



## Erasmus+ Programme

### Key Action 1: Higher Education Student and Staff Mobility

#### Inter-institutional agreement 2014/15-2016/17

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.

For the avoidance of doubt, nothing herein is intended to diminish the full autonomy of either Institution. This Agreement constitutes the entire agreement between the parties, and supersedes all prior communications and agreements with respect to the subject matter.

#### A Institutional Information

Name of participating School and Institution and Erasmus ID code	Contact details and website
<b>University of Glasgow</b> UK GLASGOW01	<b>Institutional Co-ordinator:</b> Colette McGowan, Deputy Head of Admissions – Study Abroad <b>Main Contact:</b> Lynsey Dinwoodie, European Exchanges Coordinator R210, John MacIntyre Building, University of Glasgow, Glasgow UK G12 8QQ T: +44 (0) 141 330 3714 E: <a href="mailto:rio-erasmus@glasgow.ac.uk">rio-erasmus@glasgow.ac.uk</a> ; <a href="mailto:lynsey.dinwoodie@glasgow.ac.uk">lynsey.dinwoodie@glasgow.ac.uk</a>  <b>Academic Co-ordinator:</b> Lillias Robinson T: +44 (0) 141 330 2698 E: <a href="mailto:Lillias.Robinson@glasgow.ac.uk">Lillias.Robinson@glasgow.ac.uk</a>  <b>Incoming Information:</b> <a href="http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/">www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/</a>  <b>Course Catalogue:</b> <a href="http://www.gla.ac.uk/coursecatalogue/">www.gla.ac.uk/coursecatalogue/</a>
<b>Charles University in Prague</b> CZ PRAHA07	Charles University in Prague, Faculty of Science, Albertov 6, CZ-12843, Prague 2, Czech Republic <b>Faculty coordinator:</b> Dagmar CHALUPOVÁ <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a> , Tel./Fax: +420 221 951 166  Department of Ecology, Viničná 7, CZ-12844, Prague 2, Czech Republic <b>Departmental coordinator:</b> Adam PETRUSEK <a href="mailto:petrusek@natur.cuni.cz">petrusek@natur.cuni.cz</a> , Tel: +420 602 656 937  <b>Course Catalogue:</b> <a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>

## B Mobility numbers and subjects per academic year

During the term of this Agreement, places will be made available at each Institution on an annual basis according to the target numbers below. However, in order to ensure reciprocity, the number of places available may be reviewed. The partners commit to amend the table where applicable by no later than the end of January in the preceding academic year. Both Institutions will endeavour to ensure balance over the term of this Agreement.

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies  Student Mobility for Traineeships *  [total number of months of the study periods or average duration*]
UK GLASGOW 01	CZ PRAHA07	051 (42)	Life Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students for 10 months in total
CZ PRAHA07	UK GLASGOW 01	051 (42)	Life Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students for 10 months in total

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods  Staff Mobility for Teaching  Staff Mobility for Training *  [total number of days of teaching periods or average duration *]
UK GLASGOW 01	CZ PRAHA07	051 (42)	Life Sciences	1 staff member for 5 days
CZ PRAHA07	UK GLASGOW 01	051 (42)	Life Sciences	1 staff member for 5 days

**UK GLASGOW01, CZ PRAHA07:** All staff mobility will be dependent upon the capacity of the receiving department at that particular time. Both institutions recognise that there may be years in which staff mobility cannot be accommodated.

## 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 GLASGOW01	English	N/A (Exception: School of Modern Languages)	B2*	C1
CZ PRAHA07	English	Czech	B2*	C1

\* Under the Common European Framework of Reference for Languages (CEFR)

**UK GLASGOW01:** For more details on the language requirements and proof required, please see our online F.A.Q at:

[www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingexchange/serasmus/frequentlyaskedquestions/](http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingexchange/serasmus/frequentlyaskedquestions/)

## D Additional requirements

### UK GLASGOW01:

Exchange Students will enrol in a standard full-time study load and are required to complete all relevant assessment in order to obtain credit. A full course load is comprised of 120 Glasgow credits (=60 ECTS) for a full academic year, or 60 Glasgow credits (=30 ECTS) for one semester.

Exchange students are expected to take the majority of their courses in the subject of the agreement. Courses from other subjects may be requested, but are subject to the relevant academic assessment and approval and departmental policy.

