

PO1440/2020

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2020-2023²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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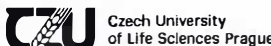

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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
<p>Czech University of Life Sciences Prague (CZU Prague)</p>  <p>Czech University of Life Sciences Prague</p> <p>Faculty of Environmental Sciences (FES)</p>	<p>CZ PRAHA02</p>	<p>Kamýcká 129 165 00 Praha – Suchbátka Czech Republic</p> <p>Erasmus Institutional Coordinator xxxx</p> <p>Departmental Coordinator xxxx</p> <p>Contact person xxxx</p>	<p>http://www.czu.cz</p> <p>Course Catalogue: https://www.czu.cz/en/r-9190-internationalrelations/r-14521-incoming-exchangeand-erasmusstudents/courseoffer.html</p>
<p>Ural State Forest Engineering University (USFEU)</p> 	<p>RU EKATERINBURG</p>	<p>Sibirsky trakt, 37 620100 Ekaterinburg Russia</p> <p>Erasmus Institutional Coordinator Prof. Yuri Mikhailov, Dr. Sci. +xxxx</p> <p>Contact person xxxx</p>	<p>http://usfeu.ru/deyatelnost/erasmus/</p>

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁷ per academic year

Agreement period 01. 08. 2020 – 31. 07. 2023

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
CZ PRAHA02	USFEU	0521	Environmental Sciences	1 st , 2 nd , 3 rd	NA	16 months (8 students)
USFEU	CZ PRAHA02	0521	Environmental Sciences	1 st , 2 nd , 3 rd	NA	16 months (8 students)

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
CZ PRAHA02	USFEU	0521	Environmental Sciences	70 days/5 staff (14 days per 1 staff)	NA
USFEU	CZ PRAHA02	0521	Environmental Sciences	70 days/5 staff (14 days per 1 staff)	NA

⁷ Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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 [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA02	USFEU	English	Czech	B2	C1
USFEU	CZ PRAHA02	English	Russian	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en.

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

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

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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 enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.
- **Travel, subsistence, visa and insurance of each mobility** will be reimbursed by CZU Prague from the project budget as a payment, fixed by EU regulations. Each incoming staff/student will receive the payment within the first week of the stay at CZU Prague /instalments in cash. All details are managed by the Erasmus+ KA107 Grant agreement No. 2020-1-CZ01-KA107-077664.

E. Additional requirements

Selection procedure

The selection of the mobile student will be initially based on their eligibility. After a student is deemed eligible, the student's application will be evaluated on the following criteria:

- Course availability
- Academic Standing
- Motivation letter and value added through participation in the exchange.

For the student selection procedure at CZU, the student will have to, upon call from the IRO FES, apply for the interview in English, pass the selection interview and submit the following documents during the interview for evaluation:

- CV in English
- Motivation letter in English
- Complete ToR

The staff selection procedure at both institutions will be evaluated based on the following criteria:

- Letter of motivation describing applicants' professional, teaching and collaborative vision (CZU, USFEU)
- CV in English (CZU, USFEU)
- Signed letter of support (USEU)
- Pre-acceptance letter from the host institution (USFEU)

The selection committee at USFEU is made up of the Executive Director, the International Director, International Research and/or representatives from academic/administrative units prioritized by the Erasmus+ agreement between USFEU and CZU. At CZU, it will consist of IRO FES and Vice Dean for International Relations FES.

Recognition tools:

The staff will submit a short evaluation report to International Relations Office FES, CZU Prague.

Infrastructure for staff and students with disabilities:

Infrastructure to welcome students and staff with disabilities at:

CZ PRAHA02

Counselling centre for students with special needs offers its services to incoming students and staff. All buildings of faculties, lecture halls, cafeterias and dormitories on campus have barrier-free access.

<https://www.czu.cz/en/r-9188-study/r-9252-information-for-students/r-9266-students-with-specific-needs>

<https://www.ivp.czu.cz/en/r-9425-departments/r-9478-others/r-10654-counselling-centre-for-students-with-special-needs>

RU EKATERINBURG

Counselling centre for students with special needs offers its services to incoming students and staff. Main buildings of faculties, lecture halls, cafeterias and dormitories on campus have barrier-free access. See details at:

<http://usfeu.ru/sveden/ovz/>

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
CZ PRAHA02	30 May	30 October
USFEU EKATERINBURG	30 May	30 October

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within **2 weeks from the application 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 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 31 July 2021 will only take effect as of 31 July 2023. 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."

5. The agreement is signed for the period from 01. 08. 2020 until 31. 07. 2023. The agreement will be automatically terminated after this period.

