



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

Inter-institutional¹ agreement 2019-2022²
between institutions from
Programme and Partner Countries³

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+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
CHARLES UNIVERSITY / CZECH REPUBLIC	CZ PRAHA07	<u>International Credit Mobility Erasmus+ project manager:</u> PhDr. Denis Žernov denis.zernov@ruk.cuni.cz Tel.: +420 224 491 691	www.cuni.cz Catalogue: https://cuni.cz/UKE N-145.html

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 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement.

		<p>Faculty Coordinator: Ing. Hedvika Lang Páleníková Tel.: +420 22195 1166 hedvika.palenikova@natur.cuni.cz</p> <p>Department Coordinator: Doc. RNDr. David Havlíček, CSc. Tel.: +420221951255 havlicek@natur.cuni.cz</p>	<p>Faculty website: https://www.natur.cuni.cz/eng</p>
<p>UNIVERSITY OF CANTERBURY/ NEW ZEALAND</p>	<p>Christchurch</p>	<p>Institutional Coordinator: Monique van Veen International Partnership & Support Manager Tel.: +6433691513 monique.vanveen@canterbury.ac.nz</p> <p>Faculty Coordinator: Professor Rudi Marquez, Head of School of Physical and Chemical Sciences Tel.: +6433690162 rudi.marquez@canterbury.ac.nz</p> <p>Department Coordinator: Associate Professor Vladimir Golovko Tel.: + 6433695942 vladimir.golovko@canterbury.ac.nz</p>	<p>https://www.canterbury.ac.nz/</p> <p>Catalogue: https://www.canterbury.ac.nz/study/qualifications-and-courses/</p> <p>Faculty website: https://www.canterbury.ac.nz/science/schools/phys-chem/</p>

B. Mobility numbers⁶ per project (implementation deadline **31 December 2022**)

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 [average duration*]	Student Mobility for Traineeships*
Christchurch	CZ PRAHA07	442	Chemistry	2,3	2 180 days (90 days each)	-

⁶ 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>

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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 [average duration *]	Staff Mobility for Training*
CZ PRAHA07	Christchurch	442	Chemistry	2 20 days (~ 10 days each)	-
Christchurch	CZ PRAHA07	442	Chemistry	3 30 days (~ 10 days each)	-

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for advising to its nominated candidates to 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 ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA07		English	Czech	B2	B2
Christchurch		English	English	B2	B2 (and as agreed with the relevant departments)

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

⁷ 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(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements as far as it does not contradict the Statutes of the institution:

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 (if applicable), 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 the following if applicable:

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.
- Advise its outbound mobile participants that they need to be 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 information 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 information 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 activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student and subject to the home university's degree requirements and course approval policy.
- 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

E. Additional requirements

Charles University (CZ Praha07):

1. Withdrawal from the Agreement

Either contracting party may withdraw from this Agreement without undue delay should Article D be significantly violated. Such a withdrawal will take effect at the moment the other contracting party is formally notified.

2. Dispute settlement

A competent court determined in accordance with the applicable law of the Czech Republic shall have sole jurisdiction over hearing any dispute between the contracting parties that cannot be settled amicably. Any form of arbitration procedure between the contracting parties is excluded.

3. Legal effect / Publication of the Agreement in the Czech Contracts Register

This Agreement comes into legal force on the date when the last contracting party signs; the Agreement becomes effective on the date of its publication in the Czech Contracts Register in accordance with Act No. 340/2015 Sb., on special conditions for the effect of some contracts, the publication of such contracts and the register of contracts (the Contracts Register Act), as amended. The contracting parties expressly stipulate that Charles University assumes responsibility for publication of this Agreement in the Contracts Register in line with Act No. 340/2015 Sb, as amended.

4. Protection of Personal data

The contracting party from Erasmus+ Partner Country is obliged to create conditions for the protection of personal data of citizens of the Czech Republic in compliance with Czech law, and within the scope of, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, and to arrange for relevant technical measures to safeguard such data.

5. Mobility participants' insurance

For the entire duration of the mobility period, participants must have adequate insurance coverage for medical and travel expenses, liability insurance and/or accident insurance, especially if such insurance is required or recommended by the host institution. It is the

responsibility of the sending institution of the participant to ensure that the participant is aware of health and travel insurance issues.

Canterbury University

6. Dispute Resolution

Prior to commencing any proceedings under this Agreement in any court, the parties must first appoint senior representatives who will make good faith attempts to resolve the dispute between them. Failing such resolution being reached within one month of the dispute being raised by one party to another, the parties must appoint a mediator to help resolve the dispute. The mediation will be carried out remotely and in the English language and the mediator will not impose a binding decision on a party. Both parties will carry out any reasonable steps as may be requested by the mediator.

