



**Erasmus+ Programme**  
Bilateral Inter-Institutional Agreement  
2024-2029

**MUNI**

Key Action 1  
Learning Mobility for Higher Education Students and Staff  
among EU Member States and third countries associated to the Programme

SZ: MU-ISOIS/312392/2023/2229953/CZS

ID: 7215

Valid from: 15th December 2023

The institutions 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 related to the organisation and management of the mobility, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Information about the higher education institutions**

<b>Between</b> (Name of the institution and department, where relevant)	<b>Erasmus code</b>	<b>University of A Coruña</b>
	<b>E LA-CORU01</b>	<b>Facultad de Humanidades y Documentación (F)</b>
<b>Contact details</b> (name, email, phone)	Institutional coordinator: Departmental coordinator:	
<b>Websites</b> (general / faculties / course catalogue)	<a href="http://www.udc.es">http://www.udc.es</a>	
<b>And</b> (Name of the institution and department, where relevant)	<b>Erasmus code</b>	<b>Masaryk University</b>
	<b>CZ BRNO05</b>	<b>Department of International Relations and European Studies</b>
<b>Contact details</b> (name, email, phone)	Institutional Coordinator: Departmental Coordinator:	
<b>Websites</b> (general / faculties / course catalogue)	<a href="https://www.muni.cz">https://www.muni.cz</a> <a href="https://is.muni.cz/predmety/?lang=en">https://is.muni.cz/predmety/?lang=en</a> <a href="https://czs.muni.cz/en/student-from-abroad/international-student-guide/course-catalogue">https://czs.muni.cz/en/student-from-abroad/international-student-guide/course-catalogue</a>	

**Student Mobility for Studies**

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.

Country		Academic year(s)	Subject area name and ISCED clarification Other terms (if applicable)	Study cycle	Student Mobility for Studies		
FROM	TO				Students	Total months	Blended
CZ	ES	2024/25 - 28/29	0312 - Political sciences and civics (Relaciones internacionales) Partner unit: Facultad de Humanidades y Documentación (F)	1st	2	20.00	no
ES	CZ	2024/25 - 28/29	0312 - Political sciences and civics (Relaciones internacionales) Partner unit: Facultad de Humanidades y Documentación (F)	1st	2	20.00	no

**Staff Mobility for Teaching**

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.

Country		Academic year(s)	Subject area name and ISCED clarification Other terms (if applicable)	Staff Mobility for Teaching	
FROM	TO			Teachers	Total days
CZ	ES	2024/25 - 28/29	0312 - Political sciences and civics (Relaciones internacionales) Partner unit: Facultad de Humanidades y Documentación (F)	1	5
ES	CZ	2024/25 - 28/29	0312 - Political sciences and civics (Relaciones internacionales) Partner unit: Facultad de Humanidades y Documentación (F)	1	5

**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.

Country		Student mobility for studies		Staff mobility for teaching		Staff mobility for training	
FROM	TO	Language	Level	Language	Level	Language	Level
CZ	ES	English	B1	English	B2		

ES	CZ	English	B2	English	B2		
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The above stated language competence concerns requirements of the university. For daily communication it is necessary to know English or Czech.

### Calendar

Applications/nominations of incoming students must reach the receiving institution by (the deadlines indicated herewith are not final and different dates might apply and can be agreed upon):

Country		Nominations		Applications	
FROM	TO	Autumn term	Spring term	Autumn term	Spring term
CZ	ES	1 June	1 November	15 June	15 November
ES	CZ	31 May	1 November	15 June	15 November

### Application procedure for incoming students

Country		Contact e-mail	Contact phone	Website for information
FROM	TO			
CZ	ES			<a href="https://www.udc.es/en/ori/infestudantesextranxeiros/FormulariosExtranxeiros/">https://www.udc.es/en/ori/infestudantesextranxeiros/FormulariosExtranxeiros/</a>
ES	CZ			<a href="http://ois.muni.cz/incoming-erasmus-general-info">http://ois.muni.cz/incoming-erasmus-general-info</a>

