



Erasmus⁺ Programme

Inter-institutional agreement 2019-2021

Higher Education Student and Staff Mobility

→Mobility for learners and staff←

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus⁺ programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus⁺ programme sets extra criteria this Agreement will be reviewed.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details ¹ (Name, E-mail, Phone)
CHARLES UNIVERSITY IN PRAGUE Faculty of Science Department of Inorganic Chemistry	CZ PRAHA07	Prof. RNDr. Petr Štěpnička, Ph.D., DSc. petr.stepnicka@natur.cuni.cz +420 2 21951260
Freie Universität Berlin Department of Chemistry	D BERLIN 01	Prof. Dr. Biprajit Sarkar biprajit.sarkar@fu-berlin.de +49 30 838 50919

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS ²	SMT ³
CZ PRAHA07	D BERLIN 01	0531	Chemistry	1 st , 2 nd , 3 rd	2/12 <i>AD</i>	—
D BERLIN 01	CZ PRAHA07	0531	Chemistry	1 st , 2 nd , 3 rd	2/12	—

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

² Student Mobility for Studies

³ Student Mobility for Traineeship

FROM	TO	Subject area	Subject area name	Total Number of staff mobility/Total number of days	
		ISCED	ISCED	STA ⁴	STT ⁵
CZ PRAHA 07	D BERLIN 01	0531	Chemistry	2/14	–
D BERLIN 01	CZ PRAHA07	0531	Chemistry	2/14	–

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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07	0531	English	Czech	B2	B2
D BERLIN 01	0531	English ↔ German		(B2)/B1 German	B2

D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA 07	June 15 th	October 31 st
D BERLIN 01	May 1 st	November 1 st

2. The receiving institutions will send their decisions within 6-8 weeks after deadline.
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 this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

E. Information

⁴ Staff Mobility for Teaching

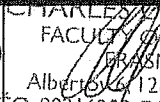
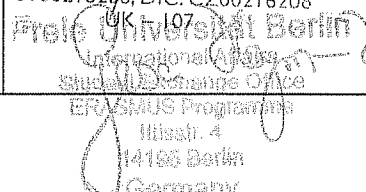
⁵ Staff Mobility for Training

⁶ To be adapted in case of a trimester system.

⁷ To be adapted in case of a trimester system.

	CZ PRAHA07	D BERLIN 01
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	www.moveonnet.eu/myinstitution/enomination
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	
Housing ⁸	http://www.cuni.cz/UK-2073.html	http://www.fu-berlin.de/en/sites/unterbringung
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	accommodation@fu-berlin.de
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	http://www.fu-berlin.de/en/studium_fu/einreise_aufenthalt/visum
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	info-service@fu-berlin.de
WWW Insurance Information	http://www.cuni.cz/UK-2045.html	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	info-service@fu-berlin.de (0049 30) 838-70000
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature ¹² Seal or Stamp
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	22. 11. 2019	 CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 128 43 Praha 2 IČO: 00216208, DIČ: CZ00216208 UK - 107
D BERLIN 01	Gesa Heym-Halayqa, Erasmus+ Institutional Coordinator	24. 1. 19	 Freie Universität Berlin International Office Student Exchange Office ERASMUS Programme Hiltstr. 4 14195 Berlin Germany

⁸ The receiving Institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁹ 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 ECHE.

¹⁰ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

¹¹ 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.

¹² Scanned signatures, seals and stamps are accepted



Erasmus+ Programme

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

Inter-institutional agreement 2019/20 – 2020/21 between programme countries

Minimum requirements

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 (e.g. of the course catalogue)
Freie Universität Berlin	D BERLIN 01	<p>Gesa Heym-Halayqa, ERASMUS Institutional Coordinator (Teaching Staff Exchange, Staff Exchange) Gesa.Heym-Halayqa@fu-berlin.de; Tel.: (0049 30) 838-73443</p> <p>Nicole Schindler, ERASMUS Programme Administrator (incomings, bilateral agreements) incoming@fu-berlin.de; Tel.: (0049 30) 838-57993</p> <p>Stefanie Erthner (outgoings) outgoing-erasmus@fu-berlin.de; Tel.: (0049 30) 838-73401</p>	<p>ERASMUS incoming information: www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in</p> <p>Lecture catalogue: www.fu-berlin.de/vv</p> <p>Semester dates: http://www.fu-berlin.de/en/studium/studienorganisation/termine</p>
Department of Chemistry	D BERLIN 01	<p>Departmental coordinator: Prof. Dr. Biprajit Sarkar Fabeckstr. 34/36, Room V 106, 14195 Berlin, Germany; Tel: +49 30 838 50919; Email: Biprajit.Sarkar@fu-berlin.de</p>	<p>http://www.bcp.fu-berlin.de/studium-lehre/erasmus/incomings</p>

D. Additional requirements

D BERLIN 01:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.

- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.

Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero

- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service),
Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de
www.fu-berlin.de/service/behinderung

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.
- Academic Calendar

	Winter Term	Summer Term
Suggested Date of Arrival	1 October	1 April
Orientation Programme	First and second week of October	First and second week of April
Term Dates	1 October – 31 March	1 April – 30 September
Lecture Period	Mid October – mid February	Mid April – mid July
Examination Period	Mid February – mid March (varies individually)	Mid July – mid August (varies individually)
Personal Enrolment is possible starting as of	the first working day in September concurring with the office hours (Monday, Tuesday, Thursday)	the first working day in March concurring with the office hours (Monday, Tuesday, Thursday)
Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html		

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D BERLIN 01	May, 1st	November, 1st

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

D BERLIN 01:

Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)

The receiving institution will send its decision within 6 weeks.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year must be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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

D BERLIN 01:

ECTS Credits: The Freie Universität Berlin 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. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Freie Universität Berlin	ECTS	
Grade	Grade	Predicate
1,0 – 1,5	A	Excellent
1,6 – 1,7	B	Very Good
1,8 – 2,0		
2,1 – 2,7	C	Good
2,8 – 3,0		
3,1 – 3,5	D	Satisfactory
3,6 – 3,7	E	Sufficient
3,8 – 4,0		
4,1 – 5,0	F	Fail

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
D BERLIN 01	Info-Service Iltisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum

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 [Erasmus code]	Contact details (email, phone)	Website for information
D BERLIN 01	Info-Service Iltisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung

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
D BERLIN 01	Accommodation Malteserstraße 74 - 100 Building House S — Room S16 (1st floor) 12249 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470	http://www.fu-berlin.de/en/sites/unterbringung