



# Erasmus<sup>+</sup> Programme

LOGO

## Inter-institutional agreement 2013-2021

### Higher Education Student and Staff Mobility

#### →Mobility for learners and staff←

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus<sup>+</sup> programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus<sup>+</sup> programme sets extra criteria, this Agreement will be reviewed.

### A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details <sup>1</sup> (Name, E-mail, Phone)
<b>CHARLES UNIVERSITY IN PRAGUE</b> Faculty of Science Department of Plant Experimental Biology	<b>CZ PRAHA07</b>	RNDr. Edita Tylová Ph.D.  edmunz@natur.cuni.cz  +420 221951679
<b>UNIVERSITY OF WÜRZBURG</b> Faculty of BIO SCIENCES	<b>D WURZBUR01</b>	<b>Academic Contact:</b> PD Dr. Alois Palmetshofer, BioCareers/Biozentrum Am Hubland, 97074 Würzburg, Germany Tel: +49 931 318 4239 Fax: +49 931 318 7122 E-mail: a.palmetshofer@uni-wuerzburg.de  <b>Institutional Coordinator/Head of International Office:</b> Ms. Katharina GERTH, International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 2298, Fax +49 931 318 2603; E-mail: international@uni-wuerzburg.de

### B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS <sup>2</sup>	SMT <sup>3</sup>
CZ PRAHA07	D WURZBUR01	421	Biology and biochemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3/30	0/0
D WURZBUR01	CZ PRAHA07	421	Biology and biochemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3/30	0/0

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>2</sup> Student Mobility for Studies

<sup>3</sup> Student Mobility for Traineeship

FROM	TO	Subject area	Subject area name	Total Number of staff mobility/Total number of days	
		ISCED	ISCED	STA <sup>4</sup>	STT <sup>5</sup>
CZ PRAHA07	D WURZBUR01	421	Biology and biochemistry	1/8	0/0
D WURZBUR01	CZ PRAHA07	421	Biology and biochemistry	1/8	0/0

### 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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	B2	B2
D WURZBUR01		German	English	If ECTS-Points are needed a minimum of B1 is recommended.  No certificate required for admission	German OR English: B2 recommended.

### D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term <sup>6</sup> [month]	Summer term <sup>7</sup> [month]
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>
D WURZBUR01	15 <sup>th</sup> June, later nominations can be accepted	15 <sup>th</sup> January, later nominations can be accepted

2. The receiving institutions will send their decisions within 6-8 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.

<sup>4</sup> Staff Mobility for Teaching

<sup>5</sup> Staff Mobility for Training

<sup>6</sup> To be adapted in case of a trimester system.

<sup>7</sup> To be adapted in case of a trimester system.



4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1<sup>st</sup>. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## E. Information

	CZ PRAHA07	D WURZBUR01
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>8</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> +420 224 491 710	
WWW Visa Information <sup>9</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> +420 224 491 710	
WWW Insurance Information <sup>10</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> +420 224 491 710	
ECTS Users' Guide <sup>11</sup>	<a href="http://is.cuni.cz/studium/eng/predmety/index.php">http://is.cuni.cz/studium/eng/predmety/index.php</a>	
WWW Students and Staff 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> +420 224 491 310	

**University of Würzburg:** Preparatory classes are offered in many fields of study before the terms starts. Exchange students are welcome and participation is recommended.

A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc. ;  
[international.uni-wuerzburg.de/en/studium\\_in\\_wuerzburg/tutoren](http://international.uni-wuerzburg.de/en/studium_in_wuerzburg/tutoren)

Language courses: International students with knowledge of B2 German or less are asked to participate in the intensive courses before their studies in Würzburg start. The courses are free of charge and are offered four weeks in September and March.

The University of Würzburg welcomes students and staff with disabilities and provides an information and assistance center. Learn more at [www.behindertenbeauftragter.uni-wuerzburg.de/kis/](http://www.behindertenbeauftragter.uni-wuerzburg.de/kis/),

<sup>8</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>9</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>10</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.