G. Information

1. Grading systems of the institutions

CZ PRAHA02 grading system:

Local grade 1 = excellent	A	(ECTS grade)
Local grade 2 = very good	B	(ECTS grade)
Local grade 3 = good	D	(ECTS grade)
Local grade 4 = failed	F	(ECTS grade)

Local "Zápočet" = Credited / Passed = Some courses are not concluded by examination. Students' achievements are not graded, but evaluated "passed/failed" only where the student has attained a satisfactory level and is awarded credits being "credited".

USFEU EKATERINBURG grading system:

Local grade 5 (score 87 - 100)	= excellent	A	(ECTS grade)
Local grade 4 (score 72 - 86)	= good (very good)	B	(ECTS grade)
Local grade 3 (score 51 - 71)	= satisfactory (good)	D	(ECTS grade)
Local grade 2 (score 50 and less)	= failed	F	(ECTS grade)

Local "Zachet" or "Zachteno" = Credited / Passed = Some courses are not concluded by examination. Students' achievements are not graded, but evaluated "passed/failed" only where the student has attained a satisfactory level and is awarded credits being "credited".

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 [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA02	xxxx	https://www.fzp.czu.cz/en/r-9410-international-relations
USFEU EKATERINBURG	xxxx icusfeu@gmail.com	http://usfeu.ru/deyatelnost/mezhdunarodnaya-deyatelnost/sotrudniki-otdela/

3. Insurance

The sending and receiving institutions will provide assistance in obtaining 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 [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA02	xxxx	https://www.fzp.czu.cz/en/r-9410-international-relations
USFEU EKATERINBURG	xxxx	http://usfeu.ru/deyatelnost/mezhdunarodnaya-deyatelnost/sotrudniki-otdela/

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 [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA02	xxxx	https://www.fzp.czu.cz/en/r-9410-international-relations
USFEU EKATERINBURG	xxxx	http://usfeu.ru/deyatelnost/mezhdunarodnaya-deyatelnost/sotrudniki-otdela/

5. Finance

The budget for the mobility between FES CZU and Ural State Forest Engineering University is declared in the Agreement No. 2020-1-CZ01-KA107-077664.

CZ PRAHA02:

- CZ PRAHA 02 will share 20 % of Organization Support with partner institution.
- The grant for travel costs for one outgoing teacher and a student is 530 EUR.
- The grant for subsistence costs for one outgoing teacher is 2772,00 EUR (180 EUR per day/1-14 day, 126 EUR per day/15-16 day).
- The scholarship for an outgoing student is set to 700,00 EUR per month.
- The outgoing staff and a student will receive 70 % of the grant within the first day of the stay and 30 % at the end of the stay, after completing all required documents (including EU Survey). The payment will be collected in cash at the CZU cash desk (opening hours: MO-FRI 8:00 – 12:00, 13:00 – 15:00) / send to the bank account of the mobility participant.
- However, the travel and subsistence costs of outgoing teacher will be accounted as real costs.

USFEU:

- The grant for travel costs for one outgoing teacher and a student is 530,00 EUR.
- The grant for subsistence costs for one outgoing teacher is 2156,00 EUR (140,00 EUR per day/1-14 day, 98 EUR per day/15-16 day).
- The scholarship for an outgoing student is set to 800,00 EUR per month.
- The outgoing staff and a student will receive 70 % of the grant within the first day of the stay and 30 % at the end of the stay, after completing all required documents (including EU Survey). The payment will be collected in cash at the CZU cash desk (opening hours: MO-FRI 8:00 – 12:00, 13:00 – 15:00)/send to the bank account of the mobility participant.

6. Promotion and dissemination

Both universities, Programme and Partner university, have agreed to follow all conditions and requirements mentioned in the Agreement No. 2020-1-CZ01-KA107-077664.

Ural State Forest Engineering University is obliged to provide the Czech University of Life Sciences Prague with the documentation upon the request, in order to fulfil the project rules mentioned in the Agreement No. 2020-1-CZ01-KA107-077664.

Ural State Forest Engineering University wholeheartedly agrees with the publication of the full text of this Agreement so that it may be the subject of the information provided pursuant to Act No. 106/1999 Coll., on Freedom Access to Information, as amended, and with the publication of this Agreement pursuant to Act No. 340/2015 Coll., special conditions of effectiveness of certain contracts, publication of these contracts and on the register of contracts (Act on the Register of Contracts), as amended.

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
CZ PRAHA02	prof. Ing. Petr Sklenička, CSc. The Rector of Czech University of Life Sciences Prague	19-01-2021	
USFEU EKATERINBURG	Assist. Prof. Eugeniy Platonov, CSc. The Rector of Ural State Forest Engineering University	19-01-2021	

Prověřeno právním odd. ČZU v Praze
Aut

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation