



Erasmus+ Programme

Bilateral Intra-Institutional Agreement

Key Action 1 Learning Mobility for Higher Education Students and Staff

between Programme Countries ¹

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year
Start of validity	2022 / 2023
End of validity	2027 / 2028

A. Information about the higher education institutions

Name of the institution Charles Univers(and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
Charles University/ Karlova Univerzita Faculty of Science Department of Genetics and Microbiology	CZ-PRAHA 07	<p>Erasmus Institutional Coordinator:</p> <p><i>Ing. Hedvika Lang Páleníková</i> hedvika.palenikova@natur.cuni.cz (+420) 22195 1166</p> <p>Erasmus Departmental Coordinator: www.natur.cuni.cz RNDr. Michaela Schierová, PhD. misnovak@natur.cuni.cz (+420) 22195 1748</p>	<p>University information for Incoming students: https://cuni.cz/UKEN-145.html</p> <p>Faculty of Science Information: https://www.natur.cuni.cz/eng?pro=zamestnanec&set_language=en</p> <p>Course Catalogue: https://www.natur.cuni.cz/eng/study/erasmus/courses/biology/</p>
BORDEAUX-INP/ ENSTBB	F BORDEAU54	<p>Erasmus Institutional Coordinator: Bénédicte PAULE ENSCBP - Bat A - 16 avenue Pey Berland 33607 Pessac, France bpaule@bordeaux-inp.fr</p>	<p>https://www.bordeaux-inp.fr/en https://enstbb.bordeaux-inp.fr/fr</p> <p>Course catalogue: https://ccc.bordeaux-inp.fr/syllabus/index.php?mode=consulati</p>

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		(: +33 (0)5.56.84.65.72 Erasmus ENSTBB Departmental Coordinator: Dr Patricia Costaglioli Patricia.costaglioli@bordeaux-inp.fr	on&chemin=68012_68011&langue=2&annee=2021
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B. Mobility numbers³ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end 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	Field of education – Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships [total number of students]	Student Mobility for Traineeships [total number of months]
CZ-PRAHA 07	F BORDEAU5 4		Biology		1st, 2nd	2 students for 8 months Or 4 students for 4 months each	16	-	-
F BORDEAU5 4	CZ-PRAHA 07		Biology		1st, 2nd	2 students for 8 months Or 4 students for 4 months each	16	-	-

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (only for teaching) [ISCED]	Subject area name (only for teaching)	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training [total number of staff]	Staff Mobility for Training [total number of days]

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

CZ-PRAHA 07	F BORDEAU54			1 teacher	1 week		
F BORDEAU54	CZ-PRAHA 07			1 teacher	1 week		

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ-PRAHA 07	Biology and Biochemistry	English	Czech	B1 / B2	C1
F BORDEAU54		French	English	B1/B2	C1

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
CZ-PRAHA 07	June, 1st	December, 1st
F BORDEAU54	15 th of May	October, 31st

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
CZ-PRAHA 07	June, 1st	December, 1st
F BORDEAU54	15 th of May	October, 31st

⁴ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ-PRAHA 07	erasmus@ruk.cuni.cz	https://www.cuni.cz/UK-928.html
F BORDEAU54	dri@bordeaux-inp.fr	https://www.bordeaux-inp.fr/en

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
CZ-PRAHA 07	-		https://www.lenguas.upm.es/
F BORDEAU54	Nothing		

FBORDEAU54 will send its decision within 8 weeks after the application deadline/ ETSIAE-UPM will send its decision within 8 weeks after the application deadline.

