



D STUTTG 01

# **Erasmus+ Programme**

## **Key Action 1**

**– Mobility for learners and staff –  
Higher Education Student and Staff Mobility**

## **Inter-institutional<sup>1</sup> agreement**

**2019/20 – 2020/21  
between programme countries**

### **[Minimum requirements]<sup>2</sup>**

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.

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

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

## 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)
<b>Univerzita Karlova v Praze – Charles University</b>  <b>Faculty of Science Department of Inorganic Chemistry</b>  Faculty contact person	<b>CZ PRAHA07</b>	Professor Petr Štěpnička  T: +420 221 951 260  E: <a href="mailto:petr.stepnicka@natur.cuni.cz">petr.stepnicka@natur.cuni.cz</a>	<a href="http://www.fme.vutbr.cz/en/zo/">http://www.fme.vutbr.cz/en/zo/</a>
<b>Universität Stuttgart – University of Stuttgart</b>  <b>Faculty of Chemistry, Institute of Inorganic Chemistry</b>	<b>D STUTTGA01</b>	<b>Academic Contact Person:</b> Prof. Birpajit Sarkar Institute of Inorganic Chemistry Paffenwaldring 55 70569 Stuttgart, Germany  T: +4971168564171  E: <a href="mailto:sarkar@iac.uni-stuttgart.de">sarkar@iac.uni-stuttgart.de</a>	<a href="https://www.iac.uni-stuttgart.de/">https://www.iac.uni-stuttgart.de/</a>  Under the Erasmus+ programme <i>Mobility for Training</i> the host institution is represented by the relevant institute at the University of Stuttgart, which hosts the incoming students for their training (traineeship/research thesis). Incoming students are directly nominated to the Academic Contact Person of this agreement.

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

## 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 [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	
					Students (number)	Student Mobility for Training [total number of months of the training periods or average duration]
<b>CZ PRAHA07</b>	<b>D STUTTGA01</b>	0531	Chemistry	3 <sup>rd</sup>	2	2 students x 6 months = 12 months in total
<b>D STUTTGA01</b>	<b>CZ PRAHA07</b>	0531	Chemistry	3 <sup>rd</sup>	2	2 students x 6 months = 12 months in total

## 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]
CZ PRAHA07		As determined by the Academic Contact Person			
D STUTTGA01		As determined by the Academic Contact Person			

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

### CZ PRAHA07:

**D STUTTGA01:** Incomings students under the Erasmus+ programme *Mobility for Training* are recommended to enrol as Freemover students to the University of Stuttgart for their traineeship: <https://www.uni-stuttgart.de/en/study/international/freemover/>

<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>)

<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>



## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>CZ PRAHA07</b>	As determined by the Academic Contact Person	
<b>D STUTTGA01</b>	As determined by the Academic Contact Person	

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

2. **CZ PRAHA07:** The receiving institution will send its decision within [4] weeks.  
**D STUTTGA01:** Invitation to the incoming student will be sent by the Academic Contact Person.
3. **CZ PRAHA07:** A Transcript of Records will be issued by the receiving institution no later than [1] weeks after the assessment period has finished at the receiving HEI.  
**D STUTTGA01:** A Transcript of Records will be issued by the Academic Contact Person after completion of the traineeship/research thesis.
4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</sup>. 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.]*

**CZ PRAHA07:** <https://cuni.cz/UKEN-361.html>

### **D STUTTGA01:**

The University of Stuttgart awards so-called *Leistungspunkte (LP)* = credit points for their Bachelor and Master courses. These credit points are equivalent to ECTS.

ECTS credits		
1 full academic year		60 credits
1 semester		30 credits
1 term/trimester		20 credits
grade	in words	corresponding to
1,0 - 1,3	<i>sehr gut</i>	very good (seldom achieved)
1,4 - 2,3	<i>gut</i>	good (well above average)
2,4 - 3,3	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3,4 - 4,0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; 4,0 = pass)
4,1 - 5,0	<i>mangelhaft</i>	not sufficient / fail

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_er.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_er.htm)

## 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>
<b>CZ PRAHA07</b>	<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>
<b>D STUTTGA01</b>	<a href="https://www.uni-stuttgart.de/en/study/international/visa/">https://www.uni-stuttgart.de/en/study/international/visa/</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>
<b>CZ PRAHA07</b>	<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>
<b>D STUTTGA01</b>	<a href="https://www.uni-stuttgart.de/en/study/international/insurance/">https://www.uni-stuttgart.de/en/study/international/insurance/</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>CZ PRAHA07</b>	<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>
<b>D STUTTGA01</b>	<p>Incoming students have to find accommodation on their own. Please arrange housing matters as early as possible. Further information about housing can be found here:  <a href="https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/">https://www.uni-stuttgart.de/en/study/living-in-stuttgart/housing/</a></p> <p>We recommend strongly to apply as soon as possible at the Studierendenwerk Stuttgart for student dormitory:  <a href="https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen">https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen</a></p> <p>Please note: Incoming students do not need to be officially admitted or enrolled to apply for student dormitory.</p>	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
<b>CZ PRAHA07</b>	<b>Jakub Hraníček, Ph.D.</b> Faculty Erasmus Coordinator	23.1.2020	 CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 ICO: 00216208, DIČ: CZ00216208 UK-107
<b>D STUTTGA01</b>	<b>Prof. B. Sarkar</b> Institute of Inorganic Chemistry Academic Contact Person	21.01.20	
	<b>Katja SCHUSTER</b> Erasmus+ Institutional Coordinator	17.01.2020	 

<sup>7</sup> Scanned signatures are accepted