



Erasmus+ Programme

Key Action 1: Higher Education Student and Staff Mobility

Inter-institutional agreement 2017/18 – 2020/21

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.

For the avoidance of doubt, nothing herein is intended to diminish the full autonomy of either Institution. This Agreement constitutes the entire agreement between the parties, and supersedes all prior communications and agreements with respect to the subject matter.

A Institutional Information

Name of participating School and Institution and Erasmus ID code	Contact details and website
University of Glasgow UK GLASGOW01	Institutional Co-ordinator: Celine Reynaud, International Experiences Manager Main Contact: Lynsey Dinwoodie, European Exchanges Coordinator Level 2, Fraser Building, University of Glasgow, Glasgow UK G12 8QQ T: +44 (0) 141 330 3714 E: rio-erasmus@glasgow.ac.uk ; Incoming Information: http://www.gla.ac.uk/study/visiting/studyabroadexchange/erasmusstudy/ Course Catalogue: www.gla.ac.uk/coursecatalogue/
Charles University in Prague CZ PRAHA07	Institutional Co-ordinator: Dagmar Chalupová, Ph.D. Faculty web-page: www.natur.cuni.cz/en Main Contact: Martin Kotora, Department of Organic Chemistry coordinator Charles University, Faculty of Science, Hlavova 8, 128 43 Praha 2, Czech republic http://orgchem.natur.cuni.cz/kotora/node/9

B Mobility numbers and subjects per academic year

During the term of this Agreement, places will be made available at each Institution on an annual basis according to the target numbers below. However, in order to ensure reciprocity, the number of places available may be reviewed. The partners commit to amend the table where applicable by no later than the end of January in the preceding academic year. Both Institutions will endeavour to ensure balance over the term of this Agreement.

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies	Student Mobility for Traineeships
					* [total number of months of the study periods or average duration*]	
UK GLASGOW 01	CZ PRAHA07	0531	Chemistry	2 nd , 3 rd	0/0	1/9
CZ PRAHA07	UK GLASGOW 01	0531	Chemistry	2 nd , 3 rd	0/0	1/9

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	Staff Mobility for Teaching	Staff Mobility for Training
				* [total number of days of teaching periods or average duration *]	
UK GLASGOW 01	CZ PRAHA07	0531	Chemistry	1/8	0/0
CZ PRAHA07	UK GLASGOW 01	0531	Chemistry	1/8	0/0

UK GLASGOW01: All staff mobility will be dependent upon the capacity of the receiving department at that particular time. Both institutions recognise that there may be years in which staff mobility cannot be accommodated.

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
UK GLASGOW 01	English	N/A	B2	C1
CZ PRAHA07	English	Czech	B2	

* Under the Common European Framework of Reference for Languages (CEFR)

UK GLASGOW01: For more details on the language requirements and proof required, please see our online information at:

<http://www.gla.ac.uk/study/visiting/studyabroadexchange/erasmusstudy/languagerequirements/>

D Additional requirements

UK GLASGOW01:

Exchange Students will enrol in a standard full-time study load and are required to complete all relevant assessment in order to obtain credit. A full course load is comprised of 120 Glasgow credits (=60 ECTS) for a full academic year, or 60 Glasgow credits (=30 ECTS) for one semester.

Exchange students are expected to take the majority of their courses in the subject of the agreement. Courses from other subjects may be requested, but are subject to the relevant academic assessment and approval and departmental policy.

We have the infrastructure to welcome students and staff with disabilities. Please see the Disability Service webpage for further information:

www.gla.ac.uk/services/disability/support/

CZ PRAHA07:

E Calendar

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

Receiving institution	Autumn term	Spring term
UK GLASGOW01	Semester 1 and full year: Nominations: 20 April Applications: 1 May	Semester 2: Nominations: 1 November Applications: 15 November
CZ PRAHA07	nomination/application deadlines June 15 th	nomination/application deadlines October 31 st

2. The receiving institution will normally send its decision within 6 weeks of the application deadline.
3. A Transcript of Records will normally be issued by the host institution no later than 5 weeks after the assessment period has finished at the host institution.

UK GLASGOW01: The assessment period normally includes the grading and exam board approval. For Full Year students, the transcript will be issued only after the end of the second semester of study.

- 5 This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F Information

1 Grading Systems

UK GLASGOW01:

Please see:

<http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/>

A1	22	FIRST EXCELLENT	
A2	21	FIRST	EXCELLENT
A3	20	FIRST	EXCELLENT
A4	19	FIRST	EXCELLENT
A5	18	FIRST	EXCELLENT
B1	17	UPPER SECOND	VERY GOOD
B2	16	UPPER SECOND	VERY GOOD
B3	15	UPPER SECOND	VERY GOOD
C1	14	LOWER SECOND	GOOD
C2	13	LOWER SECOND	GOOD
C3	12	LOWER SECOND	GOOD
D1	11	THIRD	SATISFACTORY
D2	10	THIRD	SATISFACTORY
D3	9	THIRD	SATISFACTORY
E1	8	WEAK	WEAK
E2	7	WEAK	WEAK
E3	6	WEAK	WEAK
F1	5	POOR	POOR
F2	4	POOR	POOR
F3	3	POOR	POOR
G1	2	VERY POOR	VERY POOR
G2	1	VERY POOR	VERY POOR
H	0		NOT DESCRIBED

PARTNER:

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.

UK GLASGOW01: The University will provide students with the relevant sponsorship documentation and information to assist in obtaining a student visa. The International Office advisers can provide advice and information. The individual student is responsible for applying for the necessary visa and any attendant supporting documentation and fees. The University of Glasgow cannot accept responsibility for applications which are returned as invalid or are refused.

