



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

**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**

The institutions¹ named below 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[22]-20[25] in:

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

- KA171

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 and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

1. Information about the higher education institutions

| Name of the institution (and department where) | Erasmus code or city ⁵ | Contact details ⁶ (email, phone) | Websites |
|--|-----------------------------------|---|----------|
|--|-----------------------------------|---|----------|

- 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

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

| relevant) | | | |
|--|------------|--|--|
| Charles University / CZECH REPUBLIC | CZ PRAHA07 | <p>International Relations Office Ovocný trh 3, 116 36 Praha 1, Czech Republic Erasmus+ Institutional Coordinator Ester Brožová erasmus.incoming@ruk.cuni.cz</p> <p>International Credit Mobility Erasmus+ project manager: Denis ŽERNOV denis.zernov@ruk.cuni.cz +420 224 491 691</p> | <p>General: https://cuni.cz/UKEN-145.html Faculty/faculties: https://cuni.cz/UKEN-108.html Course catalogue: https://cuni.cz/UKEN-364.html</p> |
| | | <p>CU Faculty contacts</p> <p>Erasmus Office: erasmus@natur.cuni.cz</p> <p>Department Coordinator:</p> <p>Vera Opatova vera.opatova@natur.cuni.cz +420 221 951 840</p> | <p>General: https://cuni.cz/</p> <p>Faculty: https://www.natur.cuni.cz/eng?set_language=en https://www.natur.cuni.cz/eng/study/erasmus/courses</p> <p>CU Course catalogue: https://cuni.cz/UKEN-364.html</p> |
| Baku State University/ AZERBAIJAN | BAKU | <p>Rauf Hasanov Head of International Relations rauf.hasanov.sh@bsu.edu.az Asgar Zeynalabdinov</p> <p>Specialist, Responsible for international programs (IRO)</p> <p>zeynalabdinov86@mail.ru asgarzeynalabdinov@bsu.edu.az +994502124253</p> | <p>General: http://bsu.edu.az/en/</p> <p>Faculty/faculties: http://biology.bsu.edu.az/en</p> |

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|--|--|--|--|
| | | <p>Faculty Coordinator:</p> <p>Afat Mammadova - Dean of Faculty of Biology</p> <p>m.afet@mail.ru +994125391091</p> <p>Sabina Omarova - Faculty of Biology</p> <p>sabinaomarova1@gmail.com +994503196694</p> <p>Department Coordinator:</p> <p>Naila Abdullayeva nailya.abdullayeva@mail.ru +994503492622</p> | |
|--|--|--|--|

2. Mobility numbers (project implementation deadline **31 July 2025**)

The partners agree to update the mobility data, whenever possible, by no later than 3 months before the mobility formally via an amendment of the inter-institutional agreement. In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).

Number of student and staff mobility periods

| FROM [Erasmus code or city of the sending institution] | TO [Erasmus code or city of the receiving institution] | Number of mobility periods | | | |
|---|---|--|--|---|--|
| | | <i>Student Mobility</i> [Specify here total number of students] | <i>Student Mobility</i> [Specify here total number of days] | <i>Staff Mobility</i> [Specify here total number of staff] | <i>Staff Mobility</i> [Specify here total number of days] |
| CZ PRAHA07 | BAKU | x | x | 5 | 70 |
| BAKU | CZ PRAHA07 | x | x | 3 | 24 |

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 skills⁷ at the start of the mobility period (see also section 5 "Preparation and Support").

| Receiving institution [Erasmus code or city] | Language of instruction 1 | Language of instruction 2 | Recommended level | |
|---|---------------------------|---------------------------|--|---|
| | | | Student Mobility [Minimum recommended level in at least one of the languages: B1] | Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2] |
| | | | | |

⁷ 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>

| | | | | |
|------------|---------|--------------------|----|----|
| CZ PRAHA07 | English | Czech | B2 | B2 |
| BAKU | Azeri | English Russian | B2 | B2 |

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:

OS Use and Repartition

Repartition of organisational support funds not enabled.

