



# Erasmus<sup>+</sup> Programme

Logo

## Inter-institutional agreement 2018-2021

### 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<sup>+</sup> 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<sup>+</sup> programme sets extra criteria, this Agreement will be reviewed.

#### A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details <sup>1</sup> (Name, E-mail, Phone)
<b>CHARLES UNIVERSITY</b> Faculty of Science Department of Biochemistry	<b>CZ PRAHA07</b>	<b>Departmental coordinator (Biochemistry):</b> Mgr. Jan Bláha Ph.D. jan.blaha@natur.cuni.cz +420 221951272
Heidelberg University	<b>D HEIDELB01</b>	<p>Institutional ERASMUS Coordinator Mrs Alexandra Braye Seminarstr. 2, D - 69117 Heidelberg E-Mail: <a href="mailto:erasmus-koordinierung@zuv.uni-heidelberg.de">erasmus-koordinierung@zuv.uni-heidelberg.de</a> Telephone: +49 6221 54-12731 Fax: +49 6221 54-12789</p> <p>Agreement Coordinator Mrs Sonja Lademacher E-Mail: <a href="mailto:Lademacher@zuv.uni-heidelberg.de">Lademacher@zuv.uni-heidelberg.de</a></p> <p>Incoming Student Coordinator Mrs Ganna Harms E-Mail: <a href="mailto:incoming-erasmus@zuv.uni-heidelberg.de">incoming-erasmus@zuv.uni-heidelberg.de</a></p> <p>Departmental Coordinator (Biochemistry): Dr. Rainer Beck E-Mail: <a href="mailto:rainer.beck@bzh.uni-heidelberg.de">rainer.beck@bzh.uni-heidelberg.de</a></p> <p>Internet: <a href="http://www.uni-heidelberg.de">www.uni-heidelberg.de</a> <a href="http://www.uni-heidelberg.de/erasmus">www.uni-heidelberg.de/erasmus</a></p> <p>Course Catalogue <a href="http://lsf.uni-heidelberg.de">http://lsf.uni-heidelberg.de</a></p>

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

## 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 <sup>2</sup>	SMT <sup>3</sup>
CZ PRAHA07	D HEIDELB01	0512	Biochemistry	2 <sup>nd</sup>	2/10	0/0
D HEIDELB01	CZ PRAHA07	0512	Biochemistry	2 <sup>nd</sup>	2/10	0/0

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA <sup>4</sup>	STT <sup>5</sup>
CZ PRAHA07	D HEIDELB01	0512	Biochemistry	1/8	0/0
D HEIDELB01	CZ PRAHA07	0512	Biochemistry	1/8	0/0

## 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		English	Czech	B2	B2
D HEIDELB01		English	German	B2	B2

## D. Calendar

1. Student nomination/application deadlines:

<sup>2</sup> Student Mobility for Studies

<sup>3</sup> Student Mobility for Traineeship

<sup>4</sup> Staff Mobility for Teaching

<sup>5</sup> Staff Mobility for Training



Receiving institution	Winter term <sup>6</sup> [month]	Summer term <sup>7</sup> [month]
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>
D HEIDELB01	See annex	See annex

- The receiving institutions will send their decisions within 6-8 weeks after deadline.
- CZ PRAHA01: 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.  
D HEIDELB01: A Transcript of Records will be issued by the receiving institution no later than the end of the semester after the students have fulfilled the course requirements in a timely manner and provided the necessary documentation to the Departmental Coordinators in Heidelberg.
- Termination of this Agreement or Changes in the data set above can be amended annually.

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 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.

## E. Information

	CZ PRAHA07	D HEIDELB01
WWW for Incoming Students	<a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>	See annex
WWW Course Catalogue	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>	See annex
Housing <sup>8</sup>	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>	See annex
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	See annex
WWW Visa Information <sup>9</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	See annex
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	See annex
WWW Insurance Information <sup>10</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	See annex

<sup>6</sup> To be adapted in case of a trimester system.

<sup>7</sup> To be adapted in case of a trimester system.

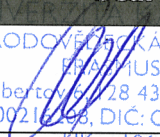
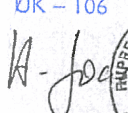

<sup>8</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>9</sup> 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.

<sup>10</sup> 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.

Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	See annex
ECTS Users' Guide <sup>11</sup>	<a href="http://is.cuni.cz/studium/eng/predmety/index.php">http://is.cuni.cz/studium/eng/predmety/index.php</a>	See annex
WWW Students and Staff with Disabilities	<a href="http://www.cuni.cz/UK-2049.html">http://www.cuni.cz/UK-2049.html</a>	See annex
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 310	See annex

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

Institution	Name function	Date	Signature Seal or Stamp <sup>12</sup>
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	24.3.2018	 PRÍRODOVĚDECKÁ FAKULTA ERASMUS Albertov 28 43 Praha 2 IČO: 00216208, DIČ: CZ00216208 UK - T06
D HEIDELB01	Dr. Joachim Gerke Head of International Relations Office	26.3.2018	 

<sup>11</sup> 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.

