



# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

#### Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

#### 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 Analytical Chemistry	<b>CZ PRAHA07</b>	Prof. RNDr. Jiří Barek, CSc.  barek@natur.cuni.cz  +420 221 95 1224

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



Universidad Complutense de Madrid Facultad de Ciencias Químicas	E MADRID03	Dr. Nieves Sánchez <b>Bilateral Agreements</b> Oficina Erasmus Edificio de Estudiantes Avda. Complutense, s/n Ciudad Universitaria
		28040 Madrid España <a href="mailto:rrinter@ucm.es">rrinter@ucm.es</a>  Departamental Coordinator: Prof. M <sup>a</sup> Teresa Villalba Vicedecana de RRII Facultad de CC. Químicas Erasmad3@ucm.es

**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	E MADRID03	0531	Chemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1/10	1/6
E MADRID03	CZ PRAHA07	0531	Chemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1/10	0/0
CZ PRAHA07	E MADRID03	0512	Biochemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1/10	1/6
E MADRID03	CZ PRAHA07	0512	Biochemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1/10	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>

<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



CZ PRAHA07	E MADRID03	0531	Chemistry	1/8	0/0
E MADRID03	CZ PRAHA07	0531	Chemistry	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
E MADRID03		Spanish		B1 C1 FOR Master	B2

### D. Calendar

1. Student nomination/application deadlines:

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>
E MADRID03	<a href="https://www.ucm.es/plazos-deadlineserasmus">https://www.ucm.es/plazos-deadlineserasmus</a>	<a href="https://www.ucm.es/plazos-deadlines-erasmus">https://www.ucm.es/plazos-deadlines-erasmus</a>

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 1<sup>st</sup>. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**E. Information**

	<b>CZ PRAHA07</b>	<b>XX PARTNEROX</b>
WWW for Incoming Students	<a href="https://www.cuni.cz/UK-928.html">https://www.cuni.cz/UK-928.html</a>	<a href="https://www.ucm.es/english/incomingmobility-1">https://www.ucm.es/english/incomingmobility-1</a>
WWW Course Catalogue	<a href="https://www.cuni.cz/UK-2047.html">https://www.cuni.cz/UK-2047.html</a>	<a href="http://quimicas.ucm.es">quimicas.ucm.es</a>
Housing <sup>8</sup>	<a href="https://www.cuni.cz/UK-2073.html">https://www.cuni.cz/UK-2073.html</a>	<a href="http://www.ucm.es/housing">http://www.ucm.es/housing</a>

<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

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WWW Visa Information <sup>9</sup>	<a href="https://www.cuni.cz/UK-2045.html">https://www.cuni.cz/UK-2045.html</a>	<a href="https://www.ucm.es/la-casa-delestudiante/entrada-y-residencia-enespana-como-estudiante">https://www.ucm.es/la-casa-delestudiante/entrada-y-residencia-enespana-como-estudiante</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	
WWW Insurance Information <sup>10</sup>	<a href="https://www.cuni.cz/UK-2045.html">https://www.cuni.cz/UK-2045.html</a>	<a href="http://europa.eu/youreurope/citizens/health/index_en.htm">http://europa.eu/youreurope/citizens/health/index_en.htm</a> <a href="https://www.ucm.es/english/madrid-healthcaresystem-1">https://www.ucm.es/english/madrid-healthcaresystem-1</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	
ECTS Users' Guide <sup>11</sup>	<a href="https://is.cuni.cz/studium/eng/predmety/index.php">https://is.cuni.cz/studium/eng/predmety/index.php</a>	<a href="https://www.ucm.es/file/universitygrading-systemweb">https://www.ucm.es/file/universitygrading-systemweb</a>
WWW Students and Staff with Disabilities	<a href="https://www.cuni.cz/UK-2049.html">https://www.cuni.cz/UK-2049.html</a>	<a href="https://www.ucm.es/oipd">https://www.ucm.es/oipd</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 310	



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.

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

Institution	Name function	Date	Signature Seal or Stamp <sup>6</sup>
<b>CZ PRAHA07</b>	<b>Ing. Hedvika Páleníková</b> <b>Faculty ERASMUS Coordinator</b>	<b>19.11.2021</b>	
<b>E MADRID03</b>	Prof. Prof. Dámaso López Vicerrector de Relaciones Internacionales TEL:+34 91 394 6957 FAX:+34 91 394 6956	<b>28/10/2021</b>	

<sup>6</sup> Scanned signatures, seals and stamps are accepted.