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution	Available infrastru	Descripti on of	Contact details (email, phone)	Website for information
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[Erasmus code]	re adjusted for people with:	infrastructure (optional)		
CZ-PRAHA 07	<i>Reduced mobility, hearing impairments, visual impairments, mental illness, dyslexia, dyscalculia.</i>		Tel.: (+420) 224 491 896 E-mail: centrumcarolina@cuni.cz	https://www.cuni.cz/UK-2049.html
F BORDEAU54	<i>Reduced mobility, hearing impairments, visual impairments, mental illness, dyslexia, dyscalculia.</i>		Véronique Lespinet Najib veronique.lespinet@bordeaux-inp.fr	https://www.bordeaux-inp.fr/en/students-specific-situations

(*) EMADRID05:

Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). The ETS de Ingeniería Aeronáutica y del Espacio is fully accessible to persons with physical disabilities. Students have access to resources facilitating their integration in the school. There are adapted elevators and bathrooms, and ramps and that make the teaching facilities easy to access for students using wheelchairs. There are classrooms adapted to the necessities of students with disabilities. The Vice-Rectorate for Student Affairs has a Dis-abled Care Unit to assist disabled students with everything they need, providing as much help as possible so they are able to study.

F. Information

1. 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
CZ-PRAHA 07	erasmus@ruk.cuni.cz +420 224 491 710	https://www.cuni.cz/UK-2073.html
F BORDEAU54	Bénédicte Paule dri@bordeaux-inp.fr	https://www.bordeaux-inp.fr/en/useful-information

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
CZ-PRAHA 07	mailto:erasmus@upm.es s_erasmus@ruk.cuni.cz +420 224 491 710	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados https://www.cuni.cz/UK-2045.html
F BORDEAU54	Bénédicte Paule dri@bordeaux-inp.fr	https://www.bordeaux-inp.fr/en/useful-information

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
CZ-PRAHA 07	mailto:erasmus@upm.es erasmus@ruk.cuni.cz +420 224 491 710	https://www.cuni.cz/UK-2045.html
F BORDEAU54	Bénédicte Paule dri@bordeaux-inp.fr	https://www.bordeaux-inp.fr/en/useful-information

4. Grading systems of the institutions

F BORDEAU54

ECTS Grade	Definition	Local Grade
A	EXCELLENT – Outstanding performance with only minor errors	18 – 20 Excellent
B	VERY GOOD – above the average standard but with some errors	16 – 17,9 Très Bien
C	GOOD – generally sound work with a number of notable errors	14,0 – 15,9 Bien
D	SATISFACTORY – fair but with significant shortcoming	12,0 – 13,9 Assez Bien
E	SUFFICIENT – performance meet the minimum criteria	10,0 – 11,9 Passable
F	FAIL – some more work required before the credit can be awarded	0,0 – 9,9 Ajourné
G	Exam not taken	Abs. – Absent

Please note that **MARKS** can be given only for subjects finishing with an exam (Ex or C+Ex of the subject) !!!
in the detail

Other subjects can only be evaluated with **CREDIT POINTS**! If you choose a subject evaluated with credit points ("pass") please note that also on the transcript of records cannot be credit points ("pass") replaced by a mark (numerical/alphabetical grade).

More details of the CU grading system you can find at this university page:

<https://cuni.cz/UKEN-361.html>

Czech Grade	ECTS Grade
1 - Excellent (excellent performance)	A/B
2 - Very Good (above the average standard but with some errors)	C/D
3 - Good (generally sound work with a number of notable errors)	E
4 - Fail (unsatisfactory performance)	FX/F
To successfully pass the examination means to achieve the result excellent, very good or good.	
PASS - student's achievements in some subjects are graded only as 'pass' = student has obtained satisfactory level	PASS

5. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information

CZ-PRAHA 07			
F BORDEAU54	Website	Bénédicte Paule dri@bordeaux-inp.fr	https://www.bordeaux-inp.fr/en

A Transcript of Records will be issued by FBORDEAU54 6 weeks after the assessment period. A Transcript of Records will be issued by ETSIAE 6 weeks after the assessment period has finished.

Termination of the agreement

This Agreement may be modified or amended by mutual written notice among the Parties. 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 2028 will only take effect as of 1 September 2028+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁵
CZ-PRAHA 07	Advisory Board to the Dean RNDr. Aleš Soukup, PhD.		
F BORDEAU54	General Director of Bordeaux INP Institute of Technology Prof. Marc Phalippou	June 2022	

⁵ Scanned signatures are accepted