



# Erasmus<sup>+</sup> Programme

LOGO

## Inter-institutional agreement 2014-2020 (21)

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 Sciences Department of Genetics and Microbiology	<b>CZ PRAHA07</b>	Michaela Schierová <a href="mailto:misnovak@natur.cuni.cz">misnovak@natur.cuni.cz</a> +420-221951748
<b>UNIVERSIDAD COMPLUTENSE DE MADRID</b> FACULTAD DE CIENCIAS BIOLOGICAS	<b>EMADRID03</b>	Prof. Dr. Maria Teresa Gonzalez Jaen Vicedean and Erasmus Coordinator <a href="mailto:vdrbio@bio.ucm.es">vdrbio@bio.ucm.es</a> <b>+34 913 945 067</b>

### 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	EMADRID03	421	Biology and biochemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2/10	0/0
EMADRID03	CZ PRAHA07	421	Biology and biochemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2/10	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 ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA <sup>4</sup>	STT <sup>5</sup>
CZ PRAHA07	EMADRID03	421	Biology and biochemistry	1/8	0/0
EMADRID03	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
EMADRID03		Spanish		B1	B2

### D. Additional requirements

- The number of students you will send to E MADRID03 may by no means exceed the number of students mentioned in this agreement. More specifically, we do not accept the mechanism by which shorter periods of stay allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, you may not freely send 2 students for 5 months, not even if their stay covers different semesters. Please take this into consideration when organising your students selection.*
- Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid. <http://www.ucm.es/discapacidad> or <https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities->*

### e. 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>
EMADRID03	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a>	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a>

<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.



### E MADRID 03:

Partner institutions should send nominations using the Moveon e-Nomination system ([www.moveonnet.eu/myinstitution/enomination](http://www.moveonnet.eu/myinstitution/enomination))

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.
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.

### F. Information F. Information

	CZ PRAHA07	E MADRID03
Grade requirement applies Yes/No?		For Economics:  Master level students (2 nd cycle) must have passed 240 ECTS credits. - LUT students will provide the following documents to the International Relations office of the School of Economics and Business Administration (out.erasmus@ccee.ucm.es): - CV, transcript of records and motivation letter. The learning agreement of the student must be approved by the master's coordinator.
WWW for Incoming Students	<a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>	<a href="https://www.ucm.es/english/incoming-mobility-1">https://www.ucm.es/english/incoming-mobility-1</a>
WWW Course Catalogue	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>	<a href="https://www.ucm.es/english/study-programmes">https://www.ucm.es/english/study-programmes</a>
Housing <sup>8</sup>	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>	<a href="https://www.ucm.es/oficina-de-alojamiento-en-la-ucm">https://www.ucm.es/oficina-de-alojamiento-en-la-ucm</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	alojamientoenlaucm@ucm.es Tel:+34 91 394 1897 / 2061
WWW Visa Information <sup>9</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	<a href="https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante">https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante</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>	Health insurance is <b>obliged</b> . <b>EU-inhabitants:</b> European Health Insurance Card (= blue card) <b>Non-EU:</b> a copy of your application for health insurance in Spain <b>For SMP a Liability Insurance is obliged</b> <b>Website:</b> <a href="http://universidad.es/en/spain/living-">http://universidad.es/en/spain/living-</a>

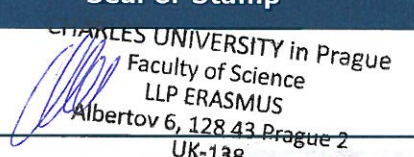

<sup>8</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<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.

		<a href="http://spain/arrival/useful-data/health-spain">spain/arrival/useful-data/health-spain</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="https://www.ucm.es/english/incoming-mobility-1">https://www.ucm.es/english/incoming-mobility-1</a>
ECTS Users' Guide <sup>11</sup>	<a href="http://is.cuni.cz/studium/eng/predmetv/index.php">http://is.cuni.cz/studium/eng/predmetv/index.php</a>	<a href="https://www.ucm.es/english/study-programmes">https://www.ucm.es/english/study-programmes</a>
WWW Students and Staff with Disabilities	<a href="http://www.cuni.cz/UK-2049.html">http://www.cuni.cz/UK-2049.html</a>	<p>Complutense University has facilities for students with a learning or physical disability. Disabled students can rely on the support service "Office for the Integration of Persons with Disabilities", which offers material, technical, and social aid.</p> <p><a href="http://www.ucm.es/discapacidad">http://www.ucm.es/discapacidad</a></p> <p>or <a href="https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-">https://www.ucm.es/office-for-the-integration-of-persons-with-disabilities-</a></p>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 310	

#### F. 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.</b> <b>Faculty ERASMUS Coordinator</b>	<b>15.10.2013</b>	
<b>E MADRID03</b>	Prof. Juan Ferrera Vicerrector de Relaciones Internacionales +34 91 394 6957 +34 91 394 6956	<b>02/10/2013</b>	

<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.

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