Erasmus+ Programme
Inter-institutional agreement 2014/15 - 2020/21

Between

Institutional coordinator
Georg-August-Universität Göttingen

Administrative contact
Dr. Uwe Muuss, Director International Office
Karen Denecke, Erasmus+ Coordination
Göttingen International - The International Office
International Relations & Mobility Programmes von-Siebold-Str. 2, 37075 Göttingen
Phone: +49 551 39 21330, Fax: +49 551 391821330
Email: karen.denecke@uni-goettingen.de

and

Institutional coordinator
Univerzita Karlova v Praze

Administrative contact
Mgr., DIS. Michal Marsalek, Erasmus Institutional Coordinator
European Office
Ovocny tr 3/3, 116 38 Prague
Phone: +420 224 491 310, Fax: +420 224 229 487
Email: michal.marsalek@rku.cuni.cz

The institutions named above 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.

Mobility numbers: Student mobility for studies

<table>
<thead>
<tr>
<th>Subject area</th>
<th>Study cycle</th>
<th>Direction</th>
<th>Number</th>
<th>Months (total)</th>
<th>Departmental Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>421 - Biology and biochemistry</td>
<td>FS</td>
<td>DE &gt; CZ</td>
<td>1</td>
<td>10</td>
<td>Dr. Anke Schüer / Daniel Stancik</td>
</tr>
<tr>
<td>421 - Biology and biochemistry</td>
<td>FS</td>
<td>CZ &gt; DE</td>
<td>1</td>
<td>10</td>
<td>Dr. Anke Schüer / Daniel Stancik</td>
</tr>
</tbody>
</table>

The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Contact details of departmental coordinators

Field | SMS | SMP | STA | Departmental coordinator - D GOTTING01 | Departmental coordinator - CZ PRAHA07 |
|------|-----|-----|-----|----------------------------------------|----------------------------------------|
| 421  | X   |     |     | Dr. Anke Schüer, Erasmus Departmental Coordinator
Dekanat Biologische Fakultät
Wilhelm-Weber-Str. 2, 37073 Göttingen
Phone: +49 551 39 10330, Fax: +49 551 39 20040
Email: erasbio@biologie.uni-goettingen.de
|     |     |     |     | Daniel Stancik, Erasmus Departmental Coordinator
Dept. of Botany
Benátská 2, 128 01 Prague 2
Phone: +420 221 95 1641, Fax: +420 221 95 1645
Email: dan.stancik@yahoo.com

Further requirements and information for each institution are included in Annex 1 and Annex 2 to this Agreement ("Institutional fact sheets"). These annexes are an integral part of this Agreement. Both institutions agree to send an update of the institutional information to the other party if significant changes occur.

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Signatures of the legal representatives/heads of institutions of both institutions

Georg-August-Universität Göttingen
Name and position of the official representative:
Dr. Uwe Muuss
Director International Office
Date: 24.11.2015
Signature area

Univerzita Karlova v Praze
Name and position of the official representative:
Mgr., DIS. Michal Marsalek
Erasmus Institutional Coordinator
Date: 29.11.2015
Signature and stamp: 29.11.2015
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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level</th>
</tr>
</thead>
<tbody>
<tr>
<td>CZ PRAHA07</td>
<td>English</td>
<td>Czech</td>
<td>Student Mobility for Studies: B2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching: B2</td>
</tr>
<tr>
<td>D GOTTING01</td>
<td>German (Bachelor)</td>
<td>English (Master)</td>
<td>Student Mobility for Studies: B2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching: C1</td>
</tr>
</tbody>
</table>

D. Additional requirements

D GOTTING01

- Incoming Erasmus students must take at least 50% of their workload from the Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties.
- **Before arrival:** Nominated incoming students should contact in time the Departmental Coordinator concerning the selection of courses: erasbio@biologie.uni-goettingen.de
- **After arrival:** It is recommended that incoming students meet the Departmental Coordinator contemporary after their arrival in Göttingen: http://www.uni-goettingen.de/en/194318.html
- Further information about language requirements for incomings at the Faculty of Biology: http://www.uni-goettingen.de/de/431559.html
- Orientation Day/Welcome meeting of Biology: Wednesday two weeks ahead of semester start at 1 pm
- Incoming students should participate in the introduction days of the International Office:
- Incoming teaching staff must be individually accepted by the Department that coordinates the bilateral agreement. The acceptance will be based on the candidate’s working plan and its adequacy to the teaching programme of the department.
- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit.

CZ PRAHA07

- Basic Erasmus Data can be viewed here: https://www.natur.cuni.cz/eng/study/incoming-students/erasmus/#basic-erasmus-data
- All information considering required steps before and after arrival: http://www.cuni.cz/UK-928.html
- Incoming teaching staff must be individually accepted by the Department that coordinates the bilateral agreement. The acceptance will be based on the candidate’s working plan and its adequacy to the teaching programme of the department.

E. Calendar

1. Student application deadlines:
<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn/Winter term (^1) [month]</th>
<th>Spring/Summer term (^2) [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>CZ PRAHA07</td>
<td>June 15(^{th})</td>
<td>October 31(^{st})</td>
</tr>
<tr>
<td>D GOTTING01</td>
<td>June 1(^{st})</td>
<td>December 1(^{st})</td>
</tr>
</tbody>
</table>

2. The receiving institutions will send their decisions within 4 weeks after deadline.
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 this Agreement or Changes in the data set above can be amended annually, if communicated before September 1\(^{st}\) the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**F. Information**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WWW Course Catalogue</td>
<td><a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a></td>
<td><a href="http://univz.uni-goettingen.de/qisserver/rds?state=user&amp;type=0&amp;topitem=0&amp;breadCrumbSource=&amp;topitem=functions">http://univz.uni-goettingen.de/qisserver/rds?state=user&amp;type=0&amp;topitem=0&amp;breadCrumbSource=&amp;topitem=functions</a></td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710</td>
<td><a href="mailto:marion.kraft@zvw.uni-goettingen.de">marion.kraft@zvw.uni-goettingen.de</a></td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710</td>
<td><a href="mailto:Christiane.seack@zvw.uni-goettingen.de">Christiane.seack@zvw.uni-goettingen.de</a></td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710</td>
<td><a href="mailto:Christiane.seack@zvw.uni-goettingen.de">Christiane.seack@zvw.uni-goettingen.de</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=WIS11/C4BAsEaHOBq6EGx/uaVbMkiQKT">https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=WIS11/C4BAsEaHOBq6EGx/uaVbMkiQKT</a></td>
</tr>
</tbody>
</table>

\(^1\) To be adapted in case of a trimester system.
\(^2\) To be adapted in case of a trimester system.
\(^3\) The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.
\(^4\) 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.
\(^5\) 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.
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details</td>
<td><a href="http://www.uni-goettingen.de/en/408350.html">http://www.uni-goettingen.de/en/408350.html</a></td>
</tr>
<tr>
<td><a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a></td>
<td></td>
</tr>
<tr>
<td>+420 224 491 310</td>
<td></td>
</tr>
</tbody>
</table>