PARTNER:

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

Institution	Contact details	Website
UK GLASGOW 01	International Student Support Team +44 (0) 141 330 2912 internationalstudentsupport@gla.ac.uk	www.gla.ac.uk/international/support/before/studentvisa
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	https://www.natur.cuni.cz/eng/study/erasmus?set_language=en

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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.

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

Institution	Contact details	Website
UK GLASGOW 01	Erasmus Team: rio-erasmus@glasgow.ac.uk	http://www.gla.ac.uk/myglasgow/students/studyabroad/adviceforinternationalexchangestudents/insurance/
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

4 Accommodation



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

UK GLASGOW 01: Accommodation is not guaranteed, but the Host Institution will make every reasonable effort to assist inbound students. Where University accommodation is available, Exchange Students must complete the relevant accommodation application by the Host Institution's stipulated deadline. Accommodation, if provided, will be charged at the standard rates.

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

Institution	Contact details	Website
UK GLASGOW0 1	Residential Services Team T: +44 (0) 141 330 4743 E: accom@glasgow.ac.uk	www.gla.ac.uk/undergraduate/accommodation/admissionpolicy/socrateserasmus/
CZ PRAHA07	erasmus@ruk.cuni.cz T: +420 224 491 710	http://www.cuni.cz/UK-2073.html

G Signatures (legal representatives)

Institution	Name and function	Date	Signature & Stamp
UK GLASGOW 1	Celine Reynaud, International Experiences Manager	3-7-2017	
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	14.6.2017	 <p>CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS 6, 128 43 Praha 2 DIČ: CZ00216208 UK - 107</p>

Annex to Erasmus+ Inter-Institutional Agreement
Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	University of Glasgow
Erasmus Code	UK GLASGOW01
EUC	
Institution website	http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/
Online course catalogue	http://www.gla.ac.uk/coursecatalogue/

1.2. Main contacts

Contact person	Lynsey Dinwoodie
Responsibility	Erasmus+ Institutional Coordinator
Contact details	Phone : +44 (0) 141 330 3714 ; Fax : +44 (0) 141 330 4045 ; Email : Lynsey.Dinwoodie@glasgow.ac.uk; rio-erasmus@glasgow.ac.uk

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	English	<i>B2</i>
Staff Mobility for Teaching	Any	English	<i>B2</i>

* 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 requirements and proof required, please see our online F.A.Q at: www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incoming/europeanexchangeserasmus/frequentlyaskedquestions/

2.2. Additional requirements

Exchange Students will enrol in a standard full-time study load and are required to complete all relevant assessment in order to obtain credit. A full course load is comprised of 120 local SCOTCAT credits (=60 ECTS) for a full academic year, or 60 local SCOTCAT credits (=30 ECTS) for one semester.

Exchange students are expected to take the majority of their courses in the subject of the agreement. Courses from other subjects may be requested, but are subject to the relevant academic assessment and approval and departmental policy.

Incoming study students are expected to apply for one of the standard academic periods outlined in our Calendar. Durations outwith the standard academic period cannot normally be considered.

Incoming thesis/project work students may request an alternate duration from our online system. Durations outwith the options on our online system cannot normally be considered. All project work must be requested at the time of application and an appropriate local supervisor confirmed before the student can be accepted.

We have the infrastructure to welcome students and staff with disabilities. Please see the Disability Service webpage for further information:

<http://www.gla.ac.uk/services/disability/support/>

2.3. Calendar

Semester 1	September – December
Semester 2	January - May

2.3.1. Nomination Deadlines

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

Semester 1 & Full Year	Nomination: 20 April Application: 1 May
Semester 2	Nomination: 1 November Application: 15 November

2.3.2. Decision Response

We will normally send our decision directly to the student via email within 6 weeks of the application deadline.

2.3.3. Transcripts of Records

A Transcript of Records will normally be issued no later than five weeks after the assessment period. The assessment period normally includes the grading and exam board approval. For Full Year students, the transcript will be issued only after the end of the second semester of study. The transcript will be sent by post to the student's permanent address as listed on their application to Glasgow. It is the student's responsibility to provide their home institution with this document.

3. Additional information

3.1. Grading system

<http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment>

<http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/europeancreditransfersystem/>

The ratio of local Glasgow SCOTCAT credits to ECTS is 2:1; i.e. 120 SCOTCAT credits=60 ECTS

3.2. Visa

The University will provide students with the relevant sponsorship documentation and information to assist in obtaining a student visa.

The individual student is responsible for applying for the necessary visa and any attendant supporting documentation and fees.

The University of Glasgow cannot accept responsibility for applications which are returned as invalid or are refused.

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

Contact person	International Student Support Team
Contact details	Phone : +44 (0) 141 330 2912 ; Email : internationalstudentsupport@glasgow.ac.uk
Website	http://www.gla.ac.uk/international/support/immigrationandvisas/

3.3. 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 person	Erasmus Team
Contact details	Email : rio-erasmus@glasgow.ac.uk
Website	http://www.gla.ac.uk/international/abroadexchange/exchangeprogramme/incomingeuropeanexchangeserasmus/

3.4. Housing

University Accommodation is not guaranteed, but the receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Where University accommodation is available, Exchange Students must complete the relevant accommodation application by the stipulated deadline. Accommodation, if provided, will be charged at the standard rates.

Contact person	Residential Services Team
Contact details	Phone : +44 (0) 141 330 4743 ; Email : accom@glasgow.ac.uk
Website	http://www.gla.ac.uk/undergraduate/accommodation/admissionspolicy/socrateserasmus/