

Erasmus+ Programme

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

Inter-institutional agreement 2017-2021 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) |
|---|--------------|---|--|
| Cardiff University School of Biosciences | UK CARDIFF01 | Erasmus Office Erasmus@cf.ac.uk +44(0)2920 879044 Academic Coordinator Dr Henrietta Standley StandleyHJ@cardiff.ac.uk | http://www.cardiff.ac.uk/for/prospective/international/erasmus.html http://www.cardiff.ac.uk/biosi/ |
| Charles University in Prague Faculty of Sciences, Genetics and | CZ PRAHA07 | Faculty Erasmus Coordinator Dr. Dagmar Chalupova | http://www.cuni.cz/UK-2047.html |

| | | | |
|--------------|--|--|---|
| Microbiology | | erasmus@natur.cuni.cz +420 22195 1166 Charles University Erasmus Coordinator +420 224 491 710 Ivana.herglova@ruk.cuni.cz Michaela Schierova misnovak@natur.cuni.cz Erasmus Coordinator of the Department of Genetics and Microbiology | https://www.natur.cuni.cz/biology/genetics?set_language=en |
|--------------|--|--|---|

B. Mobility numbers 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 | TO | Subject area code | Subject area name | Study cycle [short cycle, 1 st , 2 nd or 3 rd] | Number of student mobility periods | |
|--------------|--------------|-------------------|-------------------|--|------------------------------------|-----------------------------------|
| | | | | | Student Mobility for Studies | Student Mobility for Traineeships |
| UK CARDIFF01 | CZ PRAHA07 | 0511 | Biology | 1st | - | 2 x 12 months each |
| CZ PRAHA07 | UK CARDIFF01 | 0511 | Biology | 1 st , 2 nd , 3 rd | - | 2 x 12 months each |

| FROM | TO | Subject area code | Subject area name | Number of staff mobility periods | |
|------|----|-------------------|-------------------|----------------------------------|-----------------------------|
| | | | | Staff Mobility for Teaching | Staff Mobility for Training |

| | | | | | |
|-----------------|-----------------|------|---------|---|---|
| UK CARDIFF01 | CZ PRAHA07 | 0511 | Biology | - | - |
| CZ PRAHA07 | UK CARDIFF01 | 0511 | Biology | - | - |

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 | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level | |
|-----------------------|---------------------------|---------------------------|---|-----------------------------|
| | | | Student Mobility for Studies | Staff Mobility for Teaching |
| UK CARDIFF01 | English | - | B1 | B2 |
| CZ PRAHA07 | English | | B1 | 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

UKCARDIFF01

All incoming students must be officially nominated by their Erasmus Coordinator, who has verified that the student has the appropriate academic background and is proficient in English. Nominated students wishing to carry out a research project must first apply to the relevant research supervisor, sending them a CV and covering letter, and should then contact the Biosciences Erasmus Coordinator in Cardiff with details of the placement they have arranged.

A comprehensive Induction Programme for all incoming Erasmus students is organised by the International Office. For students beginning their studies in September, the induction programme consists of a two week programme of events directly before students begin their studies. For students beginning their studies in January, the induction programme consists of a one week programme of events directly before students begin their studies. The induction programme is designed to give students the best possible start to their time at Cardiff, offering them assistance with practical issues, as well as including a range of social events to help students settle in. Students can receive assistance with online enrolment, collecting their ID card, opening a bank account as well as accommodation issues, choosing modules and joining a society or sports club.

Part-session Erasmus students are offered additional housing advice and support and are encouraged to arrive early to make use of the one week temporary accommodation that is available for them while they look for a private residence. A housing talk which includes support services from across the University and housing advice sessions are also organised for part-session Erasmus students.

All arrival information for incoming students can be found in the following link:

<http://www.cardiff.ac.uk/for/prospective/international/coming-to-cardiff.html>

Staff and students with disabilities can obtain information about the support available at Cardiff University at: <http://www.cardiff.ac.uk/dyslx/index.html>

CZ PRAHA07

All incoming students must be officially nominated by their Erasmus Coordinator, who has verified that the student has the appropriate academic background. Nominated students interested in a research project must first apply to the relevant research supervisor, sending them a CV and covering letter, and should then contact the Faculty ERASMUS Coordinator, dr. Dagmar Chalupová, erasmus@natur.cuni.cz with details of the placement they have arranged.

All arrival information for incoming students can be found in the following link:
<http://www.cuni.cz/UKEN-145.html>

E. Calendar

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

| Receiving institution | Autumn term* | Spring term* |
|-----------------------|---------------------------|--------------------------|
| UK CARDIFF01 | November 30 th | May 30 th |
| CZ PRAHA07 | June 15 th | October 31 st |

2. The receiving institution will send its decision within 4 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

Either party may terminate this Agreement:

- (a) by giving to the other not less than one academic years' notice in writing;

- (b) with immediate effect by notice in writing if the other party commits a material breach (which may consist of a series of minor breaches) of the terms of this Agreement;
- (c) with immediate effect by notice in writing if the other party is subject to a change of control, becomes insolvent, is unable to pay its debts as and when due or otherwise ceases to exist.

