



ANNEX I

To the Memorandum of Understanding concerning Inter-institutional agreement on Higher Education Student and Staff Mobility

Based on the Memorandum of Understanding signed on 24.12.2020 the institutions named below agree to cooperate in exchange of students and/or staff.

A. Information about higher education institutions

Full name of the institution / country	Abbreviation of the institution	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Chemistry and Technology, Prague Technická 1905/5 166 28 Praha 6 Czech Republic	UCT Prague	Head of Department of International Relations Filip Faltejsek Phone: +420 220 444 456 international@vscht.cz Incoming students: Anna Eiflerová incoming@vscht.cz Outgoing students: Soňa Jančurová outgoing@vscht.cz School of Business: Miloš Krejčí International Office Manager business.international@vscht.cz	www.vscht.cz for students: www.studv.vscht.cz https://business.vscht.cz
Al-Farabi Kazakh National University, Almaty Al-Farabi av. 71 050040 Almaty Republic of Kazakhstan	Al-Farabi Kazakh National University	Head of Department of International Cooperation Aizhan Smailova, Dr. Phone: + 727 377 33 11 Aizhan.Smailova@kaznu.kz Incoming and Outgoing students: Zhaniya Abdiman Zhanviva.Abdyman@kaznu.kz Phone: +7 727 377 33 33 (1467)	www.kaznu.kz



B. Mobility numbers 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

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					<i>[total number of months of the study periods or average duration]</i>	
UCT Prague	Al-Farabi	0311	Economics	1, 2, 3	1 student x 5 months	1 student x 5 months
		041	Management and administration	1, 2, 3	1 student x 5 months	1 student x 5 months
Al-Farabi	UCT Prague	0311	Economics	1, 2, 3	1 student x 5 months	1 student x 5 months
		041	Management and administration	1, 2, 3	1 student x 5 months	1 student x 5 months

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods		
				Staff Mobility for Teaching	Staff Mobility for Training	
					<i>[total number of days of teaching periods or average duration]</i>	
UCT Prague	Al-Farabi	0311 0413	Economics Management and administration	2 x 5 days	2 x 5 days	



Al-Farabi	UCT Prague	0311 0413	Economics Management and administration	2 x 5 days	2 x 5 days
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C. Recommended language skills

The sending institution, following the 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
			Student Mobility for Studies	Staff Mobility for Teaching
UCT Prague	English		B2	B2
Al-Farabi	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 institutions agree to:

- 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 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.

¹ 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>



E. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
UCT Prague	30th June (31st May if the participant needs visa)	30th November (31st October if the participant needs visa)
Al-Farabi	30th June	30th 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 by the receiving institution.

F. Information

About	UCT Prague	Al-Farabi
	(for up to date information, please see web	
Grading system	UCT Prague uses the ECTS credit system .	Al-Farabi KazNU uses the ECTS credit system .
Visa	Students and staff with non-EU nationality should inform the International Office at UCT Prague by e-mail (incoming@vscht.cz) 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-stav-of-over-90-days-long-term.aspx	Al-Farabi KazNU provides visa support to students. With this document, it is possible to obtain a visa to Kazakhstan from the student's home country. For more info please visit website http://icd.kaznu.kz/3/Main/RightNodeBrowser/53
Insurance	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.	A foreign student has to take care of obtaining insurance on their own in advance
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	Accommodation is available at Al-Farabi KazNU dormitories for foreign students. In the course of correspondence with the Department of international Cooperation of Al-Farabi KazNU and preparation of documents, accommodation conditions will be agreed upon.
Special needs	Mobilities of students and staff with disabilities are arranged on an individual basis.	Mobilities of students and staff with disabilities are arranged on an individual basis.
Academic Calendar	Winter Semester: Mid-SEPTEMBER – Mid-FEBRUARY	Winter Semester: Mid-SEPTEMBER – Mid-FEBRUARY Summer Semester: Mid-FEBRUARY – End of JUNE



	Summer Semester: Mid-FEBRUARY – End of JUNE	
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G. Validity and termination of the agreement

This Agreement is valid for 5 (five) years from the day it was signed by both institutions.
This Agreement might be terminated at any time by either party by giving written notification to the other party of at least one calendar year. This means that a unilateral decision to discontinue the exchanges notified to the other party by e.g. 1 November 2019 will only take effect as of 1 November 2020; otherwise the Agreement will be automatically considered to be prolonged for one more year.

H. Final provisions

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.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
UCT Prague	Prof. Dr. RNDr. Pavel Matějka Rector	- 2 -12- 2020	
Al-Farabi	Galimkair Mutanov Rector	05.02.2021.	

