

Erasmus⁺ Programme

Inter-institutional agreement

2015/2016 – 2020/21

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 Faculty ERASMUS Coordinator	CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. dagmar.chalupova@natur.cuni.cz +420 22195 1166
CHARLES UNIVERSITY IN PRAGUE Faculty of Science Department of Physical Geography and Geoecology	CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. dagmar.chalupova@natur.cuni.cz +420 22195 1367
Technische Universität München International Center	D MUNCHEN02	Joanna Mederle Erasmus Coordinator Tel.: +49.89.289.25461 Fax: + 49.89.289.25458 mederle@zv.tum.de
Technische Universität München School of Life Sciences Weihenstephan	D MUNCHEN02	Christa Gillmann and Christine Hirsch Erasmus Departmental Coordinators international@wzw.tum.de Prof. Dr. Roland Gerstmeier r.gerstmeier@mytum.de +49 8161 71 3769

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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
CZ PRAHA 07	D MUNCHEN02	0532 (at TUM: 0511)	Environmental Sciences, Ecology/ Biology	1st 2 nd	5 /15	
D MUNCHEN02	CZ PRAHA 07	0511 (at ChUP: 443/ 0532)	Environmental Sciences, Geography/Geoecology	1st 2 nd	5 /15	

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA ⁴	STT ⁵
CZ PRAHA 07	D MUNCHEN02	0532 (at TUM: 0511)	Environmental Sciences, Ecology/ Biology	2/10	0/0
D MUNCHEN02	CZ PRAHA 07	0511 (at ChUP: 443/ 0532)	Environmental Sciences, Geography/Geoecology	2/10	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	German	B2	B2
D MUNCHEN02		German or English		B2	B2

² Student Mobility for Studies

³ Student Mobility for Traineeship

⁴ Staff Mobility for Teaching

⁵ Staff Mobility for Training

D. Calendar

1. Student nomination/application deadlines:

	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA07	31th October	15th June
D MUNCHEN02	See Annex	

CZ PRAHA07:

- The receiving institutions will send their decisions within 6-8 weeks after deadline.
- 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.

D MUNCHEN02:

- See Annex
- See Annex
- 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 MUNCHEN 02
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	See Annex
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	See Annex
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

⁶ To be adapted in case of a trimester system.

⁷ To be adapted in case of a trimester system.

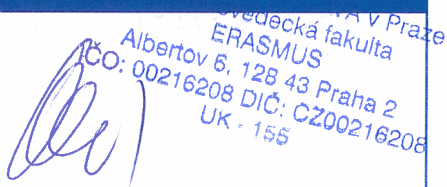
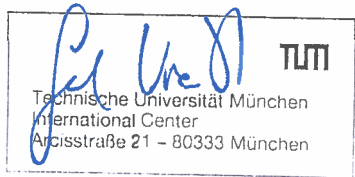
⁸ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

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.

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
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	05.02.2015	
D MUNICH02	Sabine Viererbl Erasmus Institutional Coordinator	05.02.2015	

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

Annex to Erasmus+ Inter-Institutional Agreement
Institutional Factsheet

1 Institutional Information

1.1 Institutional details

Name of the institution	Technische Universitaet Muenchen
Erasmus Code	D MUNCHEN02
EUC	28692-IC-1-2007-1-DE-ERASMUS-EUCX-1
Institution website	http://www.tum.de/
Online course catalogue	https://campus.tum.de/tumonline/webnav.ini To access the course catalogue, please select « courses » in the search bar.

