Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement
2014/2015-2020/2021
between Programme Countries

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.

Chalmers tekniska högskola AB
(Chalmers University of Technology)
S GOTEBOR02

Univerzita Karlova v Praze
(Charles University in Prague)
CZ PRAHA07
## A. Information about higher education institutions

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details</th>
<th>Website</th>
</tr>
</thead>
</table>
| Chalmers tekniska högskola AB (Chalmers University of Technology) | S GOTEBOR02 | **Agreement Issues:**  
Dr. Gustavo Perrusquía  
Director of International Affairs (DIA)  
Chalmersplatsen 4, SE-41296 Göteborg, Sweden  
gupe@chalmers.se | [www.chalmers.se/en](http://www.chalmers.se/en)  
All issues related to this agreement shall be sent to the DIA |
| Institutional Erasmus Coordinator | | Ms. Rigmor Alfsdotter Chalmers  
International Mobility  
Tel: +46 31 772 8642  
Fax: +46 31 772 2504  
rigmor.alfsdotter@chalmers.se | [https://student.portal.chalmers.se/en/chalmers-studies/incomingexchange/Pages/Courses-and-course-selection-.aspx](https://student.portal.chalmers.se/en/chalmers-studies/incomingexchange/Pages/Courses-and-course-selection-.aspx) |
| Student Mobility Coordinator (SMC) | | Ms. Rigmor Alfsdotter Chalmers  
International Mobility  
Tel: +46 31 772 8642  
Fax: +46 31 772 2504  
rigmor.alfsdotter@chalmers.se | All inquiries regarding student nomination, application, course selection, etc shall be sent to the SMC |
| Academic Contact | | Prof. Vratislav Langer  
langer@chalmers.se | |
| Charles University in Prague, Faculty of Science | CZ PRAHA 07 | Dr. Dagmar Chalupova, Faculty Erasmus Coordinator,  
Na Slupi 16, 12843 Praha 2, Czech Republic  
erasmus@natur.cuni.cz | [www.natur.cuni.cz/eng](http://www.natur.cuni.cz/eng) |
| Institutional Erasmus Coordinator | | Mgr. Michal Marsalek  
+420 224 491 310, fax: +420 224 22987  
michal.marsalek@ruk.cuni.cz | [http://www.cuni.cz/UK-928.html](http://www.cuni.cz/UK-928.html) |
B. Mobility numbers per 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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code *</th>
<th>Subject area name *</th>
<th>Study cycle 1st, 2nd or 3rd</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>S GOTEBOR 02</td>
<td>CZ PRAHA 07</td>
<td>0531 (442)</td>
<td>Chemistry</td>
<td>2nd cycle 3rd</td>
<td>Student Mobility for Studies 1</td>
</tr>
<tr>
<td>CZ PRAHA 07</td>
<td>S GOTEBOR 02</td>
<td>0531 (442)</td>
<td>Chemistry</td>
<td>2nd cycle 3rd</td>
<td>Student Mobility for Studies 1</td>
</tr>
</tbody>
</table>

1 Chalmers does not send or receive students for Traineeship/Internship.
2 The total amount of months cannot be exceeded. Additional exchanges are not allowed. Exchanges cannot be granted by e-mail, procedures for application and admission must be followed.
3 Students must have completed their BSc education to participate in the exchange programme.

S GOTEBOR02

Full-time studies are equivalent to 4 courses = 30 ECTS per semester.

CZ PRAHA 07

* See Appendix 1 for the Area Code and Subject Name
Full-time studies are equivalent to 30 ECTS per semester.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name *</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>S GOTEBOR 02</td>
<td>CZ PRAHA 07</td>
<td>0531 (442)</td>
<td>Chemistry</td>
<td>1 teaching staff for 5 days, min 8 hours teaching</td>
</tr>
<tr>
<td>CZ PRAHA 07</td>
<td>S GOTEBOR 02</td>
<td>0531 (442)</td>
<td>Chemistry</td>
<td>1 teaching staff for 5 days, min 8 hours teaching</td>
</tr>
</tbody>
</table>

1 The home university pays all costs for staff mobility, i.e. travel expenses, subsistence allowance, accommodation, meals and insurance. The host university provides office space and other facilities for the visiting staff.

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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Erasmus code]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S GOTEBOR02</td>
<td></td>
<td>English (2nd cycle)</td>
<td>Swedish (1st cycle)</td>
<td>English</td>
</tr>
<tr>
<td>CZ PRAHA 02</td>
<td></td>
<td>English</td>
<td>Czech</td>
<td>English</td>
</tr>
</tbody>
</table>

1 Exchange students coming to Chalmers must be able to understand lectures, do workgroup and write reports and exams, all in English.