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 ⁸ |
|---|--|--|
| CZ PRAHA07 | Winter Term: from October to January. Spring Term: from February to June. | Fall Term nomination: 15/04 Fall term application: 15/05 Spring Term nomination: 15/09 Spring term application: 15/10 |
| BAKU | Winter Term: from the middle of September to the end of December Spring Term: from the middle of February to the end of May | Nomination and application deadline for winter term and full year: 1st June (visa students: 15th May) Nomination and application deadline for spring term: 31st October (visa students: 15th October) |

The receiving institution will send its decision within 2 weeks and no later than 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:

⁸ 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 | Applications should be submitted via an online form. https://cuni.cz/UKEN-362.html |
| BAKU | Central level: International Relations Office international@bsu.edu.az, zeynalabdinov86@mail.ru Faculty level: sabinaomarova@bsu.edu.az, sabinaomarova1@gmail.com | http://bsu.edu.az/en/ |

Selection criteria

| Requirement | Details | | Website for information (optional) | |
|-----------------------|--|---|---|------------------------------|
| | Institution [CZ PRAHA07] | Institution [BAKU] | Institution [CZ PRAHA07] | Institution [BAKU] |
| Academic requirements | There are no such requirements for selection at the university level of Charles University. However, each faculty may have their own requirements which are necessary to negotiate with them specifically. | Baku State University | | |
| CV | Required. Must include pedagogic activities, scientific research interests, and prior experience with collaborations on similar | Required. Must include pedagogic activities, scientific research interests, and prior experience with collaborations on similar | | |

| | | | | |
|---------------------------------|--|---|--|--|
| | projects. | projects. | | |
| Motivation letter | Not required. | Not required. | | |
| Inclusion measures ⁹ | Charles University is able to acquire the appropriate conditions for disadvantaged students and it is necessary to consult by prior arrangement. | Baku State University is able to acquire the appropriate conditions for disadvantaged students and it is necessary to consult by prior arrangement. | | |
| Other | Applicants will be invited for an interview, the focus will be on their interest in the region and relevant languages skills. | Applicants will be invited for an interview, the focus will be on their interest in the region and relevant languages skills. | | |

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

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

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 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 | Contact details (email, phone) | | Website for information & arrangements | |
|--|-----------------------------------|------------------------------|--|--------------------|
| | Institution [CZ PRAHA07] | Institution [BAKU] | Institution [CZ PRAHA07] | Institution [BAKU] |
| Accommodation | erasmus.incoming@ruk.cuni.cz | asgarzeynalbdinov@bsu.edu.az | Students can apply for an accommodation at the Charles University dormitories. The application should be submitted during the application process. https://cuni.cz/UKEN-365.html | bsu.edu.az/en/ |
| Language Support | | | | bsu.edu.az/en/ |
| Visa | erasmus.incoming@ruk.cuni.cz | asgarzeynalbdinov@bsu.edu.az | Students of third countries (all countries except EU or EFTA members) will be required to obtain a student visa or resident permit for their legal stay. https://cuni.cz/UKEN-366.html | bsu.edu.az/en/ |
| Insurance | | asgarzeynalbdinov@bsu.edu.az | All insured incoming students (including EHIC cardholders) have an access to urgent, state-provided healthcare during their stay in the Czech Republic. https://cuni.cz/UKEN-1546.html | bsu.edu.az/en/ |
| Inclusion of participants with fewer opportunities | | | Full range of support services incl. Disability Support: https://cuni.cz/UKEN-370.html Inclusive mobility.eu Profile: https://inclusivemobility.eu/countries/cz/institutions/2558 | bsu.edu.az/en/ |
| Mentoring | | | | |
| Grant payments | Denis ŽERNOV denis.zernov@ruk. | | | |

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|-----------------------|-----------------------------|--|---|--|
| | cuni.cz +420 224 491 691 | | - | |
| Alumni information | | | | |

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

ECTS

- 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 no later than [5] weeks 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' guide¹¹. 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 | x | http://www.cuni.cz/UKEN-361.html |
| BAKU | x | bsu.edu.az/en/ |

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

1. 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 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 Contracts Register in line with Act No. 340/2015 Sb, as amended.

2. Protection of Personal data

The contracting party from Erasmus+ Partner Country is obliged to create conditions for the protection of personal data of citizens.

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

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.

3. Mobility participants' insurance

For the entire duration of the mobility period, participants must have adequate insurance coverage for medical 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 insurance issues.

10. Termination of the agreement

1. Withdrawal from the Agreement

Either contracting party may withdraw from this Agreement without undue delay should the terms of the agreement 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. 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 |
|--|--|------|-------------------------|
| CZ PRAHA 07 | Mgr. Ester Brožová, Erasmus+ Institutional Coordinator | | |
| BAKU | Rauf Hasanov Head of International Relations Office | | |

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