



**Co-funded by
the European Union**



**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
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 2024-2027** in:

- **KA171 (International Credit Mobility)**

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

- 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

1. Information about the higher education institutions

| Name of the institution (and department where relevant) | Erasmus code or city ⁵ | Contact details ⁶ (email, phone) | Websites |
|---|-----------------------------------|--|--|
| Czech University of Life Sciences Prague (CZU) | CZ PRAHA02, Prague | <p>General contact: Mikuláš Josek, Head of CZU IRO josek@rektorat.czu.cz</p> <p>CZU coordinator: Martin Richter +420 731 222 528 richterm@rektorat.czu.cz</p> <p>Faculty Erasmus coordinator: Simona Tomanová tomanovas@ftz.czu.cz</p> <p>Contact person and mentor: Petra Chaloupková chaloupkova@ftz.czu.cz</p> | <p>General: www.czu.cz</p> <p>Course catalogue: details about available courses are regularly published at https://www.czu.cz/en/r-9190-international-relations/r-14521-incoming-exchange-and-erasmus-students/r-20141-incoming-students-academic-year-2024-2025/r-20151-course-offer-24-25</p> |

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.

| | | | |
|---|------------------|---|---|
| <p>Prince of Songkla University (PSU)</p> | <p>E10048120</p> | <p>General contact: Siriporn Prompat, International Affairs Officer +66 74 286016 siriporn.pr@psu.ac.th</p> <p>Parittiya Lerslaponrat, International Affairs Officer +66 74 286016 parittiya.s@psu.ac.th</p> <p>Faculty coordinator Rungrat Sae Yang, Associate Dean for International Affairs +66 74 286004 rungrat.s@psu.ac.th</p> | <p>General: https://www.psu.ac.th/en/</p> <p>Course catalogue: https://nr.psu.ac.th/en/stats_nr_fact</p> <p>Faculty websites: https://natres.psu.ac.th/en/</p> |
|---|------------------|---|---|

2. Mobility numbers – total per call 2024 - 2027

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year 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] | Field of education ISCED CODE ⁷ (optional) | Field of education - clarification (optional) | Level of education [EQF] (optional) | Number of mobility periods | | | |
|---|---|---|--|---|---|---|--|---|
| | | | | | Student Mobility [Specify here total number of students] | Student Mobility [Specify here total number of months] | Staff Mobility [Specify here total number of staff] | Staff Mobility [Specify here total number of days] |
| CZ PRAHA02 | E10048120 | 0888 | | Level 8 | 2 | 4 | 2 | 18 incl. travel days |
| E10048120 | CZ PRAHA02 | 0888 | | Level 6 - 8 | 4 | 16 | 2 | 18 incl. travel days |

Optional additional information

Both parties agree that in case of an increase of mobility activities of both, students and staff, this can be done based on mutual agreement via email.

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

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 skills⁸ 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] |
| CZ PRAHA02 | English | Czech | B1/2 | B2 |
| E10048120 | English | English | B1 | 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.

⁸ 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>

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 (Organisation Support) Use and Repartition | Priority Objectives |
|---|--|
| CZ PRAHA02 | <p>The Organizational Support (OS) will be allocated to cover overhead costs directly associated with mobility management and project administration at both central and faculty levels. These funds will support tasks such as project coordination, candidate calls (for students and staff), selection processes, and administrative tasks like contract preparation, printing, postal expenses, and managing visa procedures and accommodation arrangements for incoming and outgoing students and staff.</p> <p>In addition, the OS will be used to organize activities for incoming staff, including orientation sessions, campus tours, networking events, and professional development workshops aimed at enhancing the mobility experience. Expenses related to incoming trainees will also be covered, such as organizing mentorship programs, providing necessary materials and resources, and ensuring smooth integration into the university environment.</p> |

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 (SMS) must reach the receiving institution by:

| Receiving institution [Erasmus code or city] | Term duration | Deadline for nominations ⁹ |
|---|---|---------------------------------------|
| CZ PRAHA02 | Winter Term: from October to January | 15 June |
| | Spring Term: from February to June | 15 October |
| E10048120 | 1 st Semester from June to October | 15 February |
| | 2 nd Semester from November to March | 15 July |

The receiving institution will send its decision within 4 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:

⁹ 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 PRAHA02 | Faculty Erasmus coordinator: Simona Tomanová tomanovas@ftz.czu.cz | https://www.czu.cz/en/r-9190-international-relations/r-20551-icm |
| E10048120 | General contact: Siriporn Prompat, International Affairs Officer +66 7428 6016 siriporn.pr@psu.ac.th Parittiya Lerslaponrat International Affairs Officer +66 7428 6016 parittiya.s@psu.ac.th | https://natres.psu.ac.th/en/ |

| Selection criteria | | |
|--|---|---|
| <i>Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.</i> | | |
| Requirement | CZU | PSUi |
| Academic requirements | EQF level: 6 to 8 | Undergraduate and graduate |
| CV | Written in English | Written in English |
| Motivation letter | Written in English | Written in English |
| A draft study plan / A proposal of the research topic/activity / a teaching/training plan | A draft study plan in the form of the Learning Agreement (BSc. and MSc. students) / A proposal of the research topic/activity (PhD candidates) will be firstly reviewed by the project manager and relevant academic staff at the home university, qualification criteria will be evaluated first and will determine if it is accepted or rejected. | Applicants must submit a draft study plan in the form of a Learning Agreement (for BSc. and MSc. students) or a detailed research proposal outlining the intended research topic and activities (for PhD candidates). All applications will undergo an initial eligibility check and academic evaluation |

| | | |
|----------------------------------|--|--|
| | | by the Project Manager and the relevant academic staff at the home institution. Applications that meet the eligibility requirements will be assessed based on the established selection criteria. Final decisions regarding acceptance or rejection will be made accordingly. |
| Interview as a second round | As the second round of the selection process, an independent commission will be set up at CZU and interviews with the candidates will take place via videoconference (e.g. Teams) in order to evaluate the quality of the applicant. All communication during the selection procedure will be done in English. | As a second stage of the selection process, an independent Selection Committee will be established at PSU. Shortlisted candidates will be invited to attend an online interview (e.g. via MS Teams, Zoom) to further assess the quality and suitability of their applications. All communication throughout the selection procedure will be conducted in English. |
| Inclusion measures ¹⁰ | Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide, CZU ICM websites) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process. | Particular attention will be given to targeted categories of participants with fewer opportunities, as defined in the Erasmus+ Programme Guide. In order to further strengthen the inclusion dimension of KA171, partner institutions are encouraged to discuss and agree on indicative targets during the selection process. |
| Passport | The applicant must own a valid passport with an expiration date no shorter than 1 year after the ending of the mobility. | The applicant has to own a valid passport with an expiration date no shorter than 1 year after the ending of the mobility. |

¹⁰ 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

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*](#)¹¹.
- 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 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.

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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.

The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

CZ PRAHA02:

| Preparatory & Support Measures | Institution [Erasmus code or city] | Contact details (email, phone) | Website for information & arrangements |
|--|---|--|--|
| Accommodation | CZ PRAHA02 | Faculty Erasmus coordinator: Simona Tomanová tomanovas@ftz.czu.cz | https://www.kam.czu.cz/cs |
| Language Support | CZ PRAHA02 | Faculty Erasmus coordinator: Simona Tomanová tomanovas@ftz.czu.cz | |
| Visa | CZ PRAHA02 | Faculty Erasmus coordinator: Simona Tomanová tomanovas@ftz.czu.cz | |
| Insurance | CZ PRAHA02 | Faculty Erasmus coordinator: Simona Tomanová tomanovas@ftz.czu.cz | |
| Inclusion of participants with fewer opportunities | CZ PRAHA02 | Faculty Erasmus coordinator: Simona Tomanová tomanovas@ftz.czu.cz | e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://www.ftz.czu.cz/en/r-9420-study/r-9506-information-for-students/r-10817-students-with-special-needs |
| Mentoring | CZ PRAHA02 | Contact person and mentor: Petra Chaloupková chaloupkova@ftz.czu.cz | |
| Grant payments | CZ PRAHA02 | Central coordinator: CZU coordinator: Martin Richter richterm@rektorat.czu.cz | |
| Alumni information | CZ PRAHA02 | Faculty Erasmus coordinator: Simona Tomanová tomanovas@ftz.czu.cz | |

