



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018/19-2020/21² between programme countries

[Minimum requirements]³

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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Universität Heidelberg	D HEIDELB01	Institutional Erasmus Coordinator Mrs Alexandra Braye Seminarstr. 2, D - 69117 Heidelberg E-Mail: erasmus-koordinierung@zuv.uni-heidelberg.de Telephone: +49 6221 54-12731	www.uni-heidelberg.de www.uni-heidelberg.de/erasmus Course Catalogue http://lsf.uni-heidelberg.de

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Fax: +49 6221 54-12789</p> <p>Agreement Coordinator Mrs Sonja Lademacher E-Mail: Lademacher@zuv.uni-heidelberg.de</p> <p>Departmental Coordinators: https://www.uni-heidelberg.de/international/erasmus/coordinators/index.html</p>	
Sorbonne Université	F PARIS468	<p>Institutional Coordinator Isabelle Levisalles, Isabelle.levisalles@sorbonne-universite.fr Tel :+ 33 1 44 27 26 99 Sorbonne Université Direction des Relations Internationales Courrier 604 4 place Jussieu 75252 PARIS Cedex 05 – France</p>	http://sciences.sorbonne-universite.fr/fr/international/venir-etudier-a-sorbonne-universite.html
Univerzita Karlova	CZ PRAHA07	<p>Institutional Erasmus coordinator PhDr. Ivana Herglova Ph.D., email: ivana.herglova@ruk.cuni.cz, tel: +420 224 491 710</p> <p>List of faculty coordinators: https://www.cuni.cz/UKEN-199.html</p> <p>European Office Charles University Ovocný trh 560/5 Praha 1, 116 36 Czech Republic</p>	<p>https://www.cuni.cz/</p> <p>https://www.cuni.cz/UKEN-145.html</p>
Uniwersytet Warszawski	PL WARSZAW01	<p>International Relations Office Ms. Sylwia Salamon Erasmus + Institutional Coordinator sylwia.salamon@adm.uw.edu.pl Tel. +48 225524009</p> <p>Agreement Coordinator Ms. Ewa Rak e-mail: ewa.rak@adm.uw.edu.pl</p> <p>Departmental Coordinators: http://bwz.uw.edu.pl/en/mobility-coordinators</p>	www.uw.edu.pl

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 * [ISCED]	Subj ect area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration *]	
D HEIDELB01	F PARIS468 CZ PRAHA07 PL WARSZAW01	all		1,2,3	10 months per mobility	t.b.d.
F PARIS468	D HEIDELB01 CZ PRAHA07 PL WARSZAW01	all		1,2,3	10 months per mobility	t.b.d.
CZ PRAHA07	D HEIDELB01 PL WARSZAW01 F PARIS468	all		1,2,3	10 months per mobility	3-5 months per mobility
PL WARSZAW01	F PARIS468 CZ PRAHA07 D HEIDELB01	all		1,2,3	10 months per mobility	t.b.d.

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

Subject area: ALL – Universities proclaimed the interest to ensure mobility without barriers in all subjects across Universities bearing in mind the specificities and capacity limits of receiving institutions, which have the final decision to approve the students for subject areas.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
D HEIDELB01	F PARIS468	all		10 days per mobility	10 days per mobility
	CZ PRAHA07			10 days per mobility	10 days per mobility
	PL WARSZAW01			7 x 10 days per mobility	7 days per mobility
F PARIS468	D HEIDELB01	all		10 days per mobility	10 days per mobility
	CZ PRAHA07			10 days per mobility	10 days per mobility
	PL WARSZAW01			5 x 10 days per mobility	7 days per mobility
CZ PRAHA07	D HEIDELB01	all		10 days per mobility	10 days per mobility
	PL WARSZAW01			34 x 10 days per mobility	7 days per mobility
	F PARIS468			10 days per mobility	10 days per mobility
PL WARSZAW01	F PARIS468	all		5 x 7 days per mobility	7 days per mobility
	CZ PRAHA07			34 x 7 days per mobility	7 days per mobility
	D HEIDELB01			7 x 7 days per mobility	7 days per mobility

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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D HEIDELB01		German	English	Generally: German B1 (for courses taught in German), English B2 (for courses taught in English). Please note that some departments might have differing language prerequisites. Please refer to the departmental coordinators directly for further information.	B2
F PARIS468		French	-	B1	B2
CZ PRAHA07		Czech	English	B2	B2
PL WARSZAW01		English	Polish	B2	C1

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities].

