

**- Mobility for learners and staff -  
Higher Education Student and Staff Mobility**

## **Inter-institutional agreement 2014-2021 between programme countries**

The institutions named below agree to cooperate for the exchange of students and/or staff. They commit to respect the quality requirements of 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**

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
Université de Neuchâtel Faculté des lettres et sciences humaines		Head of the Mobility Office Ms M.-F. Farine <a href="mailto:marie-france.farine@unine.ch">marie-france.farine@unine.ch</a> +41 32 718 10 85  <b>Incoming/Outgoing Contact</b> Ms Michele Maurer Mobility Office + 41 32 718 10 12 <a href="mailto:bureau.mobilite@unine.ch">bureau.mobilite@unine.ch</a>	General: <a href="http://www.unine.ch">www.unine.ch</a> Incoming students: <a href="http://www.unine.ch/mobilite">www.unine.ch/mobilite</a> - >exchange students > erasmus <a href="http://www2.unine.ch/mobilite/page-3578.html">http://www2.unine.ch/mobilite/page-3578.html</a> Course catalogue : <a href="http://www10.unine.ch/descriptifs/">http://www10.unine.ch/descriptifs/</a>
Institut de biologie		Academic coordinator <a href="mailto:Redouan.bschary@unine.ch">Redouan.bschary@unine.ch</a>	Website <a href="http://www2.unine.ch/biol/page-7863_en.html">http://www2.unine.ch/biol/page-7863_en.html</a>
Charles University in Prague Faculty of Science Albertov 6 CZ-128 01 Praha 2		<b>Institutional Coordinator:</b> RNDr. Dagmar Chalupová, Ph.D. <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a> T/F: +42 0221951166  <b>Departmental Coordinator:</b> Adam Petrusek, assoc. prof. Department of Ecology <a href="mailto:petrusek@natur.cuni.cz">petrusek@natur.cuni.cz</a> T: +42 0221951874 F: +42 0221951643	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.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 [Erasmus code of the sending institution]	TO [Erasmus code 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  Student Mobility for Traineeships  [average duration]	
Université de Neuchâtel	Charles University in Prague	Biology	421	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	1x10 months	
Charles University in Prague	Université de Neuchâtel	Biology	421	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	2x5 months	

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  Staff Mobility for Training  [average duration]	
	17				
	18				

## 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
Université de Neuchâtel		French*		B1 No test is required **	
Charles University		English	Czech	B2	

Université de Neuchâtel

\* proposes courses in French in Biology. Only one course is taught in English : Advanced chemical ecology

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

\*\*\*but the students must have the necessary knowledge to attend courses and take exams.

#### D. Additional requirements

Université de Neuchâtel

Some courses require prerequisites that the incoming students will have to prove they have acquired.

- Bachelor** students need to attach to their application form
  - the descriptors of the courses attended in Bachelor (1st cycle/undergraduate) (included the courses they are attending when they apply)
- Master** students need to attach to their application form
  - Their Bachelor (1st cycle/undergraduate) certificate with, if possible, the diploma supplement or a transcript of records with 180 ECTS credits
  - the descriptors of the courses attended in Bachelor (1st cycle/undergraduate) and in Master (included the courses they are attending when they apply)
- PhD students** need to attach to their application form
  - Their Master (2nd cycle/postgraduate) certificate with, if possible, the diploma supplement or a transcript of records with 90 or 120 ECTS credits

<sup>1</sup> See 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 [Erasmus code]	Autumn term [month]	Spring term [month]
<i>Université de Neuchâtel</i>	15 April (nomination) 15 May (application)	15 September (nomination) 30 September (application)
<i>Charles University</i>	June 15	October 31

2. The receiving institution will send its decision within 4-6 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. Termination of the agreement:

The agreement is valid till the end of the academic year 2020-1.

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.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading systems of the institutions

*Université de Neuchâtel*

#### Grades

Grade	Predicate	
	In French	In English
6	excellent	excellent
5 1/2	très bien	very good
5	bien	good
4 1/2	satisfaisant	satisfactory
4	passable	pass
3 1/2 et moins (3 1/2 and less)	insuffisant	fail

## ECTS

1 ECTS = 25-30 workload hours

*Charles University in Prague*

Czech Grade	ECTS Grade
1 - Excellent (excellent performance)	A
2 - Very Good (above the average standard but with some errors)	B
3 - Good (generally sound work with a number of notable errors)	C
4 - Fair (unsatisfactory performance)	D
Pass (student achievements in some subjects are graded only as "pass", where student has obtained a satisfactory level)	Pass

(5) ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants,

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

Institution (Erasmus code)	Contact details (email)	Website for information
<i>université de Neuchâtel</i>	Bureau de la mobilité bureau.mobilite@unine.ch	<a href="http://www2.unine.ch/prospectivestudent/international_students">http://www2.unine.ch/prospectivestudent/international_students</a>
<i>Charles University in Prague</i>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants,

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:

Institution (Erasmus code)	Contact details (email)	Website for information
Université de Neuchâtel	Bureau de la mobilité bureau.mobility@unine.ch	<a href="http://www2.unine.ch/mobility">http://www2.unine.ch/mobility</a> >étudiants en échange > s'installer à Neuchâtel > assurance maladie <a href="http://www2.unine.ch/prospectivestudent/international_students">http://www2.unine.ch/prospectivestudent/international_students</a>
Charles University in Prague	erasmus@ruk.cuni.cz +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>

#### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation,

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

Institution (Erasmus code)	Contact details (phone)	Website for information
Université de Neuchâtel	Alfen SA +41 32 727 68 50	<a href="http://www.alfen.ch">http://www.alfen.ch</a>
Charles University	erasmus@ruk.cuni.cz +420 224 491 710	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>

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

Institution (Erasmus code)	Name, function	Date	Signature <sup>2</sup>
Uni de Neuchâtel	Martine Rahier, Rectrice	11.11.13	
Charles University in Prague	RNDr. Dagmar Chalupová, Ph.D. Faculty Coordinator		



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LLP ERASMUS  
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<sup>2</sup> Scanned signatures are accepted