We have the infrastructure to welcome students and staff with disabilities. Please see the Disability Service webpage for further information:

[www.gla.ac.uk/services/disability/support/](http://www.gla.ac.uk/services/disability/support/)

## **CZ PRAHA07:**

Information for students with disabilities <http://www.cuni.cz/UK-2049.html>

## **E Calendar**

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

Receiving institution	Autumn term	Spring term
UK GLASGOW01	Semester 1 and full year: Nominations: 20 April Applications: 1 May	Semester 2: Nominations: 1 November Applications: 15 November
CZ PRAHA07	Application deadline: 15 June	Application deadline: 31 October

2. The receiving institution will normally send its decision within 6 weeks of the application deadline.
3. A Transcript of Records will normally be issued by the host institution no later than 5 weeks after the assessment period has finished at the host institution.

**UK GLASGOW01:** The assessment period normally includes the grading and exam board approval. For Full Year students, the transcript will be issued only after the end of the second semester of study.

- 5 This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## **F Information**

### **1 Grading Systems**

#### **UK GLASGOW01:**

Please see:

[www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/](http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/)

[www.gla.ac.uk/international/abroadexchange/exchangeprogramme/europeancredittransfersystem/](http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/europeancredittransfersystem/)

#### **CZ PRAHA07**

## Grades

### 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

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

## ECTS

1 ECTS = 25-30 workload hours

## 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.

**UK GLASGOW01, CZ PRAHA07:** The University will provide students with the relevant sponsorship documentation and information to assist in obtaining a student visa. The individual student is responsible for applying for the necessary visa and any attendant supporting documentation and fees. The University cannot accept responsibility for applications which are returned as invalid or are refused.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details	Website
UK GLASGOW 01	International Student Support Team +44 (0) 141 330 2912 <a href="mailto:internationalstudentsupport@glasgow.ac.uk">internationalstudentsup port@glasgow.ac.uk</a>	<a href="http://www.gla.ac.uk/international/support/immigrationandvisas/">www.gla.ac.uk/international/support/immigrationandvisas/</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:

Institution	Contact details	Website
UK GLASGOW 01	Erasmus Team: <a href="mailto:rio-erasmus@glasgow.ac.uk">rio-erasmus@glasgow.ac.uk</a>	<a href="http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/">www.gla.ac.uk/international/abroadexchange/exchang eprogramme/incomingeuropeanexchangeserasmus/</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 Accommodation

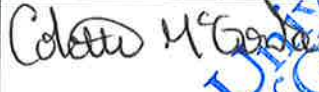

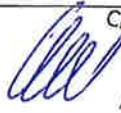
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

**UK GLASGOW 01:** Accommodation is not guaranteed, but the Host Institution will make every reasonable effort to assist inbound students. Where University accommodation is available, Exchange Students must complete the relevant accommodation application by the Host Institution's stipulated deadline. Accommodation, if provided, will be charged at the standard rates.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details	Website
UK GLASGOW01	Residential Services Team T: +44 (0) 141 330 4743 E: <a href="mailto:accom@glasgow.ac.uk">accom@glasgow.ac.uk</a>	<a href="http://www.gla.ac.uk/undergraduate/accommodation/admissionspolicy/socrateserasmus/">www.gla.ac.uk/undergraduate/accommodation/admissionspolicy/socrateserasmus/</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-2073.html">http://www.cuni.cz/UK-2073.html</a>

#### G Signatures (legal representatives)

Institution	Name and function	Date	Signature & Stamp
UK GLASGOW01	<b>Colette McGowan</b> Deputy Head of Admissions – Study Abroad Institutional Coordinator	18/2/2014	  University of Glasgow Recruitment & International Office
CZ PRAHA07	<b>Dagmar Chalupová</b> ERASMUS Faculty coordinator		 CHARLES UNIVERSITY in Prague Faculty of Science ERASMUS Albertyna 1, 128 43 Prague 2 UK-138

**Annex to Erasmus+ Inter-Institutional Agreement  
Institutional Factsheet**

**1. Institutional Information**

**1.1. Institutional details**

<b>Name of the institution</b>	<b>University of Glasgow</b>
<b>Erasmus Code</b>	UK GLASGOW01
<b>EUC</b>	
<b>Institution website</b>	<a href="http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/">http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/</a>
<b>Online course catalogue</b>	<a href="http://www.gla.ac.uk/coursecatalogue/">http://www.gla.ac.uk/coursecatalogue/</a>