1.2 Main contacts

Contact person	Simone Froehlich
Responsibility	Coordinator Erasmus Student Mobility for Traineeships and Staff Mobility - Outgoing
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : froehlichs@zv.tum.de Tel. : +49 89 289 25415

Contact person	Sabine Viererbl
Responsibility	Coordinator Erasmus Student Mobility for Studies - Outgoing
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : viererbl@zv.tum.de Tel. : +49 89 289 25433

Contact person	Petra Ritter
Responsibility	Coordinator Welcome Office - Incoming
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : ritter@zv.tum.de Tel. : +49 89 289 25012

2 Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Architecture	German and/or English	B1
Student Mobility for Studies	Civil, Geo and Environmental Engineering	German and/ or English	B1
Student Mobility for Studies	Chemistry	German	B1

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Electrical Engineering and Information Technology	German and/ or English	B1
Student Mobility for Studies	Informatics	German and/ or English	B1
Student Mobility for Studies	Mathematics	German and/ or English	B1
Student Mobility for Studies	Mechanical Engineering	German	B1
Student Mobility for Studies	Medicine	German	B1
Student Mobility for Studies	Physics	German and/ or English	B1
Student Mobility for Studies	Sport and Health Sciences	German and/ or English	B1
Student Mobility for Studies	TUM School of Education	German and/ or English	B2
Student Mobility for Studies	TUM School of Management	German and/ or English	B2
Student Mobility for Studies	Center of Life and Food Sciences Weihenstephan	German and/ or English	B2

Recommended language of instruction level for Staff Mobility for Teaching: B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>. For more details on the language of instruction recommendations, please refer to our international student advisers (<http://www.international.tum.de/en/contact/international-student-advisers/>).

3 Additional requirements

E-Nomination & necessary application documents

The partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via the web-based platform "moveonnet" (= eNomination). After an acknowledgement-email from TUM, the International Office of the home university sends the completed application documents to TUM. Applications from students sent directly to the TUM International Office will not be accepted. Nominated Students should submit in the following documents, see: www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/erasmus/

4 Calendar

4.1 Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	15.05.
Spring term	31.10.

Semester Data:

Winter (autumn) term: October – March, Summer (spring) term: April – September (Specific semester dates: <http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/>)

4.2 Decision Response

We will send our decision from July/December (for coming winter term/summer term) on.

4.3 Transcripts of Records

Students should contact their international student advisers
(<http://www.international.tum.de/en/contact/international-student-advisers/>).

Further information:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/transcript-of-records-and-other-confirmations/>

4.4 Termination of Agreement

A notice of at least one academic year should be given. This means that 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.

5 Additional information

5.1 TUM welcomes students and staff with disabilities.

Learn more at: <http://www.tum.de/en/studies/advising/barrier-free-education/>

5.2 Grading system

D MUNCHEN02: According to § 17 of our "General Academic and Examination Regulations for Bachelor's and Master's Programs (APSO)" at Technische Universität München, please find attached the description of the institutional grading system.

Description of the institutional grading system

The subject grade is the average of the individual examination grades in that subject and is expressed according to the following scale:

1, 0	to	1,5	"very good"
1, 6	to	2,5	"good"
2, 6	to	3,5	"satisfactory"
3, 6	to	4,0	"sufficient"
4, 1	to	5,0	"fail"

5.3 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.
Information and assistance can be provided by the following contact person:

Contact person	Petra Ritter
Responsibility	Coordinator Welcome Office and Visa counselor
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : ritter@zv.tum.de Tel. : +49 89 289 25012
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/

5.2 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education (http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm) We will inform incoming students/staff of cases in which insurance cover is not automatically provided (eg. public liability insurance). Information and assistance for the compulsory health insurance is provided on the website:

Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511
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5.3 Housing

The TUM does not own any accommodation and search will be difficult, but our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

The application for the Erasmus program at TUM does not include an offer for a room in a dorm. Students have to find a room themselves on the private market with the list of hints on finding accommodation:

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

Contact details	incoming_help@zv.tum.de
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/exchange-students/

5.4 Orientation Program

TUMi provides an orientation program designed to help students find their way in Munich. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term) and is divided into about instructional units that are designed to not only help you get through the paper work upon arrival, but also acquaint you with the cultural possibilities in and around Munich:

Contact person	Dominik Beisser
Responsibility	Coordinator TUMi
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : tumi-koordination@zv.tum.de Tel. : +49 89 289 25477
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/orientation-weeks/