<sup>11</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Contact person: Mrs Sandra Ohlenforst, Universität Würzburg, KIS, Am Hubland, 97070 Würzburg. Tel.: 0931/31-84052, Email: [kis@uni-wuerzburg.de](mailto:kis@uni-wuerzburg.de)

### **Grading systems of the institutions**

#### ***University of Würzburg:***

Student performances are graded individually and not on a statistical basis. In general, the University of Würzburg uses the grading system charted below. Alternatively, departments may evaluate student performance by using the "pass" / "fail" distinction. For details please visit our webpage [www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netzkon.pdf](http://www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netzkon.pdf)

Please note that the faculty of law uses a 1-18 grade system in case students want to take courses at that faculty.

<b>Würzburg Grade</b>	<b>ECTS Grade</b>
<b>1,0-1,5</b>	<b>A</b> "excellent"
<b>1,6-2,0</b>	<b>B</b> "very good"
<b>2,1-3,0</b>	<b>C</b> "good"
<b>3,1-3,5</b>	<b>D</b> "satisfactory"
<b>3,6-4,0</b>	<b>E</b> "sufficient"
<b>4,1-5,0</b>	<b>F</b> "failed"

## **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.

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

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D WURZBUR01	<p>Incoming students family names A-L: Ms. Nicole SCHMITT – Email: <a href="mailto:nicole.schmitt@uni-wuerzburg.de">nicole.schmitt@uni-wuerzburg.de</a> – Tel.: +49 931 318 2804</p> <p>Incoming students family names M-Z: Ms. Angela FENSKE – Email: <a href="mailto:angela.fenske@uni-wuerzburg.de">angela.fenske@uni-wuerzburg.de</a> – Tel.: +49 931 318 8604</p>	<a href="http://International.uni-wuerzburg.de">International.uni-wuerzburg.de</a>

## **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

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, phone)	Website for information
D WURZBUR01	<p>Incoming students family names A-L: Ms. Nicole SCHMITT – Email: <a href="mailto:nicole.schmitt@uni-wuerzburg.de">nicole.schmitt@uni-wuerzburg.de</a> – Tel.: +49 931 318 2804</p> <p>Incoming students family names M-Z: Ms. Angela FENSKE – Email: <a href="mailto:angela.fenske@uni-wuerzburg.de">angela.fenske@uni-wuerzburg.de</a> – Tel.: +49 931 318 8604</p>	International.uni-wuerzburg.de




#### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D WURZBUR01	<p>Incoming students family names A-L: Ms. Nicole SCHMITT – Email: <a href="mailto:nicole.schmitt@uni-wuerzburg.de">nicole.schmitt@uni-wuerzburg.de</a> – Tel.: +49 931 318 2804</p> <p>Incoming students family names M-Z: Ms. Angela FENSKE – Email: <a href="mailto:angela.fenske@uni-wuerzburg.de">angela.fenske@uni-wuerzburg.de</a> – Tel.: +49 931 318 8604</p>	<p>International.uni-wuerzburg.de</p> <p>Please apply for housing as soon as possible. Housing in a student residence is guaranteed until 15<sup>th</sup> June for winter term and 15<sup>th</sup> January for summer term. Students should apply without waiting for the acceptance letter of the University</p>

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

Institution	Name function	Date	Signature Seal or Stamp <sup>12</sup>
<b>CZ PRAHA07</b>	<b>RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator</b>	16.11.2013	 CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138
<b>D WURZBUR01</b>	<b>Institutional Coordinator/Head of International Office:</b> Ms. Katharina GÖTHNER, International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 2298, Fax +49 931 318 2603; E-mail: international@uni- wuerzburg.de	<b>15.11.2013</b>	 ERASMUS Institutional Coordinator 

<sup>12</sup> Scanned signatures, seals and stamps are accepted