If notice of termination has been given under this clause, the parties shall:

- (a) agree in writing a mechanism for ensuring that students are able to complete their studies at the Host Institution or other suitable institution;
- (b) agree in writing a timetable for the return of Visiting Members of Staff to their Home Institution;
- (c) cease to promote or market the inter-institutional agreement and not register any new students.

The parties shall attempt to resolve in good faith any dispute arising between them out of the operation of this Agreement. If the dispute cannot be resolved informally, it shall be referred to a senior post-holder within each institution.

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

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Student assessments are graded individually (0-100) against mark schemes and/or assessment criteria appropriate for the task being undertaken. Classified awards are calculated on a final mark, this being based on a weighted average of all of the module/unit marks achieved by students at CQFW level 5 and above. Degrees are classified against the bands indicated in the table below. Further information on the Regulations used to assess and award degrees can be accessed via: <http://learning.cf.ac.uk/quality/assessment/processing-results/>.

| Final Mark | Degree Classification |
|-------------------|---|
| 70% + | First Class Honours |
| 60% < 70% | Second Class Honours, Division I (2:1) |
| 50% < 60% | Second Class Honours, Division II (2:2) |
| 40% < 50% | Third Class Honours |
| < 40% | Fail |

Further information on the distribution and spread of classified awards between academic schools can be accessed at:

<http://www.cardiff.ac.uk/for/resource/15435.45607.file.eng.pdf>

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Charles University in Prague uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study.

You can find more information about the grading system at Charles University at <http://www.cuni.cz/UKEN-361.html>.

No grades and credits are given to students accepted by our faculty for a traineeship. After a completion, students receive a *Final report* from the supervisor and the *Confirmation of Erasmus Student Traineeship* will be confirmed by the Erasmus Office of the faculty.

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 | Contact details (email, phone) | Website for information |
|--------------------|--|---|
| UK CARDIFF01 | Erasmus@cf.ac.uk +44 (0)2920 870432 | http://www.cardiff.ac.uk/for/prospective/international/coming-to-cardiff/before-you-arrive/visas-and-immigration.html |
| CZ PRAHA07 | 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 Erasmus Charter for Higher Education. When acting as the sending institution, Cardiff University will advise outbound participants (staff and students) to obtain the European Health Insurance Card (where participants are eligible) and will provide its outbound participants (staff and students) with access to comprehensive travel insurance cover for the period of their time abroad. When acting as the sending institution, Cardiff University expects partners to have in place appropriate liability policies which will indemnify incoming exchange students if any loss, damage or injury is caused by or to them when acting under the partner's supervision or control. If the receiving institution is unable to effect such liability insurance, it is for Cardiff University to decide whether the receiving institution has adequate resources

available to cover a liability claim should the placement go ahead. This will be decided on a case by case basis.

The receiving institution will inform mobile participants of cases in which medical and third party liability insurance cover is not automatically provided. When acting as the receiving Institution, Cardiff University will provide incoming participants with written guidance advising them to obtain the European Health Insurance Card (where applicable) before they leave their home country and comprehensive travel insurance cover for the whole of their stay in the UK. Cardiff University's liability insurance will indemnify incoming Erasmus students studying at Cardiff if any loss, damage or injury is caused by or to them when acting under our supervision or control up to an indemnity limit of £50m.

| Institution | Contact details (email, phone) | Website for information |
|----------------------------|--|---|
| UK CARDIFF01 | Erasmus@cf.ac.uk +44(0)2920 870432 | http://www.cardiff.ac.uk/fince/servicesstaff/corporatefinancialservices/insurancetravel/insurance-travel.html |
| CZ PRAHA07 | erasmus@ruk.cuni.cz +420 224 491 710 | http://www.cuni.cz/UK-2045.html |

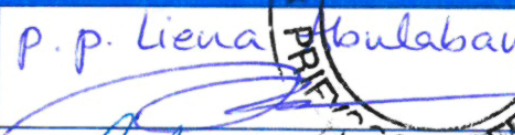
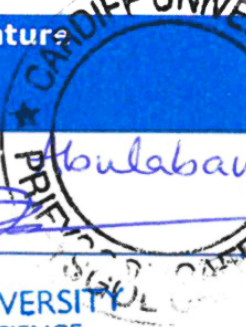
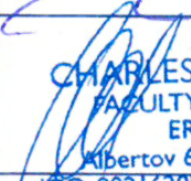
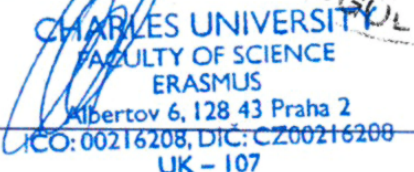
4. Housing

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 | Contact details (email, phone) | Website for information |
|-----------------|--|---|
| UK CARDIFF01 | Erasmus@cf.ac.uk +44(0)2920 870432 | http://www.cardiff.ac.uk/for/prospective/international/erasmus/accommodation.html |
| CZ PRAHA07 | erasmus@ruk.cuni.cz +420 224 491 710 | http://www.cuni.cz/UK-2073.html |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution | Name, function | Date | Signature |
|-----------------|---|-----------|---|
| UK CARDIFF01 | Ms Annika Axelsen, Erasmus Coordinator | 24.4.17 |   |
| CZ PRAHA07 | RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator | 20.3.2017 |   CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 ICO: 00216208, DIČ: CZ00216208 UK - 107 |