



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

**Inter-institutional<sup>1</sup> agreement 2018-2020<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</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+.

**A. Information about higher education institutions**

Full name of the institution / country	Erasmus code or city <sup>4</sup>	Contact details <sup>5</sup> (email, phone)	Website (eg. of the course catalogue)
<b>CHARLES UNIVERSITY / CZECH REPUBLIC</b>	<b>CZ PRAHA07</b>	<u>Institutional Coordinator:</u> Denis ŽERNOV denis.zernov@ruk.cuni.cz +420 224 491 691	<u>www.cuni.cz</u>  Catalogue: <u><a href="https://is.cuni.cz/studium/eng/prijimacky/index.php?do=obory">https://is.cuni.cz/studium/eng/prijimacky/index.php?do=obory</a></u>

<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 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.

<sup>4</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>5</sup> Contact details to reach the senior officer in charge of this agreement.

*Handwritten signature*

		<u>Faculty Coordinator:</u> Petra JANČÍKOVÁ petra.jancikova@ff.cuni.cz +420 221 619 840	Faculty website: <a href="https://www.ff.cuni.cz/home/">https://www.ff.cuni.cz/home/</a>
<b>UNIVERSITY OF DELHI/ NEW DELHI</b>		<u>Institutional Coordinator:</u> Professor H.P. Singh <a href="mailto:deanir.du@gmail.com">deanir.du@gmail.com</a> <a href="mailto:dean_ir@du.ac.in">dean_ir@du.ac.in</a> +91 11 27667771  <u>Faculty Coordinator:</u> Neelakshi Suryanarayan, Head, Department of Slavonic & Finno-Ugrian Studies <a href="mailto:s.neelakshi@gmail.com">s.neelakshi@gmail.com</a> +91 11 2766 2226  G. Rajagopal Head, Department of M.I.L. & Literary Studies <a href="mailto:grajagopaldu@gmail.com">grajagopaldu@gmail.com</a> +91 11 2766 6626	<a href="http://www.du.ac.in">www.du.ac.in</a>

#### B. Mobility numbers<sup>6</sup> per project (implementation deadline **31 July 2020**)

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies [average duration*]	Student Mobility for Traineeships*
CZ PRAHA07	NEW DELHI	023	Languages	3rd	1 90 days	-
NEW DELHI	CZ PRAHA07	023	Languages	1,2,3	2 180 days	-

<sup>6</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>)

HS

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	NEW DELHI	023	Languages	2 10 days (~5 days each)	-
NEW DELHI	CZ PRAHA07	023	Languages	2 10 days (~5 days each)	-

### 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>7</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA07		English	Czech	B2	B2
NEW DELHI		English	English	Equivalent of English Language Proficiency Certificate or TOEFL Score (minimum 70) or IELTS Score (minimum 6)	

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 International Credit Mobility Erasmus+ Grant will be distributed to all mobility participants by the Erasmus Office of Charles University. The outgoing students and staff (from CU to DU) will receive EU Mobility Grant prior to departure, the incoming students and staff (from DU to CU) will receive the grant upon arrival. The EU Mobility Total Grant allowance consists of EU Travel Grant allowance (onetime payment based on the distance

<sup>7</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>

travelled, in case of Delhi - Prague it will be 820 EUR) and EU individual support living cost allowance. For incoming students from DU a monthly EU individual support allowance of 800 EUR, for staff visitors from DU an EU individual support allowance of 140 EUR per diem.

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.

### **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 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

## 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
NEW DELHI	July 20	January 1

*[\* 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>

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>8</sup>. 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.]*

<sup>8</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
CZ PRAHA07	Denis ŽERNOV denis.zernov@ruk.cuni.cz +420 224 491 691	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
NEW DELHI	dean_ir@du.ac.in +91 11 2766 7771	<a href="http://fsr.du.ac.in">http://fsr.du.ac.in</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 sources:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
CZ PRAHA07	Denis ŽERNOV denis.zernov@ruk.cuni.cz +420 224 491 691	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
NEW DELHI	dean_ir@du.ac.in +91 11 2766 7771	<a href="http://fsr.du.ac.in">http://fsr.du.ac.in</a>

## **4. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

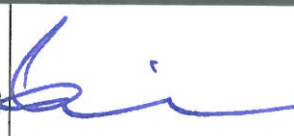
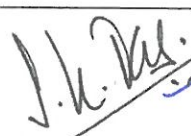
Information and assistance can be provided by the following persons and information sources:





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	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>
NEW DELHI	dean_ir@du.ac.in +91 11 2766 7771	<a href="http://ir.du.ac.in/web/index.php?page=contact">http://ir.du.ac.in/web/index.php?page=contact</a> -us

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>9</sup>
CZ PRAHA07	Prof. Tomáš Zima, MD., DSc. Rector	29-08-2019	
UNIVERSITY OF DELHI/ NEW DELHI	Professor Tarun Kumar Das Registrar	10 <sup>th</sup> August 2019	



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





Erasmus+

Higher Education:  
Mobility Agreement form  
Participant's name

## Mobility Agreement

### Staff Mobility For Teaching<sup>1</sup>

Planned period of the training activity: teaching  
from **21/03/2020** till **30/03/2020**

Duration (days): **10 days**

Travel days (with EU Erasmus+ funding): 21.3. (Sat), 30.3. (Mon)

#### The teaching staff member

Last name (s)	<b>Starý Kořánová</b>	First name (s)	<b>Ilona</b>
Seniority <sup>2</sup>	Intermediate	Nationality <sup>3</sup>	<b>Czech</b>
Sex [M/F]	Female	Academic year	2019/2020
E-mail	Ilona.koranova@ff.cuni.cz		

#### The Sending Institution/Enterprise<sup>4</sup>

Name	<b>Faculty of Arts, Charles University</b>		
Erasmus code <sup>5</sup> (if applicable)	<b>CZ Praha07</b>	Faculty/Department	Institute of Czech Studies, FF UK
Address	Nám. J. Palacha 2, 116 38, Praha 1	Country/ Country code <sup>6</sup>	Czech Republic/CZ
Contact person name and position	Martin Hříbek, Ph. D. Erasmus+ Coordinator	Contact person e-mail / phone	<a href="mailto:martin.hribek@ff.cuni.cz">martin.hribek@ff.cuni.cz</a> <a href="mailto:petra.jancikova@ff.cuni.cz">petra.jancikova@ff.cuni.cz</a> +42021619840
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input checked="" type="checkbox"/> >250 employees





Erasmus+

Higher Education:  
Mobility Agreement form  
Participant's name

### The Receiving Institution

Name	<b>Delhi University</b>	Faculty/Department	Department of Slavonic and Finno-Ugrian studies, Arts Faculty
Erasmus code (if applicable)	<b>New Delhi</b>		
Address	Delhi University, North Campus	Country/ Country code	<b>India</b>
Contact person name and position	Neelakshi Suryanarayan, Associate Professor	Contact person e-mail / phone	<b>+911127662226</b>

For guidelines, please look at the end notes on page 3.





## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>7</sup>: Languages

Level (select the main one): Short cycle (EQF level 5) ☒; Bachelor or equivalent first cycle (EQF level 6) ☒; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme: 20

Number of teaching hours<sup>8</sup>: 8 hours

Language of instruction: English, Czech

#### Overall objectives of the mobility:

To strengthen the bridges between the two cultures, teaching Czech studies at University of Delhi

#### Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Extending of opportunities of students of Slavonic Studies to gain more knowledge of Czech language and civilization

#### Content of the teaching programme:

Teaching beginners and lower intermediate students Czech language and culture, lecture about Czech life and studies in the Czech Republic.

#### Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):

New experience with teaching Czech language to students of different mother tongue; exposing the Indian students to a contemporary methods of teaching Czech by a native speaker; opening new venues for Indian students to study in Prague





Erasmus+

Higher Education:  
Mobility Agreement form  
Participant's name

## II. COMMITMENT OF THE THREE PARTIES

By signing<sup>9</sup> this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

### The teaching staff member

Name: PaedDr. Ilona Starý Kořánová, Ph. D.

Signature:

*Ilona Starý Kořánová*  
Date: 24<sup>th</sup> January 2020

### The sending institution/enterprise

Name of the responsible person: Martin Hříbek, Ph. D.

Signature:

UNIVERZITA KARLOVA  
Filozofická fakulta  
Institute of Asian Studies  
Celetná 20, 116 42 Praha 1

Date: 24<sup>th</sup> January 2020

### The receiving institution

Name of the responsible person:

Signature:

*A.P. SINGH*  
DEAN  
INTERNATIONAL RELATIONS  
(Sciences & Technology)  
University of Delhi  
DELHI-110007

Date: 15-2-2020

<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).
- In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.
- For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

<sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.





<sup>4</sup> Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth.

<sup>5</sup> **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>6</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>7</sup> The **ISCED-F 2013 search tool** (available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)) should be used to find the ISCED 2013 detailed field of education and training.

<sup>8</sup> A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

<sup>9</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.