



Erasmus⁺ Programme

Inter-institutional agreement 2016-2019

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 Inorganic Chemistry	CZ PRAHA07	Daniel Niznansky niznansk@natur.cuni.cz +420 22195 1246
UNIVERSITE DE STRASBOURG Ecole européenne de Chimie, Polymères et Matériaux (ECPM)	F STRASBO48	Erasmus Institutional Coordinator : Sandra REBEL sandra.rebel@unistra.fr +33 3 68 85 65 13 Administrative contact: Cléopé DE TURCKHEIM International cooperation agreements manager 22, rue René Descartes, 67084 – Strasbourg CEDEX c.deturckheim@unistra.fr +33 3 68 85 60 32 Departmental coordinator: Gilles HANQUET ghanquet@unistra.fr

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 STRASBO48	0531	Chemistry	1 st , 2 nd	2/10	/
F STRASBO48	CZ PRAHA07	0531	Chemistry	1 st , 2 nd	2/10	/

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 STRASBO48	0531	Chemistry	2/16	/
F STRASBO48	CZ PRAHA07	0531	Chemistry	2/16	/

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
	ISCED			Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	B2	B2
F STRASBO48		See annex which is an integral part of this agreement			

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 STRASBO48	See annex which is an integral part of this agreement	

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.

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.

E. Information

CZ PRAHA07		F STRASBO48
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	See annex which is an integral part of this agreement
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	
Housing ⁸	http://www.cuni.cz/UK-2073.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	

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	28.1.2016	 CHARLES UNIVERSITY in Prague Faculty of Science ERASMUS Albertov 6, 128 43 Prague 2 UK - 15E
F STRASBO48	Sandra REBEL Erasmus Institutional Coordinator	27/1/2016	 

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

1. Institutional Information

1.1. Institutional details

Name of the institution	Université de Strasbourg
Erasmus Code	F STRASBO48
EUC	28312-EPP-1-2014-1-FR-EPPKA3-ECHE
Institution website	http://www.unistra.fr
Online course catalogue	http://www.unistra.fr/index.php?id=18506

1.2. Main contacts

Erasmus Institutional Coordinator	Mrs. Sandra REBEL sandra.rebel@unistra.fr +33 3 68 85 65 13
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Teaching Staff – Staff Training - Placements

For <u>all faculties</u> International Central Office 22 rue René Descartes 67084 Strasbourg cedex	
Teaching Staff (STA) (outgoing & incoming) Staff Training (STT) (outgoing & incoming) Placements (outgoing)	Mrs. Emmanuelle ANTHONY e.anthony@unistra.fr +33 3 68 85 65 59

Student mobility for Studies, Inter-institutional Agreements and Housing

For <u>EM Strasbourg Business School / Ecole de Management Strasbourg</u> International Office 61 Avenue de la Forêt Noire 67085 Strasbourg cedex www.em-strasbourg.eu	
Bilateral agreements	Mrs. Claudia SAMPEL claudia.sampel@em-strasbourg.eu +33 3 68 85 84 06
Outgoing Students	Mrs. Claudia SAMPEL claudia.sampel@em-strasbourg.eu +33 3 68 85 84 06 Mrs. Philippa CAHILL philippa.cahill@em-strasbourg.eu +33 3 68 85 83 86
Incoming Students and Housing	Mrs. Elodie THEVENET elodie.thevenet@em-strasbourg.eu +33 3 68 85 84 06
For BAI, Incoming students	Mrs. Elodie THEVENET elodie.thevenet@em-strasbourg.eu Mrs. Zita FONYODI zita.fonyodi@em-strasbourg.eu +33 3 68 85 83 61

For BAI, Outgoing students	Mrs. Philippa CAHILL philippa.cahill@em-strasbourg.eu +33 3 68 85 83 86 Mrs. Stephanie Stehli stephanie.stehli@em-strasbourg.eu
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For <u>Faculty of Law / Faculté de Droit</u> International Office 1 Place d'Athènes B.P. 66 67045 Strasbourg cedex http://www-faculte-droit.u-strasbg.fr/index.php?id=1406	
Bilateral agreements	Mrs. Armelle DARBON droit-erasmus@unistra.fr +33 3 68 85 88 24
Incoming Students and Housing	
Outgoing Students	

For <u>Institute of Political Studies / Institut d'Etudes Politiques</u> International Office 47 Avenue de la Forêt Noire 67082 Strasbourg cedex http://www.iep-strasbourg.fr/international/venir-etudier-a-liep/	
Bilateral agreements	Mrs. Fabienne GOETZ-RICOU f.goetzricou@unistra.fr +33 3 68 85 81 06
Outgoing Students	
Incoming Students and Housing	Mrs. Michelle BENOIT michelle.benoit@unistra.fr +33 3 68 85 81 05

For <u>IUT Robert Schuman</u> International Office 72 route du Rhin CS 10315 67411 Illkirch http://iutrs.unistra.fr	
Bilateral agreements Outgoing Students Incoming Students and Housing	Mrs. Hélène ASSOULINE iutrs-ri@unistra.fr + 33 3 68 85 71 26
	Mrs. Sylvie DEBS iutrs-ri@unistra.fr +33 3 68 85 89 00
	Mrs. Maïté LUDWIG iutrs-ri@unistra.fr +33 3 68 85 83 31

