



**Erasmus+ Programme**  
**Inter-institutional agreement 2014-15 /2015-16**

<b>Between</b>  Institutional coordinator Administrative-contact Erasmus Program	<b>Universidad Nacional de Educación a Distancia</b> Erasmus Code: <b>E MADRID01</b> M <sup>a</sup> Rosario Domingo Navas. Vice-rector form Quality and Internationalization Encarna Valero Ibáñez. Mobility Area. E-mail: <a href="mailto:movilidad@adm.uned.es">movilidad@adm.uned.es</a> International Office. Postal address: c) Bravo Murillo, 38, 4th floor. 28015 Madrid Phone:+34-913986578 Fax:+34-913986587
<b>And</b>  Institutional coordinator Administrative contact	<b>Charles University in Prague</b> Erasmus Code: <b>CZ PRAHA07</b>  Doc. David Havlicek, Ph. D E-mail: <a href="mailto:havlicek@natur.cuni.cz">havlicek@natur.cuni.cz</a> <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a> ; Faculty of Sciences. Dpt. of Inorganic Chemistry. Alvertov 6 CZ-128 40 Prague 2 International Office:

The institutions named above 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.

**Mobility numbers: Student mobility for studies**

Subject area	Study cycle	Direction	Number	Months (total)
422 Environmental sciences	1 1st 1 3rd	E MADRID01 > CZ PRAHA07	2	2x(6m)
<i>422 Environmental sciences 1st 2nd 3rd CZ PRAHA07 &gt; E MADRID01 2 2x(6m)</i> [The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.]				

**Contact details of departmental coordinators**

Field	SMS	Departmental coordinator : CZ PRAHA07	Departmental coordinator E MADRID01
422	X	Prof. Jiri Vohlidal E-mail: <a href="mailto:vohlidal@natur.cuni.cz">vohlidal@natur.cuni.cz</a> / Prof. Jiri Cejka E-mail: <a href="mailto:jiri.cejka@jh-inst.cas.cz">jiri.cejka@jh-inst.cas.cz</a> Department of Physical and Macromolecular Chemistry, Hlavova 2030/8, CZ-128 40 Praha 2, Czech Republic.	Prof. Rocío Muñoz Mansilla e-mail: <a href="mailto:rmunoz@dia.uned.es">rmunoz@dia.uned.es</a> / Álvaro Perea Covarrubias e-mail: <a href="mailto:aperea@ccia.uned.es">aperea@ccia.uned.es</a> / Antonio J. López Peinado / M <sup>a</sup> Elena Pérez Mayoral. Facultad de Ciencias. Dpto. Química Inorgánica y Química Técnica

**Mobility numbers: Staff mobility**

Field	STA	Staff Mobility for Teaching: CZ PRAHA07	Staff Mobility for Teaching: E MADRID01
422	X	1 (5d)	1 (5d)

Further requirements and information for each institution are included in Annex to this Agreement ("Institutional fact sheets"). These annexes are an integral part of this Agreement. Both institutions agree to send an update of the institutional information to the other party if significant changes occur.

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.

**Signatures of the legal representatives/heads of institutions of both institutions**

Charles University in Prague	Universidad Nacional de Educación a Distancia
Name and position of the official representative:	Name and position of the official representative:
	María Rosario Domingo Navas, Vice-rector for Quality and Internationalization

Date: 20.11.2013  
Signature and stamp:

CHARLES UNIVERSITY in Prague  
Faculty of Science  
LLP ERASMUS  
Albertov 6, 128 43 Prague 2  
UK-138

Date: 16/12/2013  
Signature and stamp:





## Annex to Erasmus+ Programme

### Inter-institutional<sup>7</sup> agreement 2014-15 /2015-16 between programme countries

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Website (eg. of the course catalogue)
Charles University in Prague	CZ PRAHA07	
Universidad Nacional de Educación a Distancia	E MADRID01	<a href="http://www.uned.es">http://www.uned.es</a>

#### 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>8</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA07	442	English	Czech	B2	B2
E MADRID01	442	Spanish		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>7</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>8</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>





## D. Additional requirements

CZ PRAHA07

E MADRID01

Infrastructure to welcome students and staff with disabilities: <http://www.uned.es/internacional>

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ PRAHA07	June 15th	October 15th
E MADRID01	July 15th	January 15th

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

2. The receiving institution will send its decision within 4 weeks.

3. Issue of the **Transcript of Records**

CZ PRAHA07

E MADRID01: ToR will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. Every student must pick up the transcript him/herself! The UNED will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.

4. **Termination of the agreement**

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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**

CZ PRAHA07

*E MADRID01: The students' performance is assessed using a 10-point grading scale. The grades can be expressed in words as follows: 10 with distinction: "Matrícula de Honor", 9-10: "Sobresaliente" ("outstanding"), 7-8: "Notable" ("remarkable"), 5-6: "Aprobado" ("pass"), and 0-4: "Suspenso" ("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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ PRAHA07	erasmus@ruk.cuni.cz	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
E MADRID01	movilidad-economico@adm.uned.es	<a href="http://www.uned.es/internacional">www.uned.es/internacional</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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ PRAHA07	erasmus@ruk.cuni.cz	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
E MADRID01	movilidad-economico@adm.uned.es	<a href="http://www.uned.es/internacional">www.uned.es/internacional</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ PRAHA07	erasmus@ruk.cuni.cz	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>
E MADRID01	movilidad-economico@adm.uned.es	<a href="http://www.uned.es/internacional">www.uned.es/internacional</a>