



UNIVERSITAS CAROLINA  
PRAGENSIS

Vice-rector for international affairs and mobility

April 18, 2014

Dear Mr. Rector,

Thank you for your letters informing our Rector Prof. Tomáš Zima and me about the 'Swiss-European Mobility Programme' launched by the Swiss government. We welcome the opportunity to continue our successful collaboration in the framework of the proposed bilateral agreement.

We have attached two signed originals and thank you in advance for returning us one signed original.

Sincerely yours,

A handwritten signature in blue ink, which appears to read 'Jan Škrha', is written over a faint circular stamp.

Prof. Jan Škrha

Vice-Rector for International Affairs and Mobility

Prof. Dominique Arlettaz  
Recteur  
Université de Lausanne  
UNIL - Centre  
Unicentre - bureau 303  
CH-1015 LAUSANNE  
Suisse

# SWISS-EUROPEAN MOBILITY PROGRAMME

## BILATERAL AGREEMENT valid for the academic years 2014/2015 -2020/21

|  |   |                           |
|--|---|---------------------------|
| <b>Between</b><br>(Name and ID code of the institution)      | <b>Université de Lausanne - CH LAUSANN01</b>  |                           |
| <b>Contact Person</b><br>(Name, address, phone, fax, E-mail) | Institutional Coordinator:<br><b>Antoinette Charon Wauters</b><br>Head of International Relations<br>Château de Dorigny<br>CH - 1015 Lausanne<br>Switzerland<br>Tel: +41 21 692 20 24<br>Fax: +41 21 692 20 05<br>e-mail: <a href="mailto:erasmus@unil.ch">erasmus@unil.ch</a>            | Departmental Coordinator: |
| <b>And</b><br>(Name and ID code of the institution)          |   |                           |
| <b>Contact Person</b><br>(Name, address, phone, fax, E-mail) | Institutional Coordinator:<br><b>Michal Maršálek</b><br>Institutional Erasmus Coordinator<br>Ovocný trh 3/5<br>116 36 Praha 1<br>Czech Republic<br>Tel: +420 224 491 310<br>Fax: +420 224 229 487<br>e-mail: <a href="mailto:michal.maršalek@ruk.cuni.cz">michal.maršalek@ruk.cuni.cz</a> | Departmental Coordinator: |

The numbers mentioned in this contract are not a commitment; reciprocity and/or prolongation may be discussed. For each academic year both parties will have the opportunity to review the exchange agreed upon in this initial paper. Upon mutual agreement, amendments of the mobility figures can be made.

The above parties agree to co-operate in the activities shown below in the frame of the Swiss-European Mobility Programme, according to the principles of the Erasmus Charter for Higher Education (ECHE). Both parties will facilitate information on any issue that can facilitate the mobility of students and staff.

The present agreement will be valid as long as Switzerland does not have the status of a Programme Country in Erasmus+.

| Student Mobility for Studies |                          |          |        |          |         |    |                 |              |
|------------------------------|--------------------------|----------|--------|----------|---------|----|-----------------|--------------|
| Subject area                 |                          | Level    |        |          | Country |    | Total Numbers   |              |
| Code                         | Name                     | Bachelor | Master | Doctoral | From    | To | No. of students | Months (sum) |
| 38                           | Law                      | x        | x      | x        | CH      | CZ | 1               | 9            |
| 38                           | Law                      | x        | x      | x        | CZ      | CH | 1               | 9            |
| 813                          | Sports                   | x        | x      |          | CH      | CZ | 1               | 9            |
| 813                          | Sports                   | x        | x      |          | CZ      | CH | 1               | 9            |
| 429                          | Biology and biochemistry | x        |        |          | CH      | CZ | 1               | 9            |
| 429                          | Biology and biochemistry | x        |        |          | CZ      | CH | 1               | 9            |
| 721                          | Medicine                 |          | x      |          | CZ      | CH | 1               | 9            |
| 721                          | Medicine                 |          | x      |          | CZ      | CH | 1               | 9            |

| Teaching mobility (min 8 teaching hours) |        |                |         |    |                 |             |   |
|--|--------|----------------|---------|----|-----------------|-------------|---|
| Subject area                             |        | Teacher's name | Country |    | Total Numbers   |             |   |
| Code                                     | Name   | tbc            | From    | To | No. of teachers | Weeks (sum) |   |
| t.b.a.                                   | 38 Law |                | CH      | CZ | 1               |             |   |
| t.b.a.                                   | 38 Law |                | CZ      | CH | 1               |             | 1 |

| Signatures of the legal representatives of both institutions  |   |
|---|---|
| Name of institution:<br><br><b>Université de Lausanne</b><br>Antoinette Charon Wauters<br>Head of International Relations<br><br>Signature and official stamp:<br><br><div style="display: flex; align-items: center;"> </div> Date: 25.04.2014 | Name of institution:<br><br><b>Charles University in Prague</b><br>Michal Maršálek<br>Institutional Erasmus Coordinator<br><br>Signature and official stamp:<br><br><div style="display: flex; align-items: center;"> </div> Date: 18-04-2014 |

UNIVERZITA KARLOVA V PRAZE  
 REKTORÁT  
 Odbor pro zahraniční styky  
 Evropská kancelář  
 Ovocný trh 3/5, 116 36 Praha 1  
 Tel: 00216208, Dle: CZ00216208



## Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21] between programme countries

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

### A. Information about higher education institutions

| Name of the institution      | Erasmus code | Contact details  | Website  |
|------------------------------|--------------|--|--|
| Université de Lausanne       | CH LAUSANN01 | International Relations<br>Le Château<br>CH-1015 Lausanne<br>Tel : +41 21 692 20 24<br>Fax : +41 21 692 20 05<br>E-mail : erasmus@unil.ch  | <a href="http://www.unil.ch/international">www.unil.ch/international</a><br><a href="http://www.unil.ch/programmes">www.unil.ch/programmes</a><br><a href="http://www.unil.ch/bienvenue/page9044.html">www.unil.ch/bienvenue/page9044.html</a> |
| Charles University in Prague | CZ PRAHA07   | <b>Institutional Coordinator:</b><br>RNDr. Dagmar Chalupová, Ph.D.<br>erasmus@natur.cuni.cz<br>T/F: +42 0221951166<br><b>Departmental Coordinator:</b><br>Mr. Ondřej Koukol, Ph.D.<br>ondrej.koukol@natur.cuni.cz<br>T: +42 0221951650 | <a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>  |

### 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 |                          | Study cycle |     |     | Number of student mobility periods |        |          |        |
|--------------|--------------|--------------|--------------------------|-------------|-----|-----|------------------------------------|--------|----------|--------|
|              |              | Code         | Name                     | 1st         | 2nd | 3rd | SMS*                               |        | SMP*     |        |
|              |              |              |                          |             |     |     | Students                           | Months | Students | Months |
| CH LAUSANN01 | CZ PRAHA07   | 421          | Biology and biochemistry | X           |     |     | 1                                  | 9      |          |        |
| CZ PRAHA07   | CH LAUSANN01 | 421          | Biology and biochemistry | X           |     |     | 1                                  | 9      |          |        |

\* SMS = Students Mobility for Studies, SMP = Students Mobility for Traineeships

### 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 | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level |                             |
|-----------------------|---------------------------|---------------------------|---|-----------------------------|
|                       |                           |                           | Student Mobility for Studies              | Staff Mobility for Teaching |
| CH LAUSANN01          | French                    | English                   | B2  | C1                          |
| CZ PRAHA07            | English                   | Czech                     | 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. Additional requirements

1. Information for partners of UNIL: [www.unil.ch/international/page79722\\_en.html](http://www.unil.ch/international/page79722_en.html)
2. Academic and practical information for students: [www.unil.ch/international/page76145\\_en.html](http://www.unil.ch/international/page76145_en.html)
3. Information on infrastructure to welcome students and staff with disabilities at UNIL: [www.unil.ch/interne/page39990.html](http://www.unil.ch/interne/page39990.html)

## E. Calendar

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

| Receiving institution | Autumn term             | Spring term             |
|-----------------------|-------------------------|-------------------------|
| CH LAUSANN01          | 30.06 (Medicine: 30.04) | 30.11 (Medicine: 30.04) |
| CZ PRAHA07            |                         |                         |

2. The receiving institution will send its decision within 2 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. Termination of the agreement:

The numbers mentioned in this contract are not a commitment; reciprocity and/or prolongation may be discussed. For each academic year, both parties will have the opportunity to review the exchange agreed upon in this initial paper. Upon mutual agreement, amendments of the mobility can be made. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

## F. Information

### 1. Grading systems of the institutions

UNIL uses ECTS credits. The grading scale is from 0 (lowest grade) to 6 (highest grade). More information : [www.unil.ch/international/page83097.html](http://www.unil.ch/international/page83097.html)

### 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. European citizens do not require a visa to reside in Switzerland. Procedures to acquire a residence permit have to be taken only once in Switzerland. In case of non-European citizenship, information and assistance can be provided by the following contact points and information sources:

| Institution  | Contact details (email, phone)            | Website for information  |
|--------------|---|--|
| CH LAUSANN01 | Maria.Velasco@unil.ch<br>+41 21 692 21 16 | More information: <a href="http://www.unil.ch/bienvenue/page8179.html">www.unil.ch/bienvenue/page8179.html</a> |
| CZ PRAHA07   |   |  |

### 3. Insurance

You will find all relevant information on the following links :

| Institution  | Contact details (email, phone)              | Website for information  |
|--------------|---|--|
| CH LAUSANN01 | UNIL  | <a href="http://www.unil.ch/sasc/page65147.html">www.unil.ch/sasc/page65147.html</a> |
|              | OVAM<br>info.ovam@vd.ch<br>+41 21 557 47 47 | <a href="http://www.vd.ch/OVAM">www.vd.ch/OVAM</a>                                   |
| CZ PRAHA07   |   |  |

### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education, but cannot guarantee housing for all the exchange students. Information and assistance can be provided by the following persons and information sources:

| Institution  | Contact details (email, phone)  | Website for information  |
|--------------|---|--|
| CH LAUSANN01 | University Housing Office<br>SASC<br>Unicentre<br>CH-1015 Lausanne<br>Tel: +41 21692 21 10<br>Fax: +41 21 692 21 15<br>E-mail: <a href="mailto:logement@unil.ch">logement@unil.ch</a> | <a href="http://www.unil.ch/sasc/page6173_en.html">www.unil.ch/sasc/page6173_en.html</a><br><a href="http://www.fmel.ch">www.fmel.ch</a><br>(Application is mandatory, please check the website early enough!) |
| CZ PRAHA07   |   |  |

### 5. Academic information

Some courses are not open to exchange students. For more information, please check on [www.unil.ch/international/page82323\\_en.html](http://www.unil.ch/international/page82323_en.html) under *restricted courses*.

### 6. Important dates

Autumn semester

- Welcome Day: Thursday before the beginning of the courses
- Period of course: mid-September/end of December
- Exams: beginning of January/beginning of February

Spring semester

- Welcome Day: Friday before the beginning of the courses
- Period of course: mid-February/end of May
- Exams: beginning of June/beginning of July
- Spring semester: second week of February



## 7. Courses in French as a foreign language




### Cours de vacances:

The Cours de vacances offer courses in French during the University vacations in Summer and Winter. [www.unil.ch/cvac](http://www.unil.ch/cvac)

### Ecole de français langue étrangère:

The School of French as a Foreign Language offers courses in French during the Autumn and Spring semesters. [www.unil.ch/fle](http://www.unil.ch/fle)

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

| Institution  | Name, function   | Date       | Signature <sup>1</sup>  |
|--------------|--|------------|---|
| CH LAUSANN01 | Antoinette Charon Wauters<br>Head of International Relations | 28.10.2013 |               |
| CZ PRAHA07   | Dagmar Chalupova<br>Faculty ERASMUS Coord.                   | 12.11.2013 |  CHARLES UNIVERSITY in Prague<br>Faculty of Science<br>LLP ERASMUS<br>Albertov 6, 128 43 Prague 2 |

<sup>1</sup>Scanned signatures are accepted

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# Erasmus<sup>+</sup> Programme

## Annexes to Inter-institutional agreement (Sections E-F) 2014/2015-2020/2021

### E. Calendar

#### 1. Student application deadlines:

| Receiving institution | Autumn/Winter term <sup>1</sup><br>[month] | Spring/Summer term <sup>2</sup><br>[month] |
|-----------------------|--|--|
| CZ PRAHA07            | June 15 <sup>th</sup>                      | October 31 <sup>st</sup>                   |

#### CZ PRAHA07:

2. Receiving institution will send its decision within 6 – 8 weeks.

3. All students will receive their transcript of records at the end of their stay. The transcript of records is generated from our electronic Student Information System (SIS) and it contains all results for enrolled courses which must be logged on to SIS beforehand.

#### 4. Termination of the agreement

*A notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

### F. Information

|                           |  |
|---------------------------|--|
| WWW for Incoming Students | <a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>      |
| WWW Course Catalogue      | <a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>    |
| Housing <sup>3</sup>      | <a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>    |
| Contact details           | <a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a><br>+420 224 491 710 |

<sup>1</sup> To be adapted in case of a trimester system.

<sup>2</sup> To be adapted in case of a trimester system.

<sup>3</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

|   |   |
|---|---|
| WWW Visa Information <sup>4</sup>           | <a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>   |
| Contact details                             | <a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a><br>+420 224 491 710  |
| WWW Insurance Information <sup>5</sup>      | <a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>   |
| Contact details                             | <a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a><br>+420 224 491 710  |
| ECTS Users' Guide                           | <a href="http://is.cuni.cz/studium/eng/pre&lt;br/&gt;dmety/index.php">http://is.cuni.cz/studium/eng/pre<br/>dmety/index.php</a> |
| WWW Students and Staff<br>with Disabilities | <a href="http://www.cuni.cz/UK-2049.html">http://www.cuni.cz/UK-2049.html</a>   |
| Contact details                             | <a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a><br>+420 224 491 310  |

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<sup>4</sup> 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 ECHE.

<sup>5</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.