For <u>Faculty of Life Sciences / Faculté des sciences de la vie</u> 28 rue Goethe 67000 Strasbourg http://sciencesvie.u-strasbg.fr	
Outgoing Students (NB: for Bilateral Agreements and Incoming Students and Housing, see the contacts below “for all others faculties”)	Mrs. Angélique LAUGEL alaugel@unistra.fr +33 3 68 85 19 75

For <u>all others faculties</u> International Central Office 22 rue René Descartes 67084 Strasbourg cedex	
Bilateral agreements	Mrs. Cléopé DE TURCKHEIM c.deturckheim@unistra.fr +33 3 68 85 60 32
Outgoing Students	Mrs. Sabine SZUSZMAN dri-outgoing-studies-europe@unistra.fr +33 3 68 85 66 13
Incoming Students	Mrs. Pascale RANSON dri-incoming-studies-europe@unistra.fr +33 3 68 85 63 82
Housing for incoming students	Mrs. Séverine CENSI scensi@unistra.fr +33 3 68 85 60 02

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	Faculty	Subject area	Language(s) of instruction	Recommended language of instruction level *
Staff Mobility for Teaching	Any	Any	French/English	B2
	Faculté des Arts - Département Arts visuels	0211 - Audio-visual techniques and media production	French	C1
	ITIRI	023 - Languages	French	C1
Student Mobility for Studies	CEIPI	0421 - Law	French	B2
	EM Strasbourg	041 - Business and administration	French/English	
	Faculté des Arts – Arts du spectacle	021 - Arts	French (with an official language attestation)	
	FLCE/Etudes allemandes	023 - Languages	French	
	Faculté de Médecine	0912 - Medicine	French	
	Faculté de Philosophie	0223 - Philosophy and ethics	French	
	Faculté des Sciences Historiques	0222 - History and archaeology	French	
	Faculté des Sciences Sociales	031 - Social and behavioural sciences	French	
	EOST	0532 - Earth sciences	French	
	IEP	0312 - Political sciences and civics 0311 - Economics 0314 - Sociology and cultural studies 0421 - Law	French (level B2 only required for the double degrees with Frankfurt, Kraków and Brussels)	
	IUT Robert Schuman	032 - Journalism and information 041 - Business and administration 0531 - Chemistry 061 - Information and Communication Technology 0732 - Building and civil engineering	French	
	LASTUS (ESST)	010 - Services 031 - Social and behavioural sciences	English (TOEFL, IELTS)	
	Télécom Physique Strasbourg	0530 - Physical sciences	French	
	Others faculties	Any	French/English	B1

* Level according to Common European Framework of Reference for Languages (CEFR), see the link below;
<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.

Additional requirements

To facilitate the integration of incoming students, the University of Strasbourg offers a buddy system. We also organize a welcome session at the beginning of each semester to give the incoming students all the practical information for a successful installation in Strasbourg. Moreover, cultural tours and activities are offered to incoming students throughout the academic year.

Unistra also offers different devices to allow students to improve their level of French.
(<http://www.unistra.fr/index.php?id=18509>)

The University of Strasbourg welcomes students and staff with disabilities. We have two specific structures to help students and staff with disabilities.

2.2. Calendar

2.2.1. Nomination Deadlines

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

For EM Strasbourg	Autumn term	End of May
	Spring term	End of October
For all others faculties	Autumn term	Mid May
	Spring term	End of October

2.2.2. Decision Response

We will send our decision within **4** weeks.

2.2.3. Transcript of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution. It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines.

2.2.4. Termination of 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."**

3. Additional information

3.1. Grading system

A description of the institutional grading system for our schools and faculties can be viewed by

1. clicking on <http://www.unistra.fr/index.php?id=14657>
2. selecting *catalogue des cours et grille de notation*

It is recommended that each institution provides 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.]

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:

Faculties	Contact	Website
EM Strasbourg	Mrs. Elodie THEVENET (see details above)	http://www.em-strasbourg.eu/formations/pge11.php
Faculty of Law	Mrs. Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs. Michelle BENOIT (see details above)	http://www.unistra.fr/index.php?id=vie-pratique
IUT Robert Schuman	Mrs. Maité LUDWIG and Mrs. Hélène ASSOULINE (see details above)	
all others faculties	Mrs. Pascale RANSON (see details above)	

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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www.em-strasbourg.eu/formations/pge11.php
Faculty of Law	Mrs Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	http://www.unistra.fr/index.php?id=vie-pratique
IUT Robert Schuman	Mrs. Maité LUDWIG and Mrs. Hélène ASSOULINE (see details above)	
all others faculties	Mrs Pascale RANSON (see details above)	

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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www.em-strasbourg.eu/formations/pge13.php
Faculty of Law	Mrs Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	The IEP has a quota of about 50 rooms in Halls of Residence. They are apportioned on a first come first served basis. Application forms are sent by email to students.
IUT Robert Schuman	Mrs. Maité LUDWIG and Mrs. Hélène ASSOULINE (see details above)	http://www.unistra.fr/index.php?id=18509#c83593
all other faculties	Mrs Séverine CENSI (see details above)	