



Erasmus⁺ Programme



Inter-institutional agreement 2017-2021

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 Physical Geography	CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. dagmar.chalupova@natur.cuni.cz +420 22195 1367 RNDr. Milada Matoušková, Ph.D. milada.matouskova@natur.cuni.cz +420 22195 1412 RNDr. Jiří Vágner, Ph.D. jiri.vagner@natur.cuni.cz +420 22195 1397
UNIVERSITY OF SHEFFIELD Department of Geography	UK SHEFFIE01	Mrs D Stevenson, Head of Global Opportunities & Exchanges globalopps@sheffield.ac.uk +44 114 222 9871 Dr Desiree Fields, Geography Department d.fields@sheffield.ac.uk +44 114 222 7969

B. Mobility numbers per academic year

Any changes that either partner institution wishes to make to the agreed numbers must be requested in writing by no later than the end of January in the preceding 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 PRAHA 07	UK SHEFFIE01	443	Geography	1 st 2 nd *	4/40	0/0
UK SHEFFIE01	CZ PRAHA 07	443	Geography	1 st 2 nd	4/40	0/0

*master level courses available only in the field of geography and excluding field classes (GEO6804) and dissertation with placement modules

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	Subject area name	Total Number of staff mobility/Total number of days	
		ISCED	ISCED	STA ⁴	STT ⁵
CZ PRAHA 07	UK SHEFFIE01	443	Geography	2/10	0/0
UK SHEFFIE01	CZ PRAHA 07	443	Geography	2/10	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
UK SHEFFIE01		English		B2	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
UK SHEFFIE01	Student application deadline – late June	Student application deadline – late October

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 8 weeks after the assessment period has finished at the receiving HEI.
4. The agreement shall remain in force until the end of 2020/21 academic year. During that period, the two partner institutions will review the exchange annually for any imbalances in the number of exchange students and will adjust the number of students to be exchanged accordingly. The agreement may be terminated by either party with six months' notice to the other in writing but may at any time be revised or modified by mutual written consent. The termination will not affect the students in completing their expected period of activities at the host institutions.

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.

E. Information

CZ PRAHA07		UK SHEFFIELD 01
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	www.shef.ac.uk/erasmus/incoming
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	www.shef.ac.uk/erasmus/incoming/before/registration-autumn
Housing ⁸	http://www.cuni.cz/UK-2073.html	www.sheffield.ac.uk/erasmus/incoming/before/accommodation-info
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	accommodationoffice@shef.ac.uk Tel: +44 114 222 4488
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	www.shef.ac.uk/newstudents/international/immigration
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	Email: international.students@shef.ac.uk Tel: +44 114 222 1374
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	www.shef.ac.uk/erasmus/incoming
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	Email: international.students@shef.ac.uk Tel: +44 114 222 1374
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	www.shef.ac.uk/erasmus/incoming/arrive/grades-autumn
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	www.shef.ac.uk/ssd/ddss
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	Email: disability.info@sheffield.ac.uk Tel : +44 114 222 1303

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature Seal or Stamp ¹²
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	12.12.2016	 CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 IČO: 00216208, DIČ: CZ00216208 UK – 107

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

UK SHEFFIE01	Mrs Dörte Stevenson, Head of Global Opportunities & Exchanges	10/11/2016
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