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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

[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+.

EUROPEAN COMMISSION

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

European Commission
5-1049 Brussels

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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 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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Country	Institution	Contact person	Contact details
Iran	University of Isfahan (UI)	Administrative Contact Person:	https://ui.ac.ir/Index.aspx?amp;page=main&lang=2&id=4
	Faculty of Geographical Sciences and Planning	Institutional Coordinator and Representative of International Relations Office of the faculty	
		Dr. Saeed Zakernejad	+98 938 307 3388 zakernejad@ui.ac.ir saeed.zakernejad@gmail.com

B. Mobility numbers² per academic year

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¹ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their crdrefno code, while Partner Country HEIs should mention the city where they are located.

² Contact details to reach the senior officer in charge of this agreement.

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional)
<http://www.esf.welsh.org/tracchan/Pages/How-to-use-the-standard-classification-of-education.aspx>

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)
Czech University of Life Sciences Prague (CZU Prague)  Faculty of Environmental Sciences (FES)	CZ PRAHA02	Kamýcká 129 165 00 Praha – Suchbátka Czech Republic Erasmus Institutional Coordinator Lukáš Pospíšil +420 224 382 275 pospisil@rektorat.czu.cz Departmental Coordinator doc. Ing. Martin Hanel, Ph.D. +420 224 382 959 hanel@fzp.czu.cz Contact person Ing. Aneta Kremová kremova@fzp.czu.cz	http://www.czu.cz Course Catalogue: http://is.czu.cz/katalog/index.pl?jak=rozsirene;lang=en
University of Isfahan (UI)  Faculty of Geographical Sciences and Planning	Isfahan	Administrative contact Person: Dr. Seyed Komail Tayebi +98 313793 2039-40, sk.tayebi@ase.ui.ac.ir Institutional Coordinator and Representative of International Relations Office of the faculty Dr. Reza Zakerinejad +98 938 197 9388 r.zakerinejad@geo.ui.ac.ir reza.zakerinezhad@gmail.com	https://ui.ac.ir/Index.aspx?tempname=engmain&lang=2&sub=0

B. Mobility numbers⁷ per academic year

Agreement period 01. 08. 2019 – 31. 07. 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	TO	Subject area	Subject area	Study cycle	Number of student mobility periods

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.

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>

[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * [Applicable from 2018 call]
CZ PRAHA02	Isfahan	0521	Environmental Sciences	3 rd	NA	4 months (2 students for 2 months)
Isfahan	CZ PRAHA02	0521	Environmental Sciences	1 st , 2 nd , 3 rd	5 months (1 student)	NA

[*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 [total number of days of teaching periods or average duration *]	
				Staff Mobility for Teaching	Staff Mobility for Training *
CZ PRAHA02	Isfahan	0521	Environmental Sciences	50 days/5 staff (10 days per 1 staff)	NA
Isfahan	CZ PRAHA02	0521	Environmental Sciences	NA	90 days/3 teachers (30 days per 1 teacher)

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]

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>

CZ PRAHA02	Isfahan	English	Czech	B2	B2
Isfahan	CZ PRAHA02	English	Persian	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

- 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 calculations. Each incoming staff, student will receive the payment within first day (70 %) of the stay at CZU Prague / instalments in cash. The rest will be paid at the end of the stay (30 %) based on finalizing documents. All details are mentioned in the Grant agreement No. 2019-1-CZ01-KA107-061102.

E. Additional requirements

CZ PRAHA 02:

Selection procedure:

Each applicant needs to attend a motivation interview conducted in English with the the representatives of International Relations Office of Faculty of Environmental Sciences, CZU Prague. The staff will be selected based on the publication activity. PhD students are required to submit following documents:

- CV in English
- Letter of Motivation in English
- Complete Transcript of Records

Recognition tools:

Both students and staff are required to bring an original Confirmation of stay and submit it to the International Relations Office FES in order to recognize the mobility. PhD mobility will be recognized in the university system and acknowledged as a mandatory criterion in the study

plan for PhD students. The staff will submit a short evaluation report. Internationalization activities are one of the staff's general evaluation criteria and will be considered within annual evaluation at CZU.