D. Additional requirements

S GOTEBOR02 – Information for incoming exchange students

* See Appendix 1 for the Area Code and Subject Name
• Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
• Exchange students will be admitted as full time, non-graduating students at the host university.
• The host university will provide an orientation programme for incoming students.
• Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
• The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.
• The home university will inform the host university previous to the exchange about any disabilities to ensure that relevant support can be put in place.

https://student.portal.chalmers.se/en/chalmersstudies/incomingexchange/Pages/default.aspx

**CZ PRAHA 07 – Information for incoming exchange students**

<table>
<thead>
<tr>
<th>WWW for Incoming Students</th>
<th><a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>WWW Course Catalogue</td>
<td><a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a></td>
</tr>
<tr>
<td>Housing¹</td>
<td><a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a></td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710</td>
</tr>
<tr>
<td>WWW Visa Information²</td>
<td><a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a></td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710</td>
</tr>
<tr>
<td>WWW Insurance Information³</td>
<td><a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a></td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710</td>
</tr>
<tr>
<td>WWW Students and Staff with Disabilities</td>
<td><a href="http://www.cuni.cz/UK-2049.html">http://www.cuni.cz/UK-2049.html</a></td>
</tr>
<tr>
<td>Contact details</td>
<td><a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 310</td>
</tr>
</tbody>
</table>

**E. Calendar**

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

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¹ CZ PRAHA 07 will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.
² CZ PRAHA 07 will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.
³ CZ PRAHA 07 will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. CZ PRAHA 07 will inform mobile participants of cases in which insurance cover is not automatically provided.
⁴ CZ PRAHA 07 will 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.
2. Notification on admission

**S GOTEBOR02**  
Chalmers sends notification on admission automatically within 5 weeks.

**CZ PRAHA07**  
UK (Faculty of Science) sends notification on admission automatically within 6-8 weeks.

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.

The host university will report the transcript of records from each visiting student to the home university using the English language.

**S GOTEBOR02**  
Chalmers sends transcripts approximately within 5 weeks after the examinations period.

**CZ PRAHA 02**  
UK (Faculty of Science) sends transcripts approximately within 5 weeks after the examinations period.

4. Termination of the agreement

If one or both parties wish to terminate the agreement a notice period 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."

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

**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\(^5\). 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.]

**S GOTEBOR02**
Grades and credits at Chalmers


**CZ PRAHA07**
Credits in UK (Faculty of Science)


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.

The following contact points and information sources can provide information and assistance:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>S GOTEBOR02</td>
<td><a href="mailto:studentexchange@chalmers.se">studentexchange@chalmers.se</a></td>
<td><a href="https://student.portal.chalmers.se/en/chalmersstudies/incomingexchange/Pages/Residence-permits.aspx">https://student.portal.chalmers.se/en/chalmersstudies/incomingexchange/Pages/Residence-permits.aspx</a></td>
</tr>
<tr>
<td>CZ PRAHA02</td>
<td><a href="mailto:ivana.herglova@ruk.cuni.cz">ivana.herglova@ruk.cuni.cz</a></td>
<td><a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a></td>
</tr>
</tbody>
</table>

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. The following contact points and information sources can provide information and assistance:

### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

The following persons and information sources can provide information and assistance:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>S GOTEBOOK02</td>
<td><a href="mailto:studentexchange@chalmers.se">studentexchange@chalmers.se</a></td>
<td><a href="http://www.kammarkollegiet.se/sites/default/files/insurance_for_students_in_sweden_1102.pdf">http://www.kammarkollegiet.se/sites/default/files/insurance_for_students_in_sweden_1102.pdf</a></td>
</tr>
<tr>
<td>CZ PRAHA02</td>
<td><a href="mailto:ivana.herglova@ruk.cuni.cz">ivana.herglova@ruk.cuni.cz</a></td>
<td><a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature and stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>S GOTEBOOK02</td>
<td>Dr. Gustavo Perrusqua, Director of International Affairs</td>
<td>3/12/2013</td>
<td><img src="#" alt="Signature" /></td>
</tr>
<tr>
<td>CZ PRAHA02</td>
<td>Dr. Dagmar Chalupova, Faculty of Science Erasmus Coordinator</td>
<td>12/2013</td>
<td><img src="#" alt="Signature" /></td>
</tr>
</tbody>
</table>

6 Scanned signatures may be accepted provided they are identical to the original document.