Erasmus+

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

Inter-institutional[1] agreement 2017-2019
between institutions from
Programme and Partner Countries[2]

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[3]	Contact details[4] (email, phone)	Website (eg. of the course catalogue)
University of Chemistry and Technology Prague	CZ PRAHA01	xxxxxxxxxx Erasmus+ Institutional Coordinator UCT Prague Technická 5 166 28 Praha 6 Czech Republic Phone: xxxxxxxxxx xxxxxxxxxx Head Project Coordinator	www.vscht.cz

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[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] 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.

[3] 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.

[4] Contact details to reach the senior officer in charge of this agreement.

		Phone: xxxxxxxxxx	
The Catholic University of Korea	BUCHEON	xxxxxxxxxx, Director, Office of International Affairs xxxxxxxxxx The Catholic University of Korea 43 Jibong-ro, Bucheon, Gyeonggi-do 14662, Korea; xxxxxxxxxx xxxxxxxxxx The Catholic University of Korea 43 Jibong-ro, Bucheon, Gyeonggi-do 14662, Korea ;xxxxxxxxxx	https://www.catholic.ac.kr/english/html/main.html

B. Mobility numbers[5] per academic year

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.

The mobility numbers specified below might be subject to change and it is the right of the grant beneficiary, i.e. HEI in the Erasmus+ Programme country, to have the decisive say on the final mobility numbers based on the financial grant of the programme.

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, 1st, 2nd or 3rd]* *	Number of student mobility periods	
					Student Mobility for Studies *[total number of months of the study periods or average*	*Student Mobility for Traineeships* * [Not relevant for 2015 and*

[5] **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)

					duration*]	2016]
CZ PRAHA01	BUCHEON			3rd (Phd.)	1x3 months	N/A
BUCHEON	CZ PRAHA01			3rd (Phd.).	1x3 months	N/A

[*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 PRAHA01	BUCHEON			N/A	1 participant / 8 days in total (excluding travel days)
BUCHEON	CZ PRAHA01			N/A	1 participant / 7 days in total (excluding travel days)

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[6]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA01		Czech	English	B2	B2
BUCHEON		Korean	English	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:

Before mobility

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[6] 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

- 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.

- Provide, free-of-charge, incoming mobile students and staff with Confirmation of Study Period/Confirmation of Training/Teaching Period in English containing the accurate data such as a full name of the participant, start and end date of the mobility, signature and stamp of the hosting HEI.

- 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.

- Upon request provide necessary information to the HEI in the Programme country about implementation of the programme for the purposes of interim and final report submitted to the National Agency in the Programme country.

E. Additional requirements

CZ PRAHA01	In case of additional requirements of academic, organisational or other aspects, please contact the International Office: xxxxxxxxxxx or xxxxxxxxxx
BUCHEON	In case of additional requirements of academic, organisational or other aspects, please contact the International Office: xxxxxxxxxx

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 PRAHA01	30th June Ph.D. students can apply continuously during the year	30th November Ph.D. students can apply continuously during the year
BUCHEON	15th May	15th November

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

2. The receiving institution will send its decision within 6 weeks.

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. A Confirmation of Mobility Period will be issued upon departure of the student or staff member.

5. Termination of the agreement 15

   This agreement might be terminated at any time by either party by giving written notification to the other party of at least one academic year. This means that a unilateral decision to discontinue the exchanges notified to the other party by e.g. 1 November 2017 will only take effect as of 1 November 2018.

   Any differences arising out of the interpretation and/or the implementation of this agreement shall be resolved amicably through consultation and/or negotiation by the parties.

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

G. Information

About	CZ PRAHAO1	BUCHEON
	(for up to date contact details, see web pages)	
Grading system	*UCT Prague uses the **ECTS credit system**.*	CUK uses the grading system which runs upon **a letter-type grade**. The letter grades can add up to different numbered averages, from 0.0 to 4.5.
Visa	Students and staff with non-EU nationality should inform the International Office at UCT Prague by e-mail (xxxxx or xxxxx) about the town where they have applied for the VISA in their home country. Acceptance letters in Czech and English languages will be sent to the International Office of the sending university. http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx	Visa Issuance As citizens of countries other than Korea, students must apply for a relevant visa at an overseas Korean Embassy or Consulate to study in Korea. In order to apply for a valid visa, students must submit the required documents to the embassy. Since visa issuance process may take a considerable time, you are requested to submit the required documents as soon as you get confirmation of enrollment from CUK. Application Process After receiving confirmation of enrollment from CUK, students must visit the nearest Korean Embassy or Consulate with the required documents and apply for the relevant visa.
Insurance	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.	Buying insurance is mandatory. Exchange students can buy insurance in their home country, or may buy it at CUK on arrival.
Housing	Accommodation is available at UCT Prague dormitories. Participants are obliged to book a room on their own by sending an application form to erasmus.accom@vscht.cz. More information on: https://study.vscht.cz/erasmusplus/apply-to-erasmus	CUK offers on campus dormitory to all exchange students. Dormitory information including housing rates are at http://www.catholic.ac.kr/~ihouse/
Special needs	CZ PRAHA01 does not have facilities to welcome students and staff with disabilities.	CUK does not have enough facilities to welcome students and staff with disabilities.
Academic Calendar	Winter Semester: Mid-SEPTEMBER – Mid-FEBRUARY Summer Semester: Mid-FEBRUARY – End of JUNE	Spring : March – June Fall : September – December

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
CZ PRAHA01	xxxxxxxxxx Rector		
BUCHEON	xxxxxxxxxx President		