Prince of Songkla University

| Preparatory & Support Measures | Institution [Erasmus code or city] | Contact details (email, phone) | Website for information & arrangements |
|--|------------------------------------|--|---|
| Accommodation | E10048120 | Siriporn Prompat, International Affairs Officer siriporn.pr@psu.ac.th | https://dorm.psu.ac.th/system/ |
| Language Support | E10048120 | Siriporn Prompat, International Affairs Officer siriporn.pr@psu.ac.th | |
| Visa | E10048120 | Parittiya Lerslaponrat, International Affairs Officer parittiya.s@psu.ac.th | https://gao.psu.ac.th/students/visa-immigration-procedures |
| Insurance | E10048120 | Parittiya Lerslaponrat International Affairs Officer parittiya.s@psu.ac.th | https://gao.psu.ac.th/students/health-and-accident-insurance |
| Inclusion of participants with fewer opportunities | E10048120 | Siriporn Prompat, International Affairs Officer siriporn.pr@psu.ac.th | e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. |
| Mentoring | E10048120 | Contact person and mentor: Rungrat Sae Yang Associate Dean for International Affairs rungrat.s@psu.ac.th | |
| Alumni information | E10048120 | Parittiya Lerslaponrat, International Affairs Officer parittiya.s@psu.ac.th | |

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. [the European Credit Transfer and Accumulation System.](#)]*

| | |
|-------------------|---|
| <p>CZ PRAHA02</p> | <ul style="list-style-type: none"> • CZ PRAHA02 uses the ECTS system. In this system 1 ECTS is an equivalent of 25 hours of students workload. • If the partner country institution does not use the same system of courses evaluation, this transcription will be used for the grade conversion between institutions. • CZ PRAHA02 recognize the workload for student of 25 hours as equivalent to 1 ECTS. • Each outgoing staff will receive the certificate. Each outgoing staff is obliged to hand in the original of the Erasmus Mobility Agreement and Confirmation of the stay. • Each outgoing student is obliged to hand in the original of the Erasmus Mobility agreement, Confirmation of the stay and the Transcript of Records (in case of student mobility for studies). The mobility will be recognized as obligatory training abroad. |
| <p>E10048120</p> | <p>Prince of Songkla University uses the Thai credit system, and the grades obtained will be converted to ECTS. One Thai credit is equivalent to 1.67 ECTS.</p> <ul style="list-style-type: none"> • One Thai credit is equivalent to 15 hours for in-class lectures or 45 hours for lab/practical learning or 30 hours for self-study. • The number of hours allocated to lectures, practical sessions, and self-study varies depending on the credit value of each course. • Each outgoing staff from CZU will receive the certificate. Each outgoing staff is obliged to hand in the original of the Erasmus Mobility Agreement and Confirmation of the stay. • Each outgoing student from CZU is obliged to hand in the original of the Erasmus Mobility agreement, Confirmation of the stay and the Transcript of Records in case of student mobility for studies. The mobility will be recognized as obligatory training abroad |

- 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 4 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' guide](#)¹². 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 PRAHA02 | n/a | CZU Prague: Local grade 1 (excellent) = A (ECTS grade) = 90 – 100% Local grade 2 (very good) = B (ECTS grade) = 89 – 70% Local grade 3 (good) = D (ECTS grade) = 60 – 69% Local grade 4 (failed) = F (ECTS grade) = 0 – 59% Local "Zápočet" = Credited / Passed * = Student achievements in some courses are not graded but only "credited", where the student has attained a satisfactory level. |

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

| | | | | |
|-----------|--|-------------------|--------------|-------------------|
| E10048120 | | PSU Grade: | | |
| | | PSU | Grade | Definition |
| | | 4.0 | A | EXCELLENT |
| | | 3.5 | B+ | VERY GOOD |
| | | 3.0 | B | GOOD |
| | | 2.5 | C+ | FAIRLY GOOD |
| | | 2.0 | C | FAIR |
| | | 1.5 | D+ | POOR |
| | | 1.0 | D | VERY POOR |
| | | 0.0 | E | FAIL |

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

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Termination of the agreement

This agreement is valid from the date of the last signature and will stay in force for the period mentioned in the heading.

This agreement may be amended or modified by mutual agreement in writing (e-mail communication is also acceptable). It may be renewed on the same terms, or on terms as agreed by the two institutions.

In the event of unilateral termination, a written notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. 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 ¹³ |
|--|---|------------|--|
| Czech University of Life Sciences Prague CZ PRAHA02 | Ing. Mikuláš Josek, PhD. Head of CZU International Relations Office Deputy Institutional Coordinator of Erasmus+ Programme at CZU empowered by the Rector for signing Erasmus KA171 IIAs | 31.03.2025 | Česká zemědělská univerzita v Praze International Relations Office Kamýčká 129, 165 00 Praha - Suchbátka IČO: 60460709 (1)  |
| Prince of Songkla University E10048120 | Assoc. Prof. Dr. Thakerng Wongsirichot Vice President for Academic and International Affairs | 25/03/2026 |  <hr/> Digitally signed: 2026.03.25 12:20:20 +07:00 |

¹³ Scanned copies of signatures or digital signatures are accepted

