



## Erasmus+ Programme

### Key Action 103 – Mobility for Learners and Staff – Higher Education Student and Staff Mobility

#### Inter-institutional Agreement 2017/18-2020/21 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 organization 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 + EUC	Contact details (email, phone)	Website (e. g. of the course catalogue)
<b>Georg-August-Universität Göttingen</b>  <b>International Office</b>         <b>Faculty of Geoscience and Geography</b>	D GOTTING01  EUC: 29749	<b>Director International Office, Erasmus+ Institutional Coordinator</b> Dr. Uwe Muuss  <b>Erasmus+ Key Action 103 Coordinator (Europe)</b> Karen Denecke Von-Siebold-Str. 2, D- 37075 Göttingen, <a href="mailto:karen.denecke@zvw.uni-goettingen.de">karen.denecke@zvw.uni-goettingen.de</a>  <b>Departmental Coordinator</b> Dr. Markus Keck Goldschmidtstr. 5, D- 37077 Göttingen <a href="mailto:markus.keck@geo.uni-goettingen.de">markus.keck@geo.uni-goettingen.de</a>	<a href="http://www.uni-goettingen.de">www.uni-goettingen.de</a>  <a href="http://univz.uni-goettingen.de/gisserver/rds?state=user&amp;type=0&amp;topitem=&amp;breadcrumbSource=&amp;topitem=functions">http://univz.uni-goettingen.de/gisserver/rds?state=user&amp;type=0&amp;topitem=&amp;breadcrumbSource=&amp;topitem=functions</a>



<p><b>CHARLES UNIVERSITY IN PRAGUE</b> Faculty of Science Department of Physical Geography and Geoecology Social Geography and Regional Development of Applied Geoinformatics and Cartography</p>	<p><b>CZ PRAHA07</b></p>	<p>PHDr. Ivana Herglová, Ph.D. European University Office – ERASMUS Charles University Ovocný trh 3, 116 36 Prague +420 224 491 710 erasmus@ruk.cuni.cz</p> <p>RNDr. Dagmar Chalupová, Ph.D. - Faculty Erasmus Coordinator Faculty of Science, Charles University Albertov 6, 128 43 Prague +420 22195 1166 erasmus@natur.cuni.cz +</p> <p>- Department of Physical Geography and Geoecology Faculty of Science, Charles University Albertov 6, 128 43 Prague dagmar.chalupova@natur.cuni.cz +420 22195 1589</p>	<p><a href="http://www.cuni.cz/UKEN-145.html">http://www.cuni.cz/UKEN-145.html</a></p> <p><a href="https://www.natur.cuni.cz/eng/study/erasmus">https://www.natur.cuni.cz/eng/study/erasmus</a></p>
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## 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 * [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 Total number of students      Total number of months	
D GOTTING01	CZ PRAHA07	0532	Earth Sciences & Geography	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	5 (10 total months)
CZ PRAHA07	D GOTTING01	0532	Earth Sciences & Geography	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	5 (10 total months)

FROM	TO	Subject	Subject	Number of staff mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
D GOTTING01	CZ PRAHA07	0532	Earth Sciences & Geography	1 x 5 days, 8 hours	
CZ PRAHA07	D GOTTING01	0532	Earth Sciences & Geography	1 x 5 days, 8 hours	

### 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
CZ PRAHA07	English	Czech	B2	B2
D GOTTING01 Subject area 0532	German (Bachelor & Master)		B2	C1 (German or English)

### D. Additional requirements

#### D GOTTING01

##### Nomination and Online application procedure

- The sending institution has to inform the departmental coordinator at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incoming students will then be informed by the International Office of the receiving institution about the online application procedure.

##### Courses and Learning Agreement

- Incoming Erasmus students should take at least **50%** of their workload from **the faculty of the receiving institution** that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties. This decision will be subject to the capacities of the faculties.

<https://www.uni-goettingen.de/en/18521.html>



- **Before arrival:** Nominated incoming students should contact in time the Departmental Coordinator concerning the selection of courses:  
[markus.keck@geo.uni-goettingen.de](mailto:markus.keck@geo.uni-goettingen.de)

#### **Arrival**

- It is recommended that incoming students meet the departmental coordinator contemporary after their arrival in Göttingen:  
<https://www.uni-goettingen.de/en/faculty-of-geoscience-and-geography/18521.html>
- Incoming students should participate in the introduction days of the International Office: <http://www.uni-goettingen.de/en/55917.html>

#### **Staff**

- Incoming teaching staff must be individually accepted by the Department that coordinates the bilateral agreement.  
The mobility should be announced at least 4 months before the planned mobility period. The candidate should provide the following information to the host institution:
  - CV
  - Teaching experiences
  - Teaching agreement (content of lecture etc.)

