



Erasmus⁺ Programme

Inter-institutional agreement 2014-2021

Higher Education Student and Staff Mobility

→Mobility for learners and staff←

The Institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus⁺ programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus⁺ programme sets extra criteria this Agreement will be reviewed.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details ¹ (Name, E-mail, Phone)
CHARLES UNIVERSITY IN PRAGUE Faculty of Science Department of Physical Geography	CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. dagmar.chalupova@natur.cuni.cz +420 22195 1367 Prof. RNDr. Bohumír Janský, CSc. jansky.b@seznam.cz +420 22195 1350
FREIE UNIVERSITÄT BERLIN Department of Earth Sciences	D BERLIN 01	Gesa Heym-Halayqa , ERASMUS Institutional Coordinator (Teaching Staff Exchange, Staff Exchange) Gesa.Heym-Halayqa@fu-berlin.de ; Tel.: (0049 30) 838-73443 Nicole Schindler , ERASMUS Programme Administrator (Incomings, bilateral agreements) incoming@fu-berlin.de ; Tel.: (0049 30) 838-57993 Stefanie Erthner (outgoings) ausland.erasmus@fu-berlin.de ; Tel.: (0049 30) 838-73401 Departmental coordinator: Dr. Georg Heiss Malteserstrasse 74-100; House C; room C.117; 12249 Berlin Tel.: (0049 30) 838 70 286 Fax: (0049 30) 838 70 745 georg.heiss@fu-berlin.de

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months SMS ²
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¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

² Student Mobility for Studies

CZ PRAHA07	D BERLIN 01	443	Geography	1 st , 2 nd	2 students, each for 5 months (= 10 months in total)
D BERLIN 01	CZ PRAHA07	443	Geography	1 st , 2 nd	2 students, each for 5 months (= 10 months in total)

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days STA ³
CZ PRAHA07	D BERLIN 01	443	Geography	1 person/ 1 week (8 teaching hours per week)
D BERLIN 01	CZ PRAHA07	443	Geography	1 person/ 1 week (8 teaching hours per week)

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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	B2	B2
D BERLIN 01	443	German		B1	

Additional requirements of D BERLIN 01:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.
Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero
- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as

³ Staff Mobility for Teaching

possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service), Tel (0049 30) 838 55292 Fax -54511, E-mail: georg.classen@fu-berlin.de
www.fu-berlin.de/service/behinderung

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.

D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term ⁴ [month]	Summer term ⁵ [month]
CZ PRAHA07	June 15 th	October 31 st
D BERLIN 01	May 1st	November 1st

D BERLIN 01: Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)

2. The receiving institutions will send their decisions within 6-8 weeks after deadline.
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 this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

E. Information

	CZ PRAHA07	D BERLIN 01
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	www.fu-berlin.de/en/studium/international/studium_fu_auslandssemester/erasmus_in
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	www.fu-berlin.de/vv
Housing ⁶	http://www.cuni.cz/UK-2073.html	http://www.fu-berlin.de/en/sites/unterbringung
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	Accommodation Otto-von-Simson-Straße 26 Room L111 14195 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470

⁴ To be adapted in case of a trimester system.

⁵ To be adapted in case of a trimester system.

⁶ The receiving Institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

WWW Visa Information ⁷	http://www.cuni.cz/UK-2045.html	http://www.fu-berlin.de/en/studium/international/studium fu/einreise_aufenthalt/visum																							
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	Info-Service Brümmersstr. 50 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000																							
WWW Insurance Information ⁸	http://www.cuni.cz/UK-2045.html	Info-Service Brümmersstr. 50 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000																							
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	http://www.fu-berlin.de/en/studium/international/studium fu/einreise_aufenthalt/krankenversicherung																							
ECTS Users' Guide ⁹	http://is.cuni.cz/studium/eng/predmetry/index.php	<p>ECTS Credits: Freie Universität Berlin uses the <i>European Credit Transfer and Accumulation System</i> (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.</p> <p>GRADES: The Student Exchange Office recommends the following grading equivalency table:</p> <table border="1"> <thead> <tr> <th>Freie Universität Berlin</th><th colspan="2">ECTS</th></tr> <tr> <th>Grade</th><th>Grade</th><th>Predicate</th></tr> </thead> <tbody> <tr> <td>1,0 – 1,5</td><td>A</td><td>Excellent</td></tr> <tr> <td>1,6 – 1,7</td><td rowspan="2">B</td><td rowspan="2">Very Good</td></tr> <tr> <td>1,8 – 2,0</td></tr> <tr> <td>2,1 – 2,7</td><td rowspan="2">C</td><td rowspan="2">Good</td></tr> <tr> <td>2,8 – 3,0</td></tr> <tr> <td>3,1 – 3,5</td><td>D</td><td>Satisfactory</td></tr> <tr> <td>3,6 – 3,7</td><td>E</td><td>Sufficient</td></tr> </tbody> </table>	Freie Universität Berlin	ECTS		Grade	Grade	Predicate	1,0 – 1,5	A	Excellent	1,6 – 1,7	B	Very Good	1,8 – 2,0	2,1 – 2,7	C	Good	2,8 – 3,0	3,1 – 3,5	D	Satisfactory	3,6 – 3,7	E	Sufficient
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⁷ 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 ECHE.

⁸ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

⁹ Receiving institutions 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.

		<table><tr><td>3,8 – 4,0</td><td></td><td></td></tr><tr><td>4,1 – 5,0</td><td>F</td><td>Fail</td></tr><tr><td>P</td><td colspan="2">Participation; i.e. the student has successfully and regularly attended the course.</td></tr></table>	3,8 – 4,0			4,1 – 5,0	F	Fail	P	Participation; i.e. the student has successfully and regularly attended the course.	
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WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	www.fu-berlin.de/service/behinderung									
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	Georg Classen Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, room 213 Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de									

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature Seal or Stamp ¹⁰
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	15.1.2014	CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS
D BERLIN 01	Legal Representative: Peter Lange, Director of Administration and Finance	15.01.2014	Freie Universität Berlin International Affairs International Student Mobility- ERASMUS Programme Albertov 6, 108 49 Berlin 14195 Berlin

¹⁰ Scanned signatures, seals and stamps are accepted