



# **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

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

Student Mobility Coordinator		Mgr. Ivana Herglová, phone: +420 224 49 1 71 fax: +420 224 22987 ivana.herglova@ruk.cuni.cz	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>
Academic Contact		Assoc. Prof. David Havlicek +420221951255 <a href="mailto:havlicek@natur.cuni.cz">havlicek@natur.cuni.cz</a>	

## 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.*

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code *	Subject area name *	Study cycle 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	Number of student mobility periods  Student Mobility for Studies <sup>1</sup>  [months per study period] <sup>2</sup>
S GOTEBOR 02	CZ PRAHA 07	0531 (442)	Chemistry	2 <sup>nd</sup> cycle <sup>3</sup> Masters level	1 student for 2 semesters (10 months) or 2 students for 1 semester each = 10 months in total
CZ PRAHA 07	S GOTEBOR 02	0531 (442)	Chemistry	2 <sup>nd</sup> cycle <sup>3</sup> Masters level	1 student for 2 semesters (10 months) or 2 students for 1 semester each = 10 months in total

<sup>1</sup> Chalmers does **not** send or receive students for Traineeship/Internship.

<sup>2</sup> 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.

<sup>3</sup> 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

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\* See Appendix 1 for the Area Code and Subject Name



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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code *	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching <sup>1</sup> [days / teaching period]	Staff Mobility for Training <sup>1</sup> [days / training period]
S GOTEBOR 02	CZ PRAHA 07	0531 (442)	Chemistry	1 teaching staff for 5 days, min 8 hours teaching	tbd
CZ PRAHA 07	S GOTEBOR 02	0531 (442)	Chemistry	1 teaching staff for 5 days, min 8 hours teaching	tbd

<sup>1</sup> 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
S GOTEBOR02		English (2 <sup>nd</sup> cycle)	Swedish (1 <sup>st</sup> cycle)	English	English
CZ PRAHA 02		English	Czech	English	English

<sup>1</sup> 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**

WWW for Incoming Students	<a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>
WWW Course Catalogue	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>
Housing <sup>1</sup>	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710
WWW Visa Information <sup>2</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710
WWW Insurance Information <sup>3</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710
ECTS Users' Guide <sup>4</sup>	<a href="http://is.cuni.cz/studium/eng/predmety/index.php">http://is.cuni.cz/studium/eng/predmety/index.php</a>
WWW Students and Staff with Disabilities	<a href="http://www.cuni.cz/UK-2049.html">http://www.cuni.cz/UK-2049.html</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 310

## **E. Calendar**

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

<sup>1</sup> CZ PRAHA 07 will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>2</sup> CZ PRAHA 07 will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

<sup>3</sup> 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.

<sup>4</sup> 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.



Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
S GOTEBOR02	1 May	1 November
CZ PRAHA07	15 June	31 October

## 2. Notification on admission

### **S GOTEBOR02**

Chalmers sends notification on admission automatically within 5 weeks.

### **CZ PRAHA02**

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<sup>5</sup>. 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

<https://student.portal.chalmers.se/en/chalmersstudies/incomingexchange/Pages/Grades-and-credits.aspx>

### **CZ PRAHA07**

Credits in UK (Faculty of Science)

<http://is.cuni.cz/studium/eng/predmety/index.php>

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
S GOTEBOR02	<a href="mailto:studentexchange@chalmers.se">studentexchange@chalmers.se</a>	<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>
CZ PRAHA02	<a href="mailto:ivana.herglova@ruk.cuni.cz">ivana.herglova@ruk.cuni.cz</a>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</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. The following contact points and information sources can provide information and assistance:

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<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Institution [Erasmus code]	Contact details (email, phone)	Website for information
S GÖTEBOR02	<a href="mailto:studentexchange@chalmers.se">studentexchange@chalmers.se</a>	<a href="http://www.kammarkollegiet.se/sites/default/files/insurance%20for%20students%20in%20sweden%201102.pdf">http://www.kammarkollegiet.se/sites/default/files/insurance for students in sweden 1102.pdf</a>
CZ PRAHA02	<a href="mailto:ivana.herglova@ruk.cuni.cz">ivana.herglova@ruk.cuni.cz</a>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</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.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
S GÖTEBOR02	<a href="mailto:studentexchange@chalmers.se">studentexchange@chalmers.se</a>	<a href="https://student.portal.chalmers.se/en/chalmersstudies/incomingexchange/Pages/Accommodation-.aspx">https://student.portal.chalmers.se/en/chalmersstudies/incomingexchange/Pages/Accommodation-.aspx</a>
CZ PRAHA02	<a href="mailto:ivana.herglova@ruk.cuni.cz">ivana.herglova@ruk.cuni.cz</a>	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup> and stamp
S GÖTEBOR02	Dr. Gustavo Perrusquía Director of International Affairs	3.12.2013	 
CZ PRAHA02	Dr. Dagmar Chalupova, Faculty of Science Erasmus Coordinator	3.12.2013	 CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138

<sup>6</sup> Scanned signatures may be accepted provided they are identical to the original document.