### Additional requirements

Country		Requirement	Details	Website for information
FROM	TO			
CZ	ES	riferrol@udc.es	For applications to Campus of Ferrol	<a href="https://www.udc.es/en/ori/infestudantesextranxeiros/FormulariosExtranxeiros/">https://www.udc.es/en/ori/infestudantesextranxeiros/FormulariosExtranxeiros/</a>
CZ	ES	rrii@udc.es	For technical problems with application procedures	<a href="https://www.udc.es/en/ori/infestudantesextranxeiros/">https://www.udc.es/en/ori/infestudantesextranxeiros/</a>
ES	CZ	---	---	---

The receiving institution will send its decision within 5 weeks after the deadline for mobility to ES and within 4 weeks after the deadline for mobility to CZ.

## Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Country		Available infrastructure adjusted for people with	Description of infrastructure	Contact e-mail and phone	Website for information
FROM	TO				
CZ	ES	---	---		---
ES	CZ	---	---		<a href="http://www.teiresias.muni.cz/?lang=en">http://www.teiresias.muni.cz/?lang=en</a>

Country		Available support services for people with	Description of infrastructure	Contact e-mail and phone	Website for information
FROM	TO				
CZ	ES	Unidade de Atención á Diversidade	<p>La Unidad Universitaria de Atención a la Diversidad (ADI) se creo en febrero de 2004 para atender a los miembros de la comunidad universitaria con discapacidad o otras necesidades específicas.</p> <p>The University Unit of Attention to the Diversity (ADI) was created to attend to members of the university community with special needs derived from the disability or any other ways of difference in front of the majority of the population, being its committed main objective to facilitate the full integration of the students, teaching and administrative staff that, for physical, sensorial, psychic or socio-cultural reasons, experience difficulties or external barriers to an adequate, egalitarian and beneficial access to the university life.</p>		<a href="https://www.udc.es/cufie/adi/">https://www.udc.es/cufie/adi/</a>
ES	CZ	---	---		---

## Information

Although a brief overview is provided in this agreement, more detailed information is sent to the nominees in order for them to prepare their exchange.

### 1. 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:

Country		Contact details	Website for information
FROM	TO		
CZ	ES		<a href="https://www.udc.es/gl/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento/index.html">https://www.udc.es/gl/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento/index.html</a>
ES	CZ	loflerova@czs.muni.cz, +420549493990	<a href="http://ois.muni.cz/incoming-students-housing">http://ois.muni.cz/incoming-students-housing</a>

### 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:

Country		Contact details	Website for information
FROM	TO		
CZ	ES		<a href="http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx">http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx</a>
ES	CZ	loflerova@czs.muni.cz, +420549493990	<a href="http://ois.muni.cz/incoming-students-visa">http://ois.muni.cz/incoming-students-visa</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.

Exchange students are not given insurance cover automatically, unless specified. Information and assistance can be provided by the following contact points and information sources:

Country		Contact details	Website for information
FROM	TO		
CZ	ES		<a href="https://www.udc.es/en/sape/seguros/">https://www.udc.es/en/sape/seguros/</a>
ES	CZ	loflerova@czs.muni.cz, +420549493990	<a href="http://ois.muni.cz/incoming-students-insurance">http://ois.muni.cz/incoming-students-insurance</a>

#### 4. Additional information

Country		Information	Contact e-mail and phone	Website for information
FROM	TO			
CZ	ES	mobilities at campus Ferrol		<a href="https://www.udc.es/gl/ori/contacto/">https://www.udc.es/gl/ori/contacto/</a>
ES	CZ	---		---

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 for mobility to ES and no later than 5 weeks for mobility to CZ.

#### Termination of the agreement

The agreement can be modified or terminated unilaterally, as long as at least a one academic year notice is given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

#### Signatures of the legal representatives of both institutions

According to the Act no. 340/2015 on the Contract Repository, MU is obliged to publish the text of the contract. The contract shall be made accessible to the general public, but personal data, signatures and bank account information shall be omitted.

	University of A Coruña	Masaryk University
Name		
Function		
Signature	signed electronically	signed electronically
Date	15 December 2023	6 December 2023