**1.2. Main contacts**

<b>Contact person</b>	Lynsey Dinwoodie
<b>Responsibility</b>	Erasmus+ Institutional Coordinator
<b>Contact details</b>	<b>Phone : +44 (0) 141 330 3714 ; Fax : +44 (0) 141 330 4045 ; Email : <a href="mailto:Lynsey.Dinwoodie@glasgow.ac.uk">Lynsey.Dinwoodie@glasgow.ac.uk</a>; <a href="mailto:rio-erasmus@glasgow.ac.uk">rio-erasmus@glasgow.ac.uk</a></b>

**2. Detailed requirements and additional information**

**2.1. Recommended language skills**

The sending institution, following agreement with our 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:

<b>Type of mobility</b>	<b>Subject area</b>	<b>Language(s) of instruction</b>	<b>Recommended language of instruction level *</b>
Student Mobility for Studies	Any	English	<i>B2</i>
Staff Mobility for Teaching	Any	English	<i>B2</i>

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language requirements and proof required, please see our online F.A.Q at: [www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/frequentlyaskedquestions/](http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/frequentlyaskedquestions/)



## 2.2. Additional requirements

Exchange Students will enrol in a standard full-time study load and are required to complete all relevant assessment in order to obtain credit. A full course load is comprised of 120 local SCOTCAT credits (=60 ECTS) for a full academic year, or 60 local SCOTCAT credits (=30 ECTS) for one semester.

Exchange students are expected to take the majority of their courses in the subject of the agreement. Courses from other subjects may be requested, but are subject to the relevant academic assessment and approval and departmental policy.

Incoming study students are expected to apply for one of the standard academic periods outlined in our Calendar. Durations outwith the standard academic period cannot normally be considered.

Incoming thesis/project work students may request an alternate duration from our online system. Durations outwith the options on our online system cannot normally be considered. All project work must be requested at the time of application and an appropriate local supervisor confirmed before the student can be accepted.

We have the infrastructure to welcome students and staff with disabilities. Please see the Disability Service webpage for further information:

<http://www.gla.ac.uk/services/disability/support/>

## 2.3. Calendar

<b>Semester 1</b>	September – December
<b>Semester 2</b>	January - May

### 2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<b>Semester 1 &amp; Full Year</b>	Nomination: 20 April Application: 1 May
<b>Semester 2</b>	Nomination: 1 November Application: 15 November

### 2.3.2. Decision Response

We will normally send our decision directly to the student via email within 6 weeks of the application deadline.

### 2.3.3. Transcripts of Records

A Transcript of Records will normally be issued no later than five weeks after the assessment period. The assessment period normally includes the grading and exam board approval. For Full Year students, the transcript will be issued only after the end of the second semester of study. The transcript will be sent by post to the student's permanent address as listed on their application to Glasgow. It is the student's responsibility to provide their home institution with this document.

### 3. Additional information

#### 3.1. Grading system

<http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment>

<http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/europeancreditransfersystem/>

The ratio of local Glasgow SCOTCAT credits to ECTS is 2:1; i.e. 120 SCOTCAT credits=60 ECTS

#### 3.2. Visa

The University will provide students with the relevant sponsorship documentation and information to assist in obtaining a student visa.

The individual student is responsible for applying for the necessary visa and any attendant supporting documentation and fees.

The University of Glasgow cannot accept responsibility for applications which are returned as invalid or are refused.

Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	International Student Support Team
<b>Contact details</b>	Phone : +44 (0) 141 330 2912 ; Email : <a href="mailto:internationalstudentsupport@glasgow.ac.uk">internationalstudentsupport@glasgow.ac.uk</a>
<b>Website</b>	<a href="http://www.gla.ac.uk/international/support/immigrationandvisas/">http://www.gla.ac.uk/international/support/immigrationandvisas/</a>

#### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

We will inform incoming students/staff 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>Contact person</b>	Erasmus Team
<b>Contact details</b>	Email : <a href="mailto:rio-erasmus@glasgow.ac.uk">rio-erasmus@glasgow.ac.uk</a>
<b>Website</b>	<a href="http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/">http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/</a>

#### 3.4. Housing

University Accommodation is not guaranteed, but the receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Where University accommodation is available, Exchange Students must complete the relevant accommodation application by the stipulated deadline. Accommodation, if provided, will be charged at the standard rates.

<b>Contact person</b>	Residential Services Team
<b>Contact details</b>	Phone : +44 (0) 141 330 4743 ; Email : <a href="mailto:accom@glasgow.ac.uk">accom@glasgow.ac.uk</a>
<b>Website</b>	<a href="http://www.gla.ac.uk/undergraduate/accommodation/admissionspolicy/socrateserasmus/">http://www.gla.ac.uk/undergraduate/accommodation/admissionspolicy/socrateserasmus/</a>