



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014-2015<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Universitetet i Bergen Department of Biology	N BERGEN01	<b>Academic Coordinator Department of Biology:</b>  Berit Reidun Øglænd, Department of Biology, P.O.Box 7803 5020 Bergen, Norway  E-mail: <a href="mailto:post@bio.uib.no">post@bio.uib.no</a>  <b>Institutional Coordinator:</b> Kristin Torp Skogedal,	Course Catalogue: <a href="http://www.uib.no/education/studies/courses-for-exchange-students">http://www.uib.no/education/studies/courses-for-exchange-students</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Division of Student Affairs, P.O.Box 7800, 5020 Bergen, Norway; Tel. +47 55 58 90 26 E-mail: <a href="mailto:Kristin.skogedal@adm.uib.no">Kristin.skogedal@adm.uib.no</a> <b>Incoming Erasmus students:</b> <a href="mailto:Exchange-students@uib.no">Exchange-students@uib.no</a>	
<b>Charles University in Prague</b> <b>Faculty of Science</b> Albertov 6 CZ-128 01 Praha 2	CZ PRAHA07	<b>Institutional Coordinator:</b> RNDr. Dagmar Chalupová, Ph.D. <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a> T/F: +42 0221951166  <b>Departmental Coordinator:</b> <b>Mr. Ondřej Koukol, Ph.D.</b> <a href="mailto:ondrej.koukol@natur.cuni.cz">ondrej.koukol@natur.cuni.cz</a> Tel.: +42 0221951650 Fax.: +42 0221951645	Course Catalogue: <a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>

## B. Mobility numbers<sup>4</sup> per academic year

*[Paragraph to be added, if the agreement is signed for more than one 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	TO	Subject area code *	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		*	Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions *and per education field (optional\**:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



N BERGEN01	CZ PRAHA07	421	Biology	1 <sup>st</sup> (Bachelor) 2 <sup>nd</sup> (Master)	2(x6) = 12	0/0
CZ PRAHA07	N BERGEN01	421	Biology	1 <sup>st</sup> (Bachelor) 2 <sup>nd</sup> (Master)	2(x6) = 12	0/0

*[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

### 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
N BERGEN01		English	Norwegian	B1 No certificate required for admission	English OR Norwegian: B2 is recommended.
CZ PRAHA07		English	Czech	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

### D. Additional requirements

#### N BERGEN01:

<sup>5</sup> 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>

An Introductory Programme is offered for all international students. Throughout the Introductory Programme students will be introduced to different aspects of being a student in Bergen and Norway through practical information and entertaining lectures:

<http://www.uib.no/education/practical-information/new-students>

Language courses: the University of Bergen offers Norwegian Language Courses to non-native speakers of Norwegian. <http://www.uib.no/education/admission/norwegian-language-courses/norwegian-language-courses-for-agreement-and-programme-students>

The University of Bergen welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please contact the coordinator at the Faculty of Mathematics and Natural Sciences, [Thale.Asli@mnfa.uib.no](mailto:Thale.Asli@mnfa.uib.no)

#### **CZ PRAHA07:**

The Erasmus Club offers for all international students various social, cultural and sports events for both international and Czech students, and generally helps international students to handle their stay in Prague: <http://erasmusclub.natur.cuni.cz/> and <http://www.ic-cuni.cz/>.

The Charles University in Prague welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please find more information at: <http://www.cuni.cz/UK-2049.html>, or personal requests or meetings feel free to contact the professional counselors at [handicap@ruk.cuni.cz](mailto:handicap@ruk.cuni.cz).

#### **E. Calendar**

1. Partner nominations and student applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
N BERGEN01	15 MAY	15 OCTOBER
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>

#### **N BERGEN01:**

2. The receiving institution will send its decision within 4-6 weeks.
3. All students at the University of Bergen must order their own transcripts of records online by logging on to our electronic student system StudentWeb. Results are available 3-4 weeks after the examination date.

#### **CZ PRAHA07:**

2. Receiving institution will send its decision within 6 – 8 weeks.



3. All students will receive their transcript of records at the end of their stay. The transcript of records is generated from our electronic Student Information System (SIS) and it contains all results for enrolled courses which must be logged on to SIS beforehand.

#### 4. Termination of the agreement

*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 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

#### **N BERGEN01:**

##### **Credit system and grading:**

According to the International Education Credit Transfer System (ECTS), 60 "studiepoeng" is equivalent to 1 year of normal study for a full-time student, i.e. 60 *ECTS credits*. The full-time workload for one academic year is 1500 – 1800 hours of study / 60 "studiepoeng".

The grading scale is explained briefly in the following table. For some programs, the criteria for determining each grade may be described in more detail. This explanation may be even more specific for some subjects.

Symbol	Description	General, qualitative description of valuation criteria
<b>A</b>	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.
<b>B</b>	Very good	A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.
<b>C</b>	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
<b>D</b>	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
<b>E</b>	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.

<b>F</b>	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.
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### Statistical distribution of grades given at the Faculty of Mathematics and Natural Sciences (2012)

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>13,34%</b>	<b>25,41%</b>	<b>27,28%</b>	<b>15,56%</b>	<b>8,80%</b>	<b>9,61,%</b>

### CZ PRAHA07:

- (4) 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

- (5) 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

- (6) ECTS credits: 1 full academic year – 60 credits, 1 semester – 30 credits

## 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>
N BERGEN01	Exchange- students@uib.no	<a href="http://www.uib.no/education/practical-information/prospective-students/residence-permit">http://www.uib.no/education/practical-information/prospective-students/residence-permit</a>
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
N BERGEN01	Exchange- students@uib.no	<a href="http://www.uib.no/education/practical-information/prospective-students/finances-and-insurance#insurance">http://www.uib.no/education/practical-information/prospective-students/finances-and-insurance#insurance</a>
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
N BERGEN01	Exchange- students@uib.no	<a href="http://www.uib.no/education/practical-information/prospective-students/student-accommodation">http://www.uib.no/education/practical-information/prospective-students/student-accommodation</a>



		The application period: Autumn semester: 1 April–15 May. Spring semester: 1 Oct.–1 Nov.
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
N BERGEN01	Institutional Erasmus Coordinator: Helge Bjørlo, Senior Executive Officer		
CZ PRAHA07	<b>RNDr. Dagmar Chalupová, Ph.D.</b> ERASMUS Faculty Coordinator	<b>5.11.2013</b>	CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138

<sup>6</sup> Scanned signatures are accepted