities. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[7] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months in the case of mobility for studies and traineeship and months or days in	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]

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

CZ PRAHA07	PL WROCLAW 01	1015	Tourism	1st, 2nd and 3rd	Student mobility for studies: 2	Student mobility for studies: 10	Staff mobility for teaching: 1	Staff mobility for teaching: 5
						the case of short term Ph.D. mobility]		
		0532	Geography	1st, 2nd and 3rd	Student mobility for traineeship: 2	Student mobility for traineeship: 10	Staff mobility for training: 1	Staff mobility for training: 5
PL WROCLAW01	CZ PRAHA07	1015	Tourism	1st, 2nd and 3rd	Student mobility for studies: 2	Student mobility for studies: 10	Staff mobility for teaching: 1	Staff mobility for teaching: 5
		0532	Geography	1st, 2nd and 3rd	Student mobility for traineeship: 2	Student mobility for traineeship: 10	Staff mobility for training: 1	Staff mobility for training: 5

Optional additional information
e.g. blended mobility, traineeships, staff training etc.

3. 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[8] at the start of the mobility period (see also section 5 "Preparation and Support").

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[8] For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or city]	*Subject area* *(Optional)*	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [*Minimum recommended level in at least one of the languages: B1*]	Staff Mobility [*Minimum recommended level in at least one of the languages for teaching: B2*]
CZ PRAHA07		English	Czech	B2 in English, B1 in Czech	B2 in English, B1 in Czech
PL WROCLAW01		Polish	English	B2 in English	B2 in English

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section*.*

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.

- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

Partnership arrangements: Organisational Support use and repartition

This section is applicable only for KA171. Repartition of the granted Organisational Support between the partners is strongly recommended, but not mandatory.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives

To be filled in only if the BA is used for KA171.	

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.

- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.

- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline[9]
CZ PRAHA07	**Winter Semester:** from the end of September / beginning of October to the middle of February **Summer Semester:** from the middle of February to the end of June	**Nomination and application deadline for winter semester and full year:** 15th June (visa students: 31st May) **Nomination and application deadline for summer semester:** 31st October (visa students: 15th October)
PL WROCLAW01 Nominations from Partner University: Applications:	1st June 15th June	15th October 31st October

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[9] Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
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
PL WROCLAW01	Barbara Pietrzkiewicz barbara.pietrzkiewicz@uwr.edu.pl	https://international.uni.wroc.pl/en/admission-full-degree-studies/useful-information-full-degree-students#toc-applying-for-a-visa

Selection criteria

To be filled in only if the BA is used for KA171.

Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.

Requirement	Details	Website for information (optional)
Academic requirements	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
CV		

Motivation letter		
Inclusion measures[10]	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	
Other		

6. Preparation and support

The Higher Education Institution(s) in a Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus Student Charter[11]*.

- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.

- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

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[10] You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

[11] The Erasmus Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.

- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.

- Provide participants with their **grant as soon as possible before departure (KA131) or upon arrival (KA171)**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.

- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	**CZ PRAHA07**	Charles University, European Office, erasmus@ruk.cuni.cz	https://cuni.cz/UKEN-365.html
Language Support			https://cuni.cz/UKEN-364.html
Visa			https://cuni.cz/UKEN-366.html
Insurance			https://cuni.cz/UKEN-366.html
Inclusion of participants with fewer opportunities			https://cuni.cz/UKEN-370.html e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
Mentoring			Students are to contact their Erasmus faculty coordinator to receive information on available mentoring services at their host faculty. https://cuni.cz/UKEN-199.html

Grant payments			Students are to contact the coordinator in the European Office of Charles University to receive information on grant payments. https://cuni.cz/UKEN-199.html
Alumni information			https://cuni.cz/UKEN-9.html

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	**PL WROCLAW01**	sprawystudenckie@uwr.edu.pl	https://international.uni.wroc.pl/en/incoming-exchange-students/accommodation-exchange-students
Language Support		Barbara Pietrzkiewicz barbara.pietrzkiewicz@uwr.edu.pl	Visa: https://international.uni.wroc.pl/en/admission-full-degree-studies/useful-information-full-degree-students#toc-applying-for-a-visa Insurance: https://international.uni.wroc.pl/en/admission-full-degree-studies/useful-information-full-degree-students#toc-medical-insurance
Visa			
Insurance			
Inclusion of participants with fewer opportunities			
Mentoring			
Grant payments			
Alumni information			

7. Recognition

Institutions commit to:
- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

CZ PRAHA07:

European Credit Transfer System

PL WROCLAW01:

https://international.uni.wroc.pl/en/incoming-exchange-students/useful-information-exchange-students#grading-scale

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- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organisations and the mobile participants.

- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.

- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
  o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
  o 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. [*it should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]* Students do not need to make any special requests to receive their ToR at Charles University, it will be issued automatically.
  o Providing staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide[12]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
CZ PRAHA07	in preparation	
PL WROCLAW01	in preparation	

9. Any other information regarding the terms of the agreement (optional)
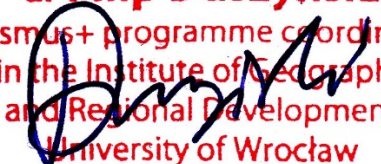

10. Termination of the agreement

[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."]

If either of the institutions wishes to terminate the inter-institutional agreement preliminary, they will inform the other party one academic year in advance, the latest before the start of the selection procedure of students for mobility for the next year.

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[12] The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[13]
CZ PRAHA07	RNDr. Aleš Soukup, Ph.D. Vice-dean for Development and Foreign Relations	14/2/2022	
PL WROCLAW 01	Dr. Filip Duszyński Erasmus+ Programme Coordinator	10/02/2022	dr Filip Duszyński Erasmus+ programme coordinator in the Institute of Geography and Regional Development University of Wrocław

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[13] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation