



**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
and third countries not associated to the Programme**

Charles University Prague and the University of Leicester (the institutions¹) 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

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 Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³.

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

- 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
- 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 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

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Websites
Charles University	CZ PRAHA07	<p>International Relations Office</p> <p>Ovocný trh 3, 116 36 Praha 1, Czech Republic</p> <p>Erasmus+ Institutional Coordinator Ester Brožová erasmus.incoming@ruk.cuni.cz</p>	<p>General: https://cuni.cz/UKEN-145.html</p> <p>Faculty/faculties: https://cuni.cz/UKEN-108.html</p> <p>Course catalogue: https://cuni.cz/UKEN-364.html</p>
University of Leicester	Leicester (formerly UK LEICEST01)	<p>Study Abroad Unit</p> <p>studyabroad@le.ac.uk</p>	<p>General: http://www.le.ac.uk/</p> <p>Course catalogue: https://le.ac.uk/cite/study-abroad-unit/modules-on-offer</p>

⁴ Higher education institutions (HEIs) from EU 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.

⁵ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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.

Number of student and staff mobility periods

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) * [total number of students]	Student Mobility for Traineeships (optional) * [total number of months]
CZ PRAHA07	Leicester	211	Audio-visual techniques and media production	1	2	20		
Leicester	CZ PRAHA07	211	Audio-visual techniques and media production	1	2	20		
CZ PRAHA07	Leicester	222	History and archaeology	1	2	20		
Leicester	CZ PRAHA07	222	History and archaeology	1	2	20		
CZ PRAHA07	Leicester	230	Languages	1	2	20		
Leicester	CZ PRAHA07	230	Languages	1	2	20		
CZ PRAHA07	Leicester	31	Social and behavioural sciences	1	7	70		
Leicester	CZ PRAHA07	31	Social and behavioural sciences	1	7	70		
CZ PRAHA07	Leicester	531	Chemistry	1,2,3	2	10		
Leicester	CZ PRAHA07	531	Chemistry	1,2,3	2	10		
CZ PRAHA07	Leicester	531	Chemistry	3	1	10		
Leicester	CZ PRAHA07	531	Chemistry	3			1	10
CZ PRAHA07	Leicester	532	Earth sciences	1,2	2	10		
Leicester	CZ PRAHA07	532	Earth sciences	1,2	2	10		

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 skills⁶ at the start of the mobility period (see also section 5 “Preparation and Support”).

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]	
CZ PRAHA07		English		B2	
Leicester		English	n/a	B2 (Additional requirements for visas: http://www2.le.ac.uk/study/english/visa)	

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

⁶ 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>

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 ⁷
CZ PRAHA07		Winter Term: Nomination deadline: 15/04 Spring Term: Nomination deadline: 15/09
Leicester	Fall Semester: late-September to mid-January Spring Semester: from early-January to early-June	Fall Semester: nominations/applications: 31/05 Spring Semester: nominations/applications: 31/10

The receiving institution will send its decision within 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:

⁷ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-362.html Deadlines: Winter Term: Nomination deadline: 15/05 Spring Term: Nomination deadline: 15/10
Leicester	studyabroad@le.ac.uk	https://le.ac.uk/cite/study-abroad-unit/how-to-apply

Selection criteria (CZ PRAHA07)		
Requirement	Details	Website for information (optional)
Academic requirements	Depending on the receiving faculty	https://cuni.cz/UKEN-362.html
CV		
Motivation letter		
Inclusion measures ⁸	<p>Charles University provides essential support for Erasmus students with special needs. This concerns people with the following conditions:</p> <ul style="list-style-type: none"> • Visual impairments, • Hearing impairments, • Physical impairments, • Specific learning disorders, • Autism spectrum disorder • Other difficulties (e.g. psychological disorders, impaired communication, or chronic somatic disease) 	https://cuni.cz/UKEN-370.html
Other		

⁸ 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

Selection criteria (Leicester)		
Requirement	Details	Website for information (optional)
Academic requirements	Transcript of Grades, Proof of English	https://le.ac.uk/cite/study-abroad-unit/how-to-apply
CV	n/a	
Motivation letter	Personal Statement	
Inclusion measures ⁹	n/a	
Other	n/a	

6. Preparation and support

The Higher Education Institution(s) in an EU 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](#)¹⁰.
- 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.
- 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

⁹ 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

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

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 upon arrival**, 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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-365.html
Language Support	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	
Visa	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-366.html
Insurance	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-1546.html
Inclusion of participants with fewer opportunities	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	https://cuni.cz/UKEN-370.html
Mentoring	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	
Grant payments	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	
Alumni information	CZ PRAHA07	Erasmus.incoming@ruk.cuni.cz	

Preparatory & Support Measures	Institution	Contact details	Website for information & arrangements
Accommodation	Leicester	accommodation@le.ac.uk	https://le.ac.uk/study/undergraduates/accommodation
Language Support	Leicester	studyabroad@le.ac.uk	https://le.ac.uk/cite/eltu
Visa	Leicester	visas@le.ac.uk	https://le.ac.uk/study/international-students/applying-for-visa
Insurance	Leicester	studyabroad@le.ac.uk	The University of Leicester is unable to provide insurance information on an individual basis for participants. https://le.ac.uk/policies/insurance
Inclusion of participants with fewer opportunities	Leicester	studyabroad@le.ac.uk	https://le.ac.uk/accessability-centre https://le.ac.uk/about/making-a-difference/equality/access-participation
Mentoring	Leicester	studyabroad@le.ac.uk	Where offered, details will be circulated annually to partners and participants
Alumni information	Leicester	n/a	n/a

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.
- 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 as soon as possible after the assessment period has finished at the receiving HEI.
 - o Providing students on traineeships and 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](#)¹¹. 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		https://cuni.cz/UKEN-361.html
Leicester		https://www2.le.ac.uk/offices/sas2/quality/committees/academic-policy-committee/implementation/assessment-regulations/undergraduate-schemes-of-module-assessment

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

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

Liability and dispute resolution

Each Party shall be exclusively liable for any loss, damage or injury caused by its personnel to third parties, arising out of the performance of this Agreement.

Each Party shall indemnify the other Party for all liability in respect of any action for damages brought by third parties and caused by their respective personnel in the course of the performance of this Agreement.

The parties agree that any dispute or claim arising out of or in connection with this agreement against the University of Leicester shall be governed by, and construed in accordance with English law and submitted to the jurisdiction of the courts of England and Wales, while any dispute or claim arising out of or in connection with this agreement against Charles University Prague shall be governed by, and construed in accordance with Czech law and submitted to the jurisdiction of the courts of the Czech Republic.

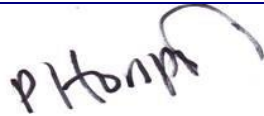

10. Termination of the agreement

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 agreement will expire on 31 August 2028 unless both parties agree to extend it in writing.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹²
Charles University (CZ PRAHA07)	Ester Brožová Erasmus+ Institutional Coordinator		
University of Leicester	Phil Horspool, Director, Centre for International Training and Education	13/03/2023	 

¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation