



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

**Inter-institutional<sup>1</sup> agreement 2020-2023<sup>2</sup>  
between institutions from  
Programme and Partner Countries<sup>3</sup>**

**[Minimum requirements]<sup>4</sup>**

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+.

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<sup>1</sup> 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+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> 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.

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

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### EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture  
Directorate Innovation, International Cooperation and Sport  
Unit C3: International Cooperation

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B-1049 Brussels

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## A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Website (eg. of the course catalogue)
Czech University of Life Sciences Prague (CZU Prague)  Faculty of Tropical AgriSciences (FTA)	CZ PRAHA02   PIC 999912570	Kamýcká 129 165 00 Praha – Suchbát Czech Republic  <b>Erasmus Institutional Coordinator</b> xxxx xxxx xxxx  <b>Contact person (faculty coordinator)</b> xxxxx xxxx xxxx	<a href="http://www.czu.cz">http://www.czu.cz</a>  Course Catalogue: <a href="https://www.czu.cz/en/r-9190-international-relations/r-14521-incoming-exchange-and-erasmus-students/course-offer.html">https://www.czu.cz/en/r-9190-international-relations/r-14521-incoming-exchange-and-erasmus-students/course-offer.html</a>
Université Cheikh Anta Diop de Dakar, Sénégal (UCAD)	PIC 999844185	Corniche Ouest Blv Martin Luther King Dakar Senegal  <b>Erasmus Institutional Coordinator</b> International Office Pxxx  <b>Contact person</b> International Relations Officer - Erasmus+ Coordinator xxxx	<a href="http://www.ucad.sn">www.ucad.sn</a>

<sup>5</sup> 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.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement.

## B. Mobility numbers<sup>7</sup> - total

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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	UCAD	0888	Agriculture, forestry, fisheries and veterinary, inter-disciplinary programmes	2 <sup>nd</sup> – SMS	0	2x4 months
UCAD	CZ PRAHA02	0888		3 <sup>rd</sup> – SMP	2x4 months	2x4 months

[\*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	UCAD	0888	Agriculture, forestry, fisheries and veterinary, inter-disciplinary programmes	30 (2x15 days)	0
UCAD	CZ PRAHA02	0888		30 (2x15 days)	14 (1x14 days)

<sup>7</sup> 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 <sup>8</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA02	0888	English	Czech	B1	C1
UCAD	0888	French	French	B1	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](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.

<sup>8</sup> 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>

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

### **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 criteria for students and staff; agreement on how to use organisational support funds; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used].*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

### **1. CZ PRAHA 02**

#### **Selection criteria for staff:**

Each applicant needs to attend a motivation interview with the vice-dean for the International Relations of the FTA. The selection procedure will respect the right of equal opportunities for each staff member. The teachers of animal ecology and behaviour, monitoring methods and data processing are more suitable for this mobility. Minimum level of degree of outgoing Czech staff is Ph.D. All the details of the selection procedure will be announced in advance by separate document issued by the vice-dean for the International Relations of the FTA.

#### **Selection criteria for students:**

Each applicant needs to submit Transcript of Records, Motivation letter, CV, study/training plan at the host institution, thesis supervisor agreement on joining the project and to pass the personal/on-line motivation interview with the vice-dean for the International Relations of the FTA. All the details of the selection procedure will be announced in advance by separate document issued by the vice-dean of the FTA.

#### **Recognition tools:**

Each outgoing staff will receive the certificate. Each outgoing staff is obliged to hand in the original of the Erasmus Mobility agreement and Confirmation of the stay. Each outgoing student is obliged to hand in the original of the Erasmus Mobility agreement, Confirmation of the stay and Transcript of Records (in case of student mobility for studies). The mobility will be recognized as an obligatory training abroad.

#### **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>

### **2. UCAD**

#### **Selection criteria for staff:**

The selection procedure will respect the right of equal opportunities for each staff member. The teachers of animal and plant ecology and conservation are more suitable for this mobility. As the courses at the institution of delivery are taught in English, the applicant will pass the on-line interview with the vice-dean for the International Relations of the FTA in English. The staff from UCAD is not obliged to have Ph.D. degree for mobility. All the details of the selection procedure will be announced in advance by separate document issued by the vice-dean for the International Relations of the FTA.

**Selection criteria for students:**

Each applicant needs to submit Transcript of Records, Motivation letter, CV, study/training plan at the host institution, recommendation letter and to pass the on-line motivation interview with the vice-dean for the International Relations of the FTA. All the details of the selection procedure will be announced in advance by separate document issued by the vice-dean of the FTA.

**Recognition tools:**

Each outgoing staff will receive the certificate. Each outgoing staff is obliged to hand in the original of the Erasmus Mobility agreement and Confirmation of the stay. Each outgoing student is obliged to hand in the original of the Erasmus Mobility agreement, Confirmation of the stay and Transcript of Records (in case of student mobility for studies).

**Infrastructure for staff and students with disabilities (if any):**

UCAD infrastructure supports people with disabilities.

**F. Calendar**

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

Receiving institution [Erasmus code or city]	Autumn Term	Spring Term
CZ PRAHA02	15 <sup>th</sup> July	15 November
UCAD	15 <sup>th</sup> July	15 November

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 2 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."*



## 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".		

#### UCAD grading system:

**FAILED** if the candidate obtains less than 10/20

**FAIR** if the candidate obtains a score of at least 10/20 and less than 12/20 on the general total of the teaching units;

**PRETTY GOOD** if the candidate obtains a score at least equal to 12/20 and less than 14/20 on the general total of the teaching units;

**GOOD** if the candidate obtains a score of at least 14/20 and less than 16/20 on the general total of the teaching units;

**VERY GOOD** if the candidate obtains a score of at least 16/20 on the general total of the teaching units

### 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	<a href="https://www.ftz.czu.cz/en/r-9422-international-relations/r-10714-information-for-foreign-students">https://www.ftz.czu.cz/en/r-9422-international-relations/r-10714-information-for-foreign-students</a>
UCAD	xxxxx	<a href="https://www.aeroporto-dakar.com/visa_senegal.php">https://www.aeroporto-dakar.com/visa_senegal.php</a>

### 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

- The grant for travel costs for one outgoing teacher/staff is in the amount of 820 EUR.
- The grant for subsistence costs for one outgoing teacher/staff is 140 EUR per day, 98 EUR per day in case the mobility will last more than 14 days.
- The outgoing teacher/staff will receive 70 % of this grant on the first working day after his/her arrival at CZ PRAHA02. The rest 30 % will be paid last working day of the mobility, after they fill in the Mobility on-line report. The payment will be collected in cash at the CZU cash desk (opening hours: 8:00 – 12:00, 13:00 – 15:00).
- Outgoing student mobilities will be supported with the grant for travel costs in the amount of 820 EUR, and the grant for subsistence costs 800 EUR/month. Students will receive 70 % of this grant on the first working day after his/her arrival at CZ PRAHA02, and 30 % after they submit all the compulsory documents and fill in the Mobility on-line report. Both, bank transfer of cash payment of the grant are possible.

## 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.

UCAD 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.

## H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>9</sup>
CZ PRAHA02	Prof. Ing. Petr Sklenička, CSc.	07-10-2021	
UCAD	Prof. Ahmadou Aly MBAYE Rector	07-10-2021	

<sup>9</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation