

Between  Institutional coordinator Administrative contact	Ludwig-Maximilians-Universität München Erasmus Code: D MUNCHEN01 - ECHE Nr. : _____ Jean Schleiss, Erasmus Institutional Coordinator Jean Schleiss, Erasmus Institutional Coordinator International Affairs Geschwister-Schoell-Platz 1, 80539 München Phone: +49 89 2180- 3807, Fax: +49 89 2180 3136 Email: jean.schleiss@lmu.de
and  Institutional coordinator Administrative contact	Univerzita Karlova v Praze Erasmus Code: CZ PRAHA07 - ECHE Nr. : _____ Michal Marsalek, ERASMUS Institutional Coordinator Michal Marsalek, ERASMUS Institutional Coordinator International Office Ovocny trh 3-5, 11636 Praha 1 Phone: +420 2 244 91 310, Fax: +420 2 2422 9487 Email: michal.marsalek@ruk.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

Subject area	Study cycle	Direction	Number	Months (total)	Departmental Coordinators
					D MUNCHEN01 / CZ PRAHA07
421 - Biology and biochemistry	FST	DE > CZ	2	10	Michael Bögle / Dr. David Havlíček
421 - Biology and biochemistry	FST	CZ > DE	2	10	Michael Bögle / Dr. David Havlíček

### Mobility numbers: Staff mobility for teaching

Subject area	Direction	Number	Weeks (total)	Departmental Coordinators
				D MUNCHEN01 / CZ PRAHA07
421 - Biology and biochemistry	DE > CZ	1	2	Michael Bögle / Dr. David Havlíček
421 - Biology and biochemistry	CZ > DE	1	2	Michael Bögle / Dr. David Havlíček

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.

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

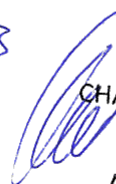
Ludwig-Maximilians-Universität München  
 Name and position of the official representative:  
 Jean Schleiss  
 Erasmus Institutional Coordinator

Univerzita Karlova v Praze  
 Name and position of the official representative:

Date: 18.11.2013  
 Signature and stamp:

Date: 15.12.2013  
 Signature and stamp:





CHARLES UNIVERSITY in Prague  
 Faculty of Science  
 LLP ERASMUS  
 Albertov 6, 128 43 Prague 2  
 UK-138

Contact details of departmental coordinators

Field	SMS	SMP	STA	Departmental coordinator - D MUNCHEN01	Departmental coordinator - CZ PRAHA07
421	X			<p>Michael Bögle, ERASMUS Koordinator                      Dekanat der Fakultät Biologie                      Großhadernerstr. 2, 82152 Planegg-Martinsried                      Phone: +49 89 2180 74226, Fax: +49 89 2180 74121                      Email: biokoord@zi.biologie.uni-muenchen.de</p>	<p>Dr. David Havlíček, Fachkoordinator                      Faculty of Science                      Albertov 6, 128 43 Praha 2                      Phone: +420 221 951 165, Fax: +420 221 951 165                      Email: erasmus@natur.cuni.cz</p>
421			X	<p>Michael Bögle, ERASMUS Koordinator                      Dekanat der Fakultät Biologie                      Großhadernerstr. 2, 82152 Planegg-Martinsried                      Phone: +49 89 2180 74226, Fax: +49 89 2180 74121                      Email: biokoord@zi.biologie.uni-muenchen.de</p>	<p>Dr. David Havlíček, Fachkoordinator                      Faculty of Science                      Albertov 6, 128 43 Praha 2                      Phone: +420 221 951 165, Fax: +420 221 951 165                      Email: erasmus@natur.cuni.cz</p>

# Annex II to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Charles University in
Erasmus Code	CZ PRAHA07
EUC	50334-IC-1-2007-1-CZ-ERASMUS-EUCX-1
Institution Web site	<a href="http://www.cuni.cz">www.cuni.cz</a>
International relations office Web site	<a href="http://www.cuni.cz/UKEN-1.html">http://www.cuni.cz/UKEN-1.html</a>
Online course catalogue	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>

#### 1.2. Main contacts

RESPONSIBILITY	ERASMUS INSTITUTIONAL COORDINATOR
Contact person	Mgr. Michal Maršálek
Contact details	Address : Ovocný trh 3, 116 36 Praha 1 Email : <a href="mailto:michal.marsalek@ruk.cuni.cz">michal.marsalek@ruk.cuni.cz</a> Tel : +420-224.491.310 Fax : +420-224.229.48

RESPONSIBILITY	ADMINISTRATIVE CONTACT FOR BILATERAL AGREEMENTS
Contact person	Mgr. Michal Maršálek
Contact details	Address : Ovocný trh 3, 116 36 Praha 1 Email : <a href="mailto:michal.marsalek@ruk.cuni.cz">michal.marsalek@ruk.cuni.cz</a> Tel : +420-224.491.310 Fax : +420-224.229.48

RESPONSIBILITY	HEAD OF IRO
Contact person	Ing. Ivana Halašková
Contact details	Address : Ovocný trh 3, 116 36 Praha 1 Email : <a href="mailto:ivana.halaskova@ruk.cuni.cz">ivana.halaskova@ruk.cuni.cz</a> Tel : +420-224.491.301 Fax : +420-224.229.487

RESPONSIBILITY	CONTACT PERSON FOR OUTGOING STUDENTS/STAFF
Contact person	Bc. Pavel Knap / RNDr. Anna Brotánková
Contact details	Address : Ovocný trh 3, 116 36 Praha 1 Email : <a href="mailto:pavel.knap@ruk.cuni.cz">pavel.knap@ruk.cuni.cz</a> / <a href="mailto:anna.brotankova@ruk.cuni.cz">anna.brotankova@ruk.cuni.cz</a> Tel : +420-224.491.709 / +420-224.491.676 Fax : +420-224.229.487 / +420-224.229.487

RESPONSIBILITY	CONTACT PERSON FOR INCOMING STUDENTS/STAFF
Contact person	Mgr. Ivana Herglová
Contact details	Address : Ovocný trh 3, 116 36 Praha 1

	<b>Email : ivana.herglova@ruk.cuni.cz</b> <b>Tel : +420-224.491.710</b> <b>Fax : +420-224.229.487</b>
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<b>RESPONSIBILITY</b>	<b>ERASMUS FACULTY COORDINATOR</b>
<b>Contact person</b>	<b>RNDr. Dagmar Chalupová, Ph.D.</b>
<b>Contact details</b>	<b>Address: Albertov 6, 128 43 Praha 2</b> <b>WWW: <a href="http://www.natur.cuni.cz">http://www.natur.cuni.cz</a></b> <b>Email: <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a></b> <b>Tel : +420-221.951.165</b> <b>Fax : +420-221.951.165</b>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	any	English, Czech	B2
Staff Mobility for Teaching	any	English, Czech	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please see the course catalogue at the link:

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### 2.2. Calendar

#### 2.2.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	June 15 <sup>th</sup>
<b>Spring term</b>	October 31 <sup>st</sup>

#### 2.2.2. Decision Response

We will send our decision within 4 - 6 weeks.

#### 2.2.3. Transcripts of Records

A Transcript of Records will be issued no later than 4 - 6 weeks after the assessment period has finished at our institution.

#### 2.2.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## 3. Additional information

### 3.1. ECTS Grading system

#### Description of the institutional grading system:

Charles University in Prague awards grades according to the Czech Grading Scale for Institutions of Higher Education which consists of 4-point scale.

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)	D
4 - Fail (unsatisfactory performance)	F
Pass - student achievements in some subjects are graded only as "pass", where student has obtained a satisfactory level	Pass

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

### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

<b>Contact person</b>	<a href="http://www.cuni.cz/UK-4172.html">http://www.cuni.cz/UK-4172.html</a>
<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> , +420 224 491 710
<b>Website</b>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>

### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm).

<b>Contact person</b>	<a href="http://www.cuni.cz/UK-4172.html">http://www.cuni.cz/UK-4172.html</a>
<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> , +420 224 491 710

<b>Website</b>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
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### 3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by:

<b>Contact person</b>	<a href="http://www.cuni.cz/UK-4172.html">http://www.cuni.cz/UK-4172.html</a>
<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> , +420 224 491 710
<b>Website</b>	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>