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>

Isfahan:

Selection procedure:

Each applicant needs to attend a motivation interview conducted in English with the the representatives of International and Scientific Cooperation Office, Faculty of Geography, University of Isfahan. The staff will be selected based on the publication activity. Students are required to submit following documents:

- CV in English
- Letter of Motivation in English
- Complete Transcript of Records in English (in case of a bachelor's degree student – only passed courses; in case of a master's degree student – bachelor's degree Diploma Supplement and passed courses from master's degree programme; in case of a PhD student – both bachelor's and master's degree Diploma Supplement and passed courses from a PhD programme)

Recognition tools:

The staff will submit a short evaluation report to International Relations Office FES, CZU Prague. Student courses will be recognized by University of Isfahan.

Infrastructure for staff and students with disabilities:

University of Isfahan also offers necessary equipment to students or staff with health disabilities, specific learning disabilities, or to those who require psychological care. There are specific salon, library also for those applicants.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
CZ PRAHA02	15 June	15 November
Isfahan	NA	NA

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

- The receiving institution will send its decision within **2 weeks from the application deadline.**
- 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.
- The agreement is signed for the period from 01. 08. 2019 until 31. 07. 2022. 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".		

Isfahan:

NA

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	Ing. Aneta Kremová kremova@fzp.czu.cz	https://www.fzp.czu.cz/en/r-9410-international-relations
Isfahan	Reza Zakerinejad, Ph.D r.zakerinejad@geo.ui.ac.ir	http://ui2.ui.ac.ir/

	Mrs. Houri zarei int-office@ui.ac.ir	
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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	Ing. Aneta Kremová kremova@fzp.czu.cz	https://www.fzp.czu.cz/en/r-9410-international-relations
Isfahan	Reza Zakerinejad, Ph.D r.zakerinejad@geo.ui.ac.ir Mrs. Houri zarei int-office@ui.ac.ir	http://ui2.ui.ac.ir/

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	Ing. Aneta Kremová kremova@fzp.czu.cz	https://www.fzp.czu.cz/en/r-9410-international-relations
Isfahan	Reza Zakerinejad, Ph.D r.zakerinejad@geo.ui.ac.ir Mrs. Houri zarei int-office@ui.ac.ir	http://ui2.ui.ac.ir/

5. Finance

The budget for the mobility between FES CZU and UI is declared in the Agreement No. 2019-1-CZ01-KA107-061102.

CZ PRAHA02:

- The lump sum for travel costs for one outgoing teacher and a student is 530,00 EUR.
- The lump sum for subsistence costs for one outgoing teacher is 2160,00 EUR (180 EUR per day).
- The scholarship for an outgoing student is set to 700,00 EUR per month.
- However, the travel and subsistence costs of outgoing teacher will be accounted as real costs.

Isfahan:

- 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 1960,00 EUR (140,00 EUR per day during the first 14 days) and 1764,00 EUR (98 EUR per day for the rest of the mobility).
- 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: 8:00 – 12:00, 13:00 – 15:00).


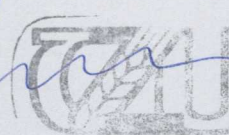
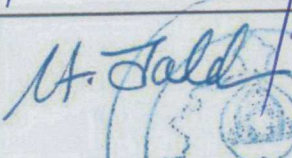

6. Promotion and dissemination

Both universities, Programme and Partner university, have agreed to follow all conditions and requirements mentioned in the Agreement No. 2019-1-CZ01-KA107-061102.

University of Isfahan 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. 2019-1-CZ01-KA107-061102.

University of Isfahan 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 ¹
CZ PRAHA02	Prof. Ing. Petr Sklenička, CSc. The Rector of Czech University of Life Sciences Prague	09-03-2020	 
Isfahan01	Dr. Hooshang Talebi The President of the University of Isfahan	January 15, 2020	 

ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE (2/2)

Prověřeno právním odd. ČZU v Praze