



Erasmus⁺ Programme

Inter-institutional agreement 2014-2021

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 Physical and Macromolecular Chemistry	CZ PRAHA07	_Prof. RNDr. Eva Tesařová, CSc. _ ____tesarove@natur.cuni.cz____ +420 _221951296_____
AIX-MARSEILLE UNIVERSITY Faculty of Science Department of Chemistry	F MARSEIL84	Matthieu PORHEL, Administrative Coordinator for Sciences, International Relations Office Matthieu.porhel@univ-amu.fr +33 (0) 413 550 403

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	F MARSEIL84	531	Chemistry	1 st , 2 nd	2/10	0/0
CZ PRAHA07	F MARSEIL84	531	Chemistry	3 rd	1/5	0/0
F MARSEIL84	CZ PRAHA07	531	Chemistry	1 st , 2 nd	2/10	0/0
F MARSEIL84	CZ PRAHA07	531	Chemistry	3 rd	1/5	0/0

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 PRAHA07	F MARSEIL84	531	Chemistry	1/5	0/0
F MARSEIL84	CZ PRAHA07	531	Chemistry	1/5	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
F MARSEIL84		French		B1	B2

D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA07	June 15 th	October 31 st
F MARSEIL84	May 31 st	November 15 th

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


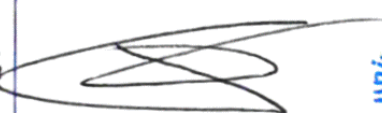

⁵ Staff Mobility for Training

⁶ To be adapted in case of a trimester system.

⁷ To be adapted in case of a trimester system.

CZ PRAHA07		F MARSEIL84
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	See Annex to Agreement – Factsheet – Faculty of Sciences
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	See Annex to Agreement – Factsheet – Faculty of Sciences
Housing ⁸	http://www.cuni.cz/UK-2073.html	See Annex to Agreement – Factsheet – Faculty of Sciences
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	See Annex to Agreement – Factsheet – Faculty of Sciences
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	See Annex to Agreement – Factsheet – Faculty of Sciences
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	See Annex to Agreement – Factsheet – Faculty of Sciences
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	See Annex to Agreement – Factsheet – Faculty of Sciences
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	See Annex to Agreement – Factsheet – Faculty of Sciences
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	See Annex to Agreement – Factsheet – Faculty of Sciences
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	See Annex to Agreement – Factsheet – Faculty of Sciences
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	See Annex to Agreement – Factsheet – Faculty of Sciences

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature Seal or Stamp ¹²
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	12.12. 2013	 Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138
F MARSEIL84	Pr. Sylvie DAVIET, Vice-présidente chargée des Relations Internationales	16/12/2013	 

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

Annex to Erasmus+ Inter-Institutional Agreement

Factsheet – Faculty of sciences of Aix-Marseille University

1. Institutional Information

1.1. Institutional details

Name of the institution	Aix-Marseille University
Erasmus Code	F MARSEIL84
Institution website	http://www.univ-amu.fr
Online course catalogues FACULTY OF SCIENCES	Undergraduate studies : http://sciences.univ-amu.fr/licences Post-graduate studies : http://sciences.univ-amu.fr/masters

1.2. Main contacts

Director of International Relations	Dr. Ariane BLIEK E-mail : Ariane.bliek@univ-amu.fr
ERASMUS Sciences Administrative Coordinator ERASMUS Sciences Agreement	Matthieu PORHEL Tel : +33-4-1355-0403 E-mail : matthieu.porhel@univ-amu.fr
ERASMUS Incoming students Scientific courses are held on 4 different campuses (3 in Marseille and 1 in Aix). http://sciences.univ-amu.fr/localisation Details on the curricula's locations are given in the online course catalogues (cf. 1.1).	Jocelyne NICOD (campus Marseille -Saint-Jérôme) Tel : +33-4-9128-9008 E-mail : Jocelyne.nicod@univ-amu.fr Delphine MOREAU (campus Marseille Saint-Charles) Tel : +33-4-1355-3230 E-mail : delphine.moreau@univ-amu.fr Catherine HAGUENAUER (campus Marseille Luminy) Tel : +33-4-9182-9027 E-mail : catherine.haguenauer@univ-amu.fr Sabine ROUX (campus Aix-en-Provence Montperrin) Tel : +33-4-9128-9008 / +33-4-4295-2833 E-mail : sabine.roux@univ-amu.fr
ERASMUS Outgoing students – Coordinator	Matthieu PORHEL Tel : +33-4-1355-0403 E-mail : matthieu.porhel@univ-amu.fr
Departmental coordinators Departmental coordinators for international students are contacted for any question related to pedagogical issues (courses, schedule,...)	List of departmental coordinators available online at : http://dri.univ-amu.fr/fr/etudiant-entrant-sciences

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	FRENCH	B1 minimum
Staff Mobility for Teaching	Any	FRENCH	B2 minimum

* Level according to Common European Framework of Reference for Languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Application process

Once nominated at Aix-Marseille University, incoming students have to go through the application process so that the Faculty of Sciences examine their candidacy. Each student will receive a letter of acceptance or refusal.

Application process: <http://dri.univ-amu.fr/fr/etudiant-entrant-sciences>

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	May 31th
Spring term	November 15th

2.3.2. Decision Response

We will send our decision within 4 weeks upon reception of the student's application form (cf. 2.2).

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

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."

3. Additional information

3.1. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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 :

Contact details	See contact détails in section 1.2 above (section Erasmus Incoming students) depending on the campus of studies
Website	http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/etudier-en-france-12794/demarches-administratives/article/visas-etudiants

3.2. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources :

Contact details	See contact détails in section 1.2 above (section Erasmus Incoming students) depending on the campus of studies
Website	http://dri.univ-amu.fr/fr/programme-dechanges#assurance

3.3. Housing

Our institution will guide incoming student/staff 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 :

HOUSING contacts persons	<p>Jocelyne NICOD (campus Marseille Saint-Jérôme) Tel : +33-4-9128-9008 E-mail : Jocelyne.nicod@univ-amu.fr</p> <p>Delphine MOREAU (campus Marseille Saint-Charles) Tel : +33-4-1355-3230 E-mail : delphine.moreau@univ-amu.fr</p> <p>Catherine HAGUENAUER (campus Marseille Luminy) Tel : +33-4-9182-9027 E-mail : catherine.haguenauer@univ-amu.fr</p> <p>Sabine ROUX (campus Aix-en-Provence Montperrin) Tel : +33-4-9128-9008 / +33-4-4295-2833 E-mail : sabine.roux@univ-amu.fr</p>
Website	http://www.interlog.crous-aix-marseille.fr