

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2017-2021 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.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
<b>CHARLES UNIVERSITY PRAGUE</b> Faculty of Science Department of Social Geography and Regional Development	CZ PRAHA07	RNDr. Jiří Vágner, Ph.D.  vagner@natur.cuni.cz  +420 22195 1397  RNDr. Dagmar Chalupová, Ph.D.  Faculty ERASMUS Coordinator  <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a>  22195 1165	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>  <a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Otto-Friedrich-Universität Bamberg	D BAMBERG01	Dr. Andreas Weihe, Institutional Coordinator Phone: +49 951 863 1048 E-mail: andreas.weihe@uni- bamberg.de	Please see fact sheet → B. Educational Information
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## B. Mobility numbers<sup>3</sup> per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
CZ PRAHA07	D BAMBERG01	0532	Geography	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2/10	0/0
D BAMBERG01	CZ PRAHA07	0532	Geography	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2/10	0/0

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	Staff Mobility for Training *
CZ PRAHA07	D BAMBERG01	0532	Geography	1 week/ 8 hours	0/0
D BAMBERG01	CZ PRAHA07	0532	Geography	1 week/ 8 hours	0/0

<sup>3</sup> 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>)

## 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA07		English	Czech	B2	B2
D BAMBERG01	please see information sheet → C. Application				

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

## D. Additional requirements

D BAMBERG01: Due to its infrastructure, Bamberg is unfortunately not suitable for special needs students/staff.

CZ PRAHA07: <http://www.cuni.cz/UK-2049.html>; [erasmus@ruk.cuni.cz](mailto:erasmus@ruk.cuni.cz)

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ PRAHA07	15 June	31 October
D BAMBERG01	please see information sheet → C. Application	

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 4 weeks.

<sup>4</sup> 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>

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 the agreement

*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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

## **F. Information**

### **1. 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
D BAMBERG01	please see information sheet → A. General Information	

### **2. 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>
D BAMBERG01	please see information sheet → A. General Information	

### **3. 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
CZ PRAHA07	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>
D BAMBERG01	please see information sheet → A. General Information	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	12. 4. 2018	 CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 ICO: 00216208, DIČ: CZ00216208 UK - 107
D BAMBERG01	Dr. Andreas Weihe, Institutional Coordinator	08. 04. 18	 

<sup>5</sup> Scanned signatures are accepted





## INFORMATION SHEET 2017

### A. General Information

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<b>Address</b>	Akademisches Auslandsamt (International Office) Kapuzinerstr. 25 96045 Bamberg, Germany Fax: +49 (0) 951 863 1054 German: <a href="http://www.uni-bamberg.de/auslandsamt/">http://www.uni-bamberg.de/auslandsamt/</a> English: <a href="https://www.uni-bamberg.de/en/studies/">https://www.uni-bamberg.de/en/studies/</a>
<b>Head of International Office/ Erasmus Institutional Coordinator</b>	Dr. Andreas Weihe (Mr.) Phone: +49 (0) 951 863 1048 Email: <a href="mailto:andreas.weihe@uni-bamberg.de">andreas.weihe@uni-bamberg.de</a>
<b>Incoming Exchange Students Coordinators</b> (contact for <u><a href="#">nomination</a></u> , <u><a href="#">application</a></u> , <u><a href="#">visa</a></u> , <u><a href="#">housing</a></u> , <u><a href="#">insurance</a></u> etc.)	Mr. Otto J. Band Ms. Alevtyna Hnenna Ms. Yaryna Erstenyuk Phone: +49 (0) 951 863 1049 Email: <a href="mailto:international@uni-bamberg.de">international@uni-bamberg.de</a>
<b>Preparatory Course Coordinator</b>	Ms. Khrystyna Pavliukh Phone: +49 (0) 951 863 1051 Email: <a href="mailto:auslandsamt@uni-bamberg.de">auslandsamt@uni-bamberg.de</a>
<b>Transcripts of Records for International Exchange Students/ Tandem Programme ('buddy programme')</b>	Ms. Edith Hallberg Ms. Henriette Seeliger Phone: +49 (0) 951 863 1171 Email: <a href="mailto:transcripts.international@uni-bamberg.de">transcripts.international@uni-bamberg.de</a> , <a href="mailto:tandem.international@uni-bamberg.de">tandem.international@uni-bamberg.de</a>
<b>Outgoing Students Coordinators</b>	Ms. Kathrin Genk Mr. Davide Bacchini Mr. Maksym Vovk Ms. Olena Buchak  Phone: +49 (0) 951 863 1052 Email: <a href="mailto:auslandsstudium@uni-bamberg.de">auslandsstudium@uni-bamberg.de</a>
<b>Welcome Center for International Guest Scholars</b>	Ms. Alexandra Wolf, Dr. Martin Rehfeldt (Mr.) Phone: +49 (0) 951 863 1162 Email: <a href="mailto:welcome.international@uni-bamberg.de">welcome.international@uni-bamberg.de</a>
<b>Special needs students/staff</b>	Due to its infrastructure, Bamberg is unfortunately not suitable for special needs students/staff.