The acceptance will be based on the candidate's documents and its adequacy to the teaching programme of the department. <https://www.uni-goettingen.de/en/erasmus-incomings/480924.html>

- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit.  
<https://www.uni-goettingen.de/en/erasmus-incomings/480927.html>

#### **Agreements**

- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen ([karen.denecke@zvw.uni-goettingen.de](mailto:karen.denecke@zvw.uni-goettingen.de)).

**Please note that:** the number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters.

The numbers of months per student the partners have agreed on are fixed. An extension of stay is only possible, when e. g. a student is nominated for 5 months, but the partners have agreed on an exchange of 1 student for 10 months. Students should apply early in advance for an extension of stay, at least one month before the regular stay ends. A written acceptance of both partners (incl. International Office) is mandatory and should not exceed the number of months agreed per students. Each party will take this into consideration when organizing student selection.

#### **CZ PRAHA07**

### **E. Calendar**

#### **1.1 Student application deadlines:**



Receiving institution	Autumn/Winter term <sup>1</sup> [month]	Spring/Summer term <sup>2</sup> [month]
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>
D GOTTING01	June 1 <sup>st</sup> Winter term: October – March Lectures: Mid October – February	December 1 <sup>st</sup> Summer term: April – September Lectures: Mid April – Mid July

- 1.2 The receiving institutions will send their decisions within 4 weeks after deadline.
- 1.3 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.
- 1.4 Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1<sup>st</sup> the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

	CZ PRAHA07	D GOTTING01
<b>WWW for Incoming Students</b>	<a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>	<a href="http://www.uni-goettingen.de/en/480920.html">http://www.uni-goettingen.de/en/480920.html</a>
<b>WWW Course Catalogue</b>	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>	<a href="http://univz.uni-goettingen.de/qisserver/rds?state=user&amp;type=0&amp;topitem=&amp;breadCrumbSource=&amp;topitem=functions">http://univz.uni-goettingen.de/qisserver/rds?state=user&amp;type=0&amp;topitem=&amp;breadCrumbSource=&amp;topitem=functions</a>
<b>Housing<sup>3</sup></b>	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>	<a href="http://www.uni-goettingen.de/en/21435.html">http://www.uni-goettingen.de/en/21435.html</a>
<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="mailto:accommodation@uni-goettingen.de">accommodation@uni-goettingen.de</a>
<b>WWW Visa Information<sup>4</sup></b>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	<a href="http://www.uni-goettingen.de/en/24845.html">http://www.uni-goettingen.de/en/24845.html</a>
<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="mailto:erasmus@uni-goettingen.de">erasmus@uni-goettingen.de</a>
<b>WWW Insurance Information<sup>5</sup></b>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	<a href="http://www.uni-goettingen.de/en/543481.html">http://www.uni-goettingen.de/en/543481.html</a>

<sup>1</sup> To be adapted in case of a trimester system.

<sup>2</sup> To be adapted in case of a trimester system.

<sup>3</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.


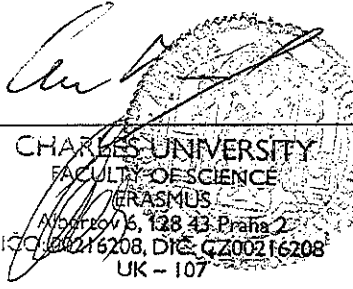
<sup>4</sup> The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

<sup>5</sup> 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.



<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	<a href="mailto:erasmus@uni-goettingen.de">erasmus@uni-goettingen.de</a>
<b>ECTS Users' Guide</b>	<a href="http://is.cuni.cz/studium/eng/pre&lt;br/&gt;dmety/index.php">http://is.cuni.cz/studium/eng/pre dmety/index.php</a>	<a href="http://www.uni-goettingen.de/en/49275.html">http://www.uni-goettingen.de/en/49275.html</a> <a href="https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=W131J/C4BAsEahQBq6EGx/uaVbMkiOKT">https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=W131J/C4BAsEahQBq6EGx/uaVbMkiOKT</a>
<b>WWW Students and Staff with Disabilities</b>	<a href="http://www.cuni.cz/UK-2049.html">http://www.cuni.cz/UK-2049.html</a>	<a href="http://www.uni-goettingen.de/en/408350.html">http://www.uni-goettingen.de/en/408350.html</a>
<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 310	

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

Institution [Erasmus code]	Name, function	Date	Signature
D GOTTING01	Dr. Uwe Muuss Director International Office	12.06.02	
CZ PRAHA07	Dr. Dagmar Chalupová Faculty Erasmus Coordinator	12.6.2017	 <p>           CHARLES UNIVERSITY            FACULTY OF SCIENCE            ERASMUS            Mlýnský 6, 128 43 Praha 2            IČO: 00216208, DIČ: CZ00216208            UK - 107         </p>