<sup>12</sup> Scanned signatures, seals and stamps are accepted



**Erasmus +  
Contact Information 2018-2019  
Annex to Inter-institutional Agreements  
Key Action 1**

**A. Information about higher education institutions**

Institution Name	UNIVERSITÄT HEIDELBERG
Institutional Erasmus Code	D HEIDELB01
ECHE Code 2014-2020	29870-LA-1-2014-1-DE-E4AKA1-ECHE
Website	<a href="http://www.uni-heidelberg.de">www.uni-heidelberg.de</a>
Erasmus Homepage	<a href="http://www.uni-heidelberg.de/erasmus">www.uni-heidelberg.de/erasmus</a>

Institutional Erasmus Coordinator	Mrs Alexandra Braye
Address	Seminarstr. 2, D - 69117 Heidelberg
E-mail	<a href="mailto:erasmus-koordinierung@zuv.uni-heidelberg.de">erasmus-koordinierung@zuv.uni-heidelberg.de</a>
Telephone	+49 6221 5412731
Fax	+49 6221 5412789
Departmental Coordinators	<a href="http://www.uni-heidelberg.de/international/erasmus/fachkoordinatoren/">www.uni-heidelberg.de/international/erasmus/fachkoordinatoren/</a>
First Contact for Erasmus Incoming Students	Ms Ganna Harms <a href="mailto:Incoming-erasmus@zuv.uni-heidelberg.de">Incoming-erasmus@zuv.uni-heidelberg.de</a> +49 6221 5412744
Course Catalogue	<a href="http://lsf.uni-heidelberg.de/qisserver/rds?state=user&amp;type=0">http://lsf.uni-heidelberg.de/qisserver/rds?state=user&amp;type=0</a>

## **B. Mobility numbers per academic year**

**-> See Agreement**

## **C. Recommended language skills**

Generally: German B1 (for courses taught in German), English B2 (for courses taught in English).

Please note that some departments might have differing language prerequisites. Please refer to the departmental coordinators directly for further information.

## **D. Additional requirements**

Contact for Students with disabilities	<a href="http://www.uni-heidelberg.de/studium/kontakt/handicap/allgemein/kontakt.html">http://www.uni-heidelberg.de/studium/kontakt/handicap/allgemein/kontakt.html</a>
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## **E. Calendar**

**1.**

<u>Winter Term 2018/19:</u>	term dates: 01.10.2018 – 31.03.2019 lecture dates: 16.10.2018 – 10.02.2019
<u>Summer Term 2019:</u>	term dates : 01.04.2019 – 30.09.2019 lecture dates : 16.04.2019 – 28.07.2019
Deadline for Nominations	Winter term: 15 <sup>th</sup> May Summer term: 15 <sup>th</sup> November
Deadline for Application Forms (after the online application students have to print out the application form and send it via regular mail signed and stamped )	Winter term: 15 <sup>th</sup> June Summer term: 15 <sup>th</sup> December
<b>2.</b> The receiving institution will send its decision within 6 weeks.	
<b>3.</b> A Transcript of Records will be issued by the receiving institution no later than the end of the semester after the students have fulfilled the course requirements in a timely manner and provided the necessary documentation to the Departmental Coordinators in Heidelberg.	
<b>4.</b> Agreements should be cancelled one year in advance (Sept. 1 <sup>st</sup> for the next academic year)	

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## **F. Information**

### **1. Course Types and Grading systems Heidelberg University**

Vorlesung	<i>Lecture</i>
Übung	<i>Exercise</i>
Proseminar	<i>Basic seminar</i>
Hauptseminar	<i>Advanced seminar</i>
Oberseminar	<i>Advanced seminar for degree candidates</i>
Tutorium	<i>Tutorial</i>
Praktikum	<i>Practical</i>
Repetitorium	<i>Examination review course</i>

#### **COURSE REQUIREMENTS**

Klausur	<i>Written examination</i>
Abschlussklausur	<i>Final examination</i>
Mündliche Prüfung	<i>Oral examination</i>
Referat	<i>Seminar paper / presentation</i>
Hausarbeit	<i>Term paper</i>
Protokoll	<i>Taking of minutes</i>

#### **GRADING SYSTEM**

1 = sehr gut	<i>very good (best possible grade, an excellent achievement)</i>
2 = gut	<i>good (well above average)</i>
3 = befriedigend	<i>satisfactory (average, meets all requirements)</i>
4 = ausreichend	<i>sufficient (pass)</i>
5 = nicht ausreichend	<i>deficient (fail)</i>
unbenoteter Schein	<i>pass (P)</i>

*Please note that this grading system may slightly differ in the departments*

### **2. Visa and 3. Insurance**

Information on visa procedures can be found here:

[www.uni-heidelberg.de/university/life/entry.html](http://www.uni-heidelberg.de/university/life/entry.html)

and here: [www.uni-heidelberg.de/international/erasmus/incoming/residence\\_permit.html](http://www.uni-heidelberg.de/international/erasmus/incoming/residence_permit.html)

Concerning insurance matters see our Erasmus Homepage:

[www.uni-heidelberg.de/international/erasmus/incoming/health\\_insurance.html](http://www.uni-heidelberg.de/international/erasmus/incoming/health_insurance.html)

### **4. Housing**

<b>Accommodation Office</b>	Zimmervermittlung Seminarstraße 2, D - 69117 Heidelberg <a href="mailto:aaazimmer@zuv.uni-heidelberg.de">aaazimmer@zuv.uni-heidelberg.de</a> +49 6221 5412759 <a href="http://www.uni-heidelberg.de/international/erasmus/accommodation/">http://www.uni-heidelberg.de/international/erasmus/accommodation/</a>
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