## B. Educational Information

<b>Language(s) of Instruction</b>	Mostly German, some courses are available in English
<b>Lecture Period</b>	Winter semester: early October – end of February Summer semester: early April – end of July <a href="https://www.uni-bamberg.de/studium/im-studium/studienorganisation/vorlesungszeiten/">https://www.uni-bamberg.de/studium/im-studium/studienorganisation/vorlesungszeiten/</a>
<b>Exam Sessions</b>	Winter semester: usually February – March Summer semester: usually July – August
<b>Course Registration</b>	Online course registration will be done once students have arrived & enrolled in Bamberg
<b>Course Information &amp; Descriptions; courses available for exchange students in English</b>	Course catalogue: <a href="https://univis.uni-bamberg.de/">https://univis.uni-bamberg.de/</a>  ECTS guide & English courses: <a href="https://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/">https://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/</a> → “Download-Bereich” (website in German) <a href="https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/how-do-i-apply/">https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/how-do-i-apply/</a> → “Informational Downloads” (website in English)  Note: Exchange students can select courses from all faculties
<b>Grading System</b>	1.0 is the best grade, 4.0 is the lowest passing grade

## C. Application

Deadline	for entry in winter	for entry in summer
<b>Nomination Deadline</b> for partner institutions to send their nominations	April 15	October 15
<b>Application Deadline</b> for students to send in their documents	May 15	December 1

<b>General Academic Requirements for Admission</b>	Two semesters of prior university education
<b>Application Procedure for Exchange Students after Home University's Nomination</b>	Students will receive the link to the Online Application after being nominated by their home institution.
<b>Language Proficiency</b>	Expected is a language level of at least B1 in either German or English. Recommended is a minimum level of B2 in either language, however.



## D. Practical Information for Exchange Students

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<b>Housing Information</b>	The International Office offers housing in several student dormitories. Rent amounts up to €350 (including additional charges) per month.
<b>Average Cost of Living</b>	avg. €700 per month total (incl. rent)
<b>Preparatory Course for Exchange Students</b>	Three-week preparatory course (6 ECTS): includes 60 hrs of intensive German on different levels; orientation program, excursions & other activities; cost: €250; starts ca. early September, resp. early March
<b>Music</b>	<a href="https://www.uni-bamberg.de/musikpaed/ensembles">https://www.uni-bamberg.de/musikpaed/ensembles</a>
<b>Sports</b>	<a href="https://www.uni-bamberg.de/sportdidaktik/hochschulsport/">https://www.uni-bamberg.de/sportdidaktik/hochschulsport/</a>
<b>Useful Links</b>	<p>Brochure "Welcome! Information for International Students" and "Special Information for Exchange Students" as pdf-files: <a href="https://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/wie-bewerbe-ich-mich/">https://www.uni-bamberg.de/auslandsamt/studieren-in-bamberg/ich-moechte-nach-bamberg/mit-austauschprogramm/wie-bewerbe-ich-mich/</a> (website in German) → "Download-Bereich" <a href="https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/how-do-i-apply/">https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/how-do-i-apply/</a> (website in English) → "Informational Downloads"</p> <p>Faculty of Humanities Exchange Coordinator: <a href="https://www.uni-bamberg.de/guk/studium/erasmus/">https://www.uni-bamberg.de/guk/studium/erasmus/</a></p> <p>Faculty of Social Sciences, Business, and Economics Exchange Coordinator: <a href="https://www.uni-bamberg.de/sowi/leistungen/studium/studium-international/">https://www.uni-bamberg.de/sowi/leistungen/studium/studium-international/</a></p> <p>Faculty of Information Systems and Applied Computer Sciences Coordinator: <a href="https://www.uni-bamberg.de/gdi/">https://www.uni-bamberg.de/gdi/</a></p> <p>Language Center: <a href="https://www.uni-bamberg.de/sz/">https://www.uni-bamberg.de/sz/</a></p> <p>Student website: <a href="http://my.feki.de">http://my.feki.de</a></p> <p>Tourist information: <a href="http://www.bamberg.info">http://www.bamberg.info</a></p>