HEIDELB01:	Contact for Students with disabilities and special needs: http://www.uni-heidelberg.de/studium/kontakt/handicap/allgemein/kontakt.html E-Mail: handicap@zuv.uni-heidelberg.de
F PARIS468:	http://sciences.sorbonne-universite.fr/fr/vie_des_campus/handicap/shse.html
CZ PRAHA07:	Contact for students with disabilities: E-mail: erasmus@ruk.cuni.cz . Website: https://www.cuni.cz/UKEN-370.html
PL WARSZAW01:	A) All incoming students are obliged to register through the online application system: www.mobility.uw.edu.pl . B) Every incoming student is entitled to courses to maximum 30 ECTS per semester. C) Every incoming student (if accepted) has to be registered for all his/her courses in the University of Warsaw study support system called USOSweb. D) Persons with disabilities are asked to contact the International Relations Office (www.iro.uw.edu.pl). Then they will be provided assistance by the Office for Persons with Disabilities (www.bon.uw.edu.pl ; http://www.bon.uw.edu.pl/en/univ4all/index.html).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D HEIDELB01	15 May Nominations (to: incoming-erasmus@zuv.uni-heidelberg.de) 15 June Applications	15 November Nominations (to: incoming-erasmus@zuv.uni-heidelberg.de) 15 December Applications
F PARIS468	Nomination: 30 April Application: 31 May	Nomination: 15 October Application: 31 October
CZ PRAHA07	nominations and submitting the online applications in our on-line registration For winter semester: June 15th For more information: https://www.cuni.cz/UKEN-362.html .	nominations and submitting the online applications in our on-line registration For spring term: October 31st For more information: https://www.cuni.cz/UKEN-362.html
PL WARSZAW01	15 May	15 November

1. The receiving institution will send its decision within 6 weeks after the end of the application period.
2. A Transcript of Records will be issued by the receiving institution at the end of semester after the students have fulfilled the course requirements in a timely manner.
3. Termination of the agreement: In the event of unilateral termination, a notice of at least one academic year should be given. **(September 1st for the next academic year)**
Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

1. Universität Heidelberg

Please note that this grading system may slightly differ in the departments

1	sehr gut / very good (best possible grade, an excellent achievement)
2	gut / good (well above average)
3	Befriedigend / satisfactory (average, meets all requirements)
4	ausreichend / sufficient (passed)
5	nicht ausreichend / deficient (fail)
unbenoteter Schein	pass (P)
Teilnahmeschein	certificate of attendance (CA)

2. F PARIS 468

Description	SORBONNE UNIVERSITE Grade	ECTS
Très bien	Note au moins égale à 80	Full ECTS course granted
Very Good	Grade at least equal to 80	
Bien	Note au moins égale à 70 et inférieure à 80	Full ECTS course granted
Good	Grade at least equal to 70 and lower than 80	
Assez Bien	Note au moins égale à 60 et inférieure à 70	Full ECTS course granted
Satisfactory	Grade at least equal to 60 and lower than 70	
Passable	Note au moins égale à 50 et inférieure à 60	Full ECTS course granted
Sufficient	Grade at least equal to 50 and lower than 60	
Éliminé	Note inférieure à 50	0

Fail

Below 50 Grade

ECTS credits:

one semester

one full academic year

30 ECTS credits

60 ECTS credits

3. Univerzita Karlova

Czech Grade	ECTS Grade
1 - Excellent (excellent performance)	A
2 - Very Good (above the average standard but with some errors)	B
3 - Satisfactory (generally sound work with a number of notable errors)	D
4 - Fail (unsatisfactory performance)	F
Pass (student achievements in some subjects are graded only as "pass", where student has obtained a satisfactory level)	Pass

