



Erasmus+ Programme

Key Action 1 – 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 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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Helsinki Faculty of Biological and Environmental Sciences	SF HELSINK01	Contact person in this agreement: Int. Coordinator Faculty of Biological and Environmental Sciences P.O.Box 56 (Biocenter 1, Viikinkaari 9) 00014 University of Helsinki, FINLAND bio-sci@helsinki.fi Tel: +358 9 191 57567 Erasmus Institutional Coordinator: Niina Jokela erasmus@helsinki.fi Tel: +358 50 415 0244	http://www.helsinki.fi/university http://www.helsinki.fi/exchange/
Charles University in Prague Faculty of Science	CZ PRAHA07	Contact person of this agreement:	http://www.cuni.cz

Department of Zoology		Faculty Erasmus Coordinator: Dr. Dagmar Chalupova dagmar.chalupova@natur.cuni.cz +420 221 951 367 Erasmus Institutional Coordinator: Michal Maršálek Ovocny Trh 3-5 116 36 PRAHA Czech Republic michal.marsalek@ruk.cuni.cz Tel: +420 244 911 11	
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B. Mobility numbers per academic year

The partners commit to amend the tables below in case of changes in the mobility data by:

SF HELSINK01: no later than 15th of January in the preceding academic year.

CZ PRAHA07: no later than 20th 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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies Number of students / total months	Student Mobility for Traineeships
SF HELSINK01	CZ PRAHA07	421	Biology	1 st , 2 nd , 3 rd	1 st , 2 nd : 2/10 3 rd : 1/3	---
CZ PRAHA07	SF HELSINK01	421	Biology	1 st , 2 nd , 3 rd	1 st , 2 nd : 3/15 3 rd : 1/3	---

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
SF HELSINK01	CZ PRAHA07	421	Biology and Biochemistry	1 teacher, 3 weeks in total	N/A

CZ PRAHA07	SF HELSINK01	421	Biology and Biochemistry	1 teacher, 3 weeks in total	N/A

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SF HELSINK01	421	Finnish, Swedish	English	CEFR: B2	CEFR: B2
CZ PRAHA07	421	Czech	English	CEFR: B2	CEFR: B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

SF HELSINK01:

<http://www.helsinki.fi/newstudents/orientation-course-and-welcome-fair.html>

http://www.helsinki.fi/studying/disabled_student_services.shtml

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SF HELSINK01	Application dl for autumn term (Sep-Dec) or full academic year (Sep-May): 15 th of April / 15 th of May	Application dl for spring term (Jan-May): 30 th of September / 15 th of October
CZ PRAHA07	15th June	31 October

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 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: 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

SF HELSINK01: <http://www.helsinki.fi/studying/grading.shtml>

CZ PRAHA07: Information regarding grading systems of the **Charles University in Prague**:

WWW for Incoming Students	http://www.cuni.cz/UK-928.html
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html
ECTS Users' Guide ¹	http://is.cuni.cz/studium/eng/predmety/index.php

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SF HELSINK01		http://www.helsinki.fi/newstudents/permits.html
CZ PRAHA07	Visa Information erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

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

¹ 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.

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
SF HELSINK01		http://www.helsinki.fi/newstudents/insurance.html
CZ PRAHA07		http://www.cuni.cz/UK-2045.html

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
SF HELSINK01		http://www.helsinki.fi/newstudents/housing.html
CZ PRAHA07		http://www.cuni.cz/UK-2073.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
SF HELSINK01	Dean of the Faculty : Professor Jari Niemelä Department of Environmental Sciences P.O. Box 65, Viikinkaari 1 FI-00014 University of Helsinki FINLAND Tel : +358 (0) 9 191 191 57849 fax : +358 (0) 9 191 57788 jari.niemela@helsinki.fi	11.11.2013	 <small>Dean Jari Niemelä Faculty of Biological and Environmental Sciences</small>

² Scanned signatures are accepted

CZ PRAHA07	Faculty Erasmus Coordinator: Dr. Dagmar Chalupová Committee for International Relations; Research Support Department Charles University in Prague Faculty of Science Albertov 6, 128 43 PRAHA 2 Tel.: +420 221 95 1367 email: dagmar.chalupova@natur.cuni.cz	12.11.2015	 CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138
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