7. Limitation of liability

The liability of both parties under this Agreement is limited to the amount of funding received by that party for the exchange of students and/or staff in the context of the relevant Erasmus+ programme and in no event will either party be liable for indirect, special or consequential damages. Mobility participants are obliged to arrange an adequate personal insurance for the duration of their stay at partner institution.

8. Applicable requirements

Charles University undertakes, to comply with all applicable New Zealand laws, regulations, University of Canterbury policies and reasonable directions when either being hosted by, or hosting staff or students from, the University of Canterbury under this Agreement and will ensure that its staff and students are aware of the same.

9. Protection of Personal Data

Notwithstanding Section E paragraph 4 above (Protection of Personal Data), Charles University acknowledges that the University of Canterbury will not be in breach of this Agreement due to a failure to comply with Czech law or Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 with respect protection of personal data of citizens of the Czech Republic to the extent that to do so would place it in breach of New Zealand law, and/or to the extent it has complied with its obligations under New Zealand law (being the New Zealand Privacy Act 2020) with respect to protection of personal data.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
CZ PRAHA07	June 15	October 31
Christchurch	n/a	n/a

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

2. The receiving institution will send its decision within 6-8 weeks after 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement
Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. 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 PRAHA07:

- <http://www.cuni.cz/UKEN-361.html>

- <https://www.cuni.cz/UK-5381-version1.pdf>

University of Canterbury, Christchurch, New Zealand:

<https://www.canterbury.ac.nz/study/grading-scale/> N.B. No visits by CUNI students are planned.

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. 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.]

2. Visa

The sending and receiving institutions will provide information, when required, for applying visas for incoming and outbound mobile participants, respecting the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA07	Denis ŽERNOV denis.zernov@ruk.cuni.cz +420 224 491 691	https://cuni.cz/UKEN-366.html

⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Christchurch	<p>Monique van Veen International Partnership & Support Manager Tel.: +6433691513 monique.vanveen@canterbury.ac.nz</p>	<p>https://www.canterbury.ac.nz/international/ https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/general-information/visa-waiver-countries</p>

3. Insurance

The sending and receiving institutions will provide information in obtaining insurance for incoming and outbound mobile participants, respecting 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 can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA07	<p>Denis ŽERNOV denis.zernov@ruk.cuni.cz +420 224 491 691</p>	https://cuni.cz/UKEN-366.html
Christchurch	<p>The Risk and Insurance Team at UC: insurance@canterbury.ac.nz Jacqui Lyttle jacqui.lyttle@canterbury.ac.nz Phone: +6433694510 Joanne Noble-Nesbitt joanne.noble-nesbitt@canterbury.ac.nz Phone: +6433693984</p>	<p>https://www.canterbury.ac.nz/support/contact-us/people/jacqui-lyttle.html https://intranet.canterbury.ac.nz/insurance/businessanduniversitytravel.shtml https://intranet.canterbury.ac.nz/travel/?s=i-home https://intranet.canterbury.ac.nz/insurance/healixapp.shtml</p>

4. Housing

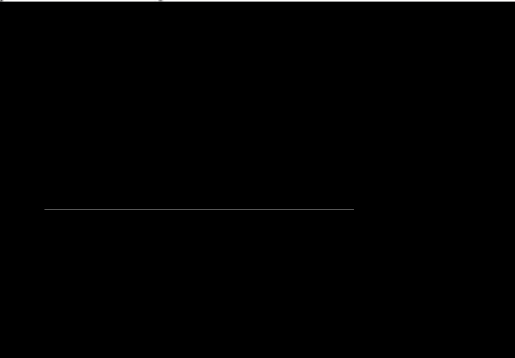
The receiving institution will guide incoming mobile participants in finding

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 PRAHA07	Denis ŽERNOV denis.zernov@ruk.cuni.cz +420 224 491 691	http://www.cuni.cz/UK-2073.html
Christchurch	Sonoda Christchurch Campus T: +64 3 595 2477 sonoda@unilodge.co.nz Graduate House info@graduatehouse.co.nz Kahu Apartments enquiries@kahuapartments.co.nz	https://www.canterbury.ac.nz/life/accommodation/ https://www.canterbury.ac.nz/life/accommodation/temporary/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
CZ PRAHA07	Mgr. Ester Brožová, Erasmus+ Institutional Coordinator		
UNIVERSITY OF CANTERBURY/ NEW ZEALAND	Professor Janet Carter, ACTING EXECUTIVE DEAN – SCIENCE		

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