(5) ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	SATISFACTORY - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

(6) ECTS credits: 1 full academic year = 60 credits, 1 semester = 30 credits

4. Uniwersytet Warszawski
Grading system

ECTS GRADE	LOCAL GRADE	LOCAL DEFINITION
A+	5	EXCELLENT - outstanding performance
A	5	VERY GOOD - above the average standard, with only minor errors
B	4+	BETTER THAN GOOD - the average standard with some errors
C	4	GOOD - generally sound work with number of errors
D	3+	SATISFACTORY - fair but with significant shortcomings

E	3	SUFFICIENT – performance meets the minimum criteria
FX	2	FAIL – some more work required before the credit can be awarded
F	2	FAIL – student has to attend the course once more

5. ECTS is used in all study areas for both incoming and local students.

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.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D HEIDELB01	Erasmus Incoming Office phone: 49-(0)-6221-5412744 incoming-erasmus@zuv.uni-heidelberg.de	Information on visa procedures can be found here: www.uni-heidelberg.de/university/life/entry.html and here: www.uni-heidelberg.de/international/erasmus/incoming/residence_permit.html
F PARIS468	accueil.international@sorbonne-universite.fr + 33 1 44 27 51 84	http://sciences.sorbonne-universite.fr/fr/international/venir-etudier-a-sorbonne-universite.html
CZ PRAHA07	European Office: erasmus@ruk.cuni.cz	https://www.cuni.cz/UKEN-145.html https://www.cuni.cz/UKEN-366.html
PL WARSZAW01	International Relations Office, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: iro@uw.edu.pl	www.iro.uw.edu.pl

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 [Erasmus code]	Contact details (email, phone)	Website for information
D HEIDELB01	ERASMUS Incoming Office phone: 49-(0)-6221-5412744 incoming-erasmus@zuv.uni-heidelberg.de	www.uni-heidelberg.de/international/erasmus/incoming/health_insurance.html
F PARIS468	accueil.international@sorbonne-universite.fr + 33 1 44 27 51 84	http://sciences.sorbonne-universite.fr/fr/international/venir-etudier-a-sorbonne-universite.html
CZ PRAHA07	European Office: erasmus@ruk.cuni.cz	https://www.cuni.cz/UKEN-145.html
PL WARSZAW01	International Relations Office, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: iro@uw.edu.pl	International Relations Office, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: iro@uw.edu.pl

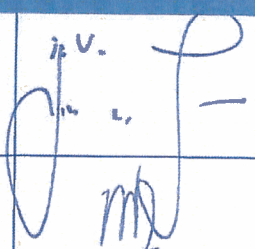

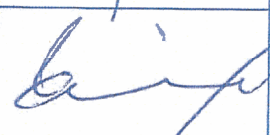

4. Housing

The receiving institution will guide incoming mobile participants 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D HEIDELB01	Accommodation Service Ph.: +49-6221-54 12759 E-Mail: aaazimmer@zuv.uni-heidelberg.de	http://www.uni-heidelberg.de/international/erasmus/accommodation/
F PARIS468	accueil.international@sorbonne-universite.fr + 33 1 44 27 51 84	http://sciences.sorbonne-universite.fr/fr/international/venir-etudier-a-sorbonne-universite.html
CZ PRAHA07	European Office; erasmus@ruk.cuni.cz	https://www.cuni.cz/UKEN-145.html https://www.cuni.cz/UKEN-365.html
PL WARSZAW01	International Relations Office, Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland Phone: +48 22 55 24 070; Fax: +48 22 55 24 011 ; E-mail: iro@uw.edu.pl	www.iro.uw.edu.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
D HEIDELB01	Prof. Dr. Dr. h.c. Bernhard Eitel, Rector	29.06.18	
F PARIS468	Jean Chambaz, Président	29/06/18	
CZ PRAHA07	Prof. Tomáš Zima, MD, DSc. Rector	29/6 2018	
PL WARSZAW01	Prof Marcin Pałys, Rector	June 29 2018	

⁷ Scanned signatures are accepted