



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional Agreement 2019/20-2020/21 between programme countries

The institutions named below 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, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Sheffield			
Institutional Coordinator: Mrs D Stevenson, Head of Global Opportunities & Exchanges	UK SHEFFIE01	Global Opportunities & Exchanges, Level 7, The Arts Tower, Western Bank, Sheffield S10 2TN Tel: +44 114 222 1253 Email: globalopps@sheffield.ac.uk	www.sheffield.ac.uk/erasmus/incoming/before
Departmental Coordinator: Dr Gunnar Mallon		Department of Geography, The University of Sheffield, Sheffield, S10 2TN, United Kingdom Tel: +44 114 222 7942 Email: G.Mallon@Sheffield.ac.uk	
Univerzita Karlova			
Institutional Coordinator: Dr. Ivana Herglová, Head of European Office, Charles University	CZ PRAHA07	Dr. Dagmar Chalupová, Faculty Erasmus Coordinator Erasmus Office, Faculty of Science, Charles University, Albertov 6, 128 43, Prague, Czech Republic Tel: +420 22195 1166 Email: erasmus@natur.cuni.cz	https://www.natur.cuni.cz/eng/study/erasmus

Departmental Coordinator:		Department of Physical Geography RNDr. Milada Matoušková, Ph.D. milada.matouskova@natur.cuni.cz +420 22195 1412 Department of Social Geography RNDr. Jiří Vágner, Ph.D. jiri.vagner@natur.cuni.cz +420 22195 1397	https://www.cuni.cz/UKEN-145.html
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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 name and code	Study Level [UG/PG/D]	Student Mobility for Studies	
				Maximum number of Students	Maximum number of months
UK SHEFFIE01	CZ PRAHA07	Geography 4432	UG & PG	2	20
CZ PRAHA07	UK SHEFFIE01	Geography 4432	UG & PG	2	20

FROM	TO	Subject area name and code	Staff Mobility	
			Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration]</i>	Staff Mobility for Training <i>[total number of days of training periods or average duration]</i>
UK SHEFFIE01	CZ PRAHA07	Geography 4432	1 x 5 days	To be agreed on individual basis
CZ PRAHA07	UK SHEFFIE01	Geography 4432	1 x 5 days	To be agreed on individual basis

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
UK SHEFFIE01	English		B2	B2
CZ PRAHA07	English	Czech	B2	B2

For more details on the language of instruction recommendations, see the web pages mentioned on page 1.

D. Additional requirements

Receiving institution	Academic requirements	Organisational aspects	Provision for students with disabilities
UK SHEFFIE01	<p>Students must select 120 Sheffield credits for a full academic year or 60 Sheffield credits for one semester.</p> <p>Students must select 100% of their modules from the host academic department into which they have been nominated.</p>	<p>Following acceptance, the first point of contact for students is International Student Support (ISS)</p> <p>Webpage: www.sheffield.ac.uk/ssid/international/email </p>	<p>Where students have severe disabilities such as mobility problems, please mention this at nomination stage.</p> <p>There is a dedicated Disability & Dyslexia Support Service. Students are automatically referred provided they declare their disability in the application.</p>
CZ PRAHA07	51% of courses must be from Faculty of Science	<p>https://www.natur.cuni.cz/eng/study/erasmus</p> <p>https://www.cuni.cz/UKEN-145.html</p>	https://www.cuni.cz/UKEN-370.html

E. Calendar

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

Receiving institution	Autumn term*	Spring term*
UK SHEFFIE01	Student application deadline – late June	Student application deadline – late October
CZ PRAHA07	June 15 th	October 31 st

- The receiving institution will normally send its decision within 6 weeks.

3. A Transcript of Records will normally be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement:

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.

F. Information

1. Grading systems of the institutions

UK SHEFFIE01 – please see www.shef.ac.uk/erasmus/incoming/arrive/grades-autumn

CZ PRAHA07 - <https://www.cuni.cz/UKEN-361.html>

2. Visa

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 Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
UK SHEFFIE01	Immigration Team, ISS Email: see website Tel: +44 114 2229679	www.sheffield.ac.uk/ssid/international/immigration
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

3. Insurance

The sending and receiving institutions will provide information on insurance for incoming and outbound 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	Contact details (email, phone)	Website for information
UK SHEFFIE01	ISS Email: see website Tel: +44 114 222 9679	www.sheffield.ac.uk/ssid/international/index
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html


4. 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	Contact details (email, phone)	Website for information
UK SHEFFIE01	Accommodation Office Email: accommodationoffice@shef.ac.uk Tel: +44 114 222 4488	www.sheffield.ac.uk/erasmus/incoming/before/accommodation-info
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2073.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
UK SHEFFIE01	Mrs Dörte Stevenson, Head of Global Opportunities & Exchanges	17/12/18	See below
CZ PRAHA07	Dr. Dagmar Chalupová Faculty Erasmus Coordinator	17.12.2018	 CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 ICO: 00216208 DIČ: CZ00216208 UK - 107




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