



Erasmus⁺ Programme

LOGO

Inter-institutional agreement 2016-2021

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
RUPRECHT-KARLS UNIVERSITÄT HEIDELBERG Department of Geography	D HEIDELB 01	Institutional ERASMUS Coordinator Mrs Alexandra Braye Seminarstr. 2, D - 69117 Heidelberg E-Mail: erasmus-koordinierung@zuv.uni-heidelberg.de Telephone: +49 6221 542489 Fax: +49 6221 542332 www.uni-heidelberg.de www.uni-heidelberg.de/erasmus Course Catalogue http://lsf.uniheidelberg.de/qisserver/rds?state=user&type=0

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 SMT ³
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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

³ Student Mobility for Traineeship

CZ PRAHA 07	D HEIDELB 01	443	Geography	1 st , 2 nd , 3 rd	2/12	0/0
D HEIDELB 01	CZ PRAHA 07	443	Geography	1 st , 2 nd , 3 rd	2/12	0/0

FROM	TO	Subject area	Subject area name	Total Number of staff mobility/Total number of days	
		ISCED	ISCED	STA ⁴	STT ⁵
CZ PRAHA 07	D HEIDELB 01	443	Geography	1/5	0/0
D HEIDELB 01	CZ PRAHA 07	443	Geography	1/5	0/0

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 HEIDELB 01		German		See annex	See annex

D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA07	June 15 th	October 31 st
D HEIDELB 01	See annex	See annex

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 Staff Mobility for Teaching

⁵ Staff Mobility for Training

⁶ To be adapted in case of a trimester system.

⁷ To be adapted in case of a trimester system.

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 HEIDELB 01
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	www.uni-heidelberg.de www.uni-heidelberg.de/erasmus
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	Course Catalogue http://lsf.uniheidelberg.de/qisserver/rds?state=user&type=0
Housing ⁸	http://www.cuni.cz/UK-2073.html	See annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	See annex
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	See annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	See annex
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	See annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	See annex
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	See annex
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	See annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	See annex

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature Seal or Stamp ¹²
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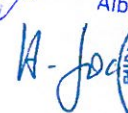

⁸ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁹ 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.

¹⁰ 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.

¹¹ 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.

¹² Scanned signatures, seals and stamps are accepted

CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	23.12.2015	 CHARLES UNIVERSITY in Prague Faculty of Science ERASMUS Albertov 6, 128 03 Prague 2
D HEIDELB 01	Dr. Joachim Gerke Head of International Relations Office	21.12.15	  Ruprecht-Karls-Universität Heidelberg



**ERASMUS +
Contact Information 2016-2017
Annex to Inter-institutional Agreements
Key Action 1**

A. Information about higher education institutions

Institution Name	UNIVERSITÄT HEIDELBERG
Institutional Erasmus Code	D HEIDELB01
ECHE Code 2014-2020	29870-LA-1-2014-1-DE-E4AKA1-ECHE
Website	www.uni-heidelberg.de
ERASMUS Homepage	www.uni-heidelberg.de/erasmus

Institutional ERASMUS Coordinator	Mrs Alexandra Braye
Address	Seminarstr. 2, D - 69117 Heidelberg
Email	erasmus-koordinierung@zuv.uni-heidelberg.de
Telephone	+49 6221 542489
Fax	+49 6221 542332
Departmental Coordinators	www.uni-heidelberg.de/ international/erasmus/fachkoordinatoren/
First Contact for Erasmus Incoming Students	Ms Ganna Korenga Incoming-erasmus@zuv.uni-heidelberg.de +49 6221 542495
Course Catalogue	http://lsf.uni-heidelberg. de/qisserver/rds?state=user&type=0

B. Mobility numbers per academic year

-> See Agreement

C. Recommended language skills

We do NOT require any official certificates. But we do expect Erasmus students to be sufficiently proficient in German in order to be able to successfully cope with academic work (language level **B1**), due to the fact that the majority of courses and lectures in Heidelberg are taught in German.

Other language requirements: For example English language skills (**B2**) required for the Master "Molecular Biosciences"; Japanese language skills for the Master of "Japanese Studies".

D. Additional requirements

Contact for Students with disabilities	Blanche Brinken / Anja Maria Münz handicap@zuv.uni-heidelberg.de Tel.: 49 6221/54 -3840 / 2362
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E. Calendar

1.

<u>Winter Term 2016/17:</u>	term dates: 01.10.2016 – 31.03.2017 lecture dates: 17.10.2016 – 11.02.2017
<u>Summer Term 2017:</u>	term dates : 01.04.2016 - 30.09.2016 lecture dates : 18.04.2017 - 29.07.2017
Deadline for Nominations	Winter term: 15 th May Summer term: 15 th November
Deadline for Application Forms (after the online application students have to print out the application form and send it via regular mail signed and stamped)	Winter term: 15 th June Summer term: 15 th December
2. The receiving institution will send its decision within 6 weeks.	
3. A Transcript of Records will be issued by the receiving institution no later than the end of the semester after the students have fulfilled the course requirements in a timely manner and provided the necessary documentation to the Departmental Coordinators in Heidelberg.	
4. The agreements should be cancelled one year in advance (Sept. 1 st for the next academic year)	

F. Information

1. Course Types and Grading systems Heidelberg University

Vorlesung	<i>Lecture</i>
Übung	<i>Exercise</i>
Proseminar	<i>Basic seminar</i>
Hauptseminar	<i>Advanced seminar</i>
Oberseminar	<i>Advanced seminar for degree candidates</i>
Tutorium	<i>Tutorial</i>
Praktikum	<i>Practical</i>
Repetitorium	<i>Examination review course</i>

COURSE REQUIREMENTS

Klausur	<i>Written examination</i>
Abschlußklausur	<i>Final examination</i>
Mündliche Prüfung	<i>Oral examination</i>
Referat	<i>Seminar paper / presentation</i>
Hausarbeit	<i>Term paper</i>
Protokoll	<i>Taking of minutes</i>

GRADING SYSTEM

1 = sehr gut	<i>very good (best possible grade, an excellent achievement)</i>
2 = gut	<i>good (well above average)</i>
3 = befriedigend	<i>satisfactory (average, meets all requirements)</i>
4 = ausreichend	<i>sufficient (pass)</i>
5 = nicht ausreichend	<i>deficient (fail)</i>
unbenoteter Schein	<i>pass (P)</i>

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

2. Visa and 3. Insurance

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

Concerning insurance matters see our ERASMUS Homepage:

www.uni-heidelberg.de/international/erasmus/incoming/health_insurance.html

4. Housing

Accommodation Office	Zimmervermittlung Seminarstraße 2, D - 69117 Heidelberg aaazimmer@zuv.uni-heidelberg.de +49-6221 542497 www.uni-heidelberg.de/international/erasmus/zimmerboerse/
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