



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 Social Geography and Regional Development	CZ PRAHA07	RNDr. Jiří Vágner, Ph.D. vagner@natur.cuni.cz +420 22195 1397
LUDWIG-MAXIMILIANS-UNIVERSITÄT, MÜNCHEN	D MUNCHEN01	<u>Institutional Coordinator:</u> Jean Schleiss International Office Geschwister-Scholl-Platz 1 80539 München Tel: +49 89 2180 3807 Fax: +49 89 2180 3136 E-mail: jean.schleiss@lmu.de <u>Departmental Coordinator:</u> Dr. Philipp Namberger Lehrstuhl für Wirtschaftsgeographie und Tourismusforschung Luisenstr. 37 80333 München Tel: +49 89 289 25439 Fax: +49 89 289 22877 E-mail: philipp.namberger@geographie.uni-muenchen.de <u>Website:</u> www.lmu.de/en/international/incoming

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 PRAHA07	D MUNCHEN01	07.1 443	Geography	1 st , 2 nd	2/12	0/0
D MUNCHEN01	CZ PRAHA07	07.1 443	Geography	1 st , 2 nd	2/12	0/0

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA ⁴	STT ⁵
CZ PRAHA07	D MUNCHEN01	07.1 443	Geography	1/5	0/0
D MUNCHEN01	CZ PRAHA07	07.1 443	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 MUNCHEN01		German		B1	To be agreed on individual basis

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:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA07	June 15 th	October 31 st
D MUNCHEN01	Deadline for nominations: May 15 Deadline for applications: June 15	Deadline for nominations: November 15 Deadline for applications: December 15

- 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. For D MUNCHEN01 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 MUNCHEN01
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	www.lmu.de/en/international/incoming >living in Munich>accommodation
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	Christine.kern@lmu.de
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	www.lmu.de/en/international/incoming >living in Munich>visa
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	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.

WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	www.lmu.de/en/international/incoming >living in Munich>health insurance
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	<i>2.12.2013</i>	 CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138
D MUNCHEN01	Jean Schleiss, Institutional Coordinator	29.11.2013	<i>Jean Schleiss</i> 

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



Erasmus+ at LMU

Annex for Inter-Institutional Agreements

The annex is an integral part of the Inter-Institutional Agreement. The Inter-Institutional Agreement is only valid on condition that both parties hold the Erasmus Charter for Higher Education.

Institution Details

Name of Institution	Ludwig-Maximilians-Universität (LMU)
Erasmus ID Code	D MUNCHEN01
Postal Address	International Affairs Geschwister-Scholl-Platz 1 80539 München Germany
Visiting Address	Ludwigstraße 27, room G007, 80539 München
Website	www.lmu.de/en/international/incoming

Erasmus Contacts

Erasmus Inter-Institutional Agreements Coordinator	Jean Schleiss Phone: +49 89 2180 - 3807; Fax: +49 89 2180 - 3136 jean.schleiss@lmu.de
Incoming Students	Claudia Gebhard and Catherine Ubl Phone: +49 89 2180 - 2799 erasmus-incoming@lmu.de
Outgoing Students	Ms Claudia Wernthaler Phone: +49 89 2180 - 3795; Fax: +49 89 2180 - 3136 claudia.wernthaler@lmu.de

Nomination of Exchange Students

We ask partner universities to nominate exchange students to erasmus-incoming@lmu.de no later than:	
Winter Semester: May 15	Summer Semester: November 15

Application and Registration Procedures

Application
After completing the online application at our website, students should print out the form and have it signed by the relevant coordinator at the home university. The application should then be sent with all supporting documents to the LMU International Office.
Application Deadlines
Winter Semester: June 15 Summer Semester: December 15
Registration
Registration of new Erasmus incoming students usually takes place in October and April respectively. Students are informed about registration dates in the official letter of acceptance (Zulassungsbescheid), which they will receive not later than 6 weeks after the application deadline.
www.lmu.de/en/international/incoming > Application and Admission



Recommended Language Skills

As the language of instruction of most undergraduate courses is German, the recommended language of instruction level is generally B1 (according to the "Common European Framework of Reference for Languages") and for courses taught in English the minimum language requirement is generally B1.

For both German/English some faculties/departments require higher levels of proficiency:

www.lmu.de/en/international/incoming > Application and Admission > Language Requirements

Language Courses

www.lmu.de/en/international/incoming > Living in Munich > Language Courses

Additional Requirements

Choosing courses outside the subject area defined in the Inter-Institutional Agreement

With some restrictions, exchange students may take courses outside the subject area of the Inter-Institutional Agreement on condition that they have previous knowledge in that subject area. However, places cannot be guaranteed to students in subject areas which are not defined in the Inter-Institutional Agreement.

www.lmu.de/en/international/incoming > Studying at LMU > Choosing Courses

Welcome Day

At the beginning of each semester LMU organises a Welcome Day. Erasmus students are also informed about orientation sessions which are offered in the faculties/departments.

www.lmu.de/en/international/incoming > Welcome Day

Buddy Program

As well as many social programs, LMU has a buddy program which exchange students are encouraged to join.

www.lmu.de/en/international/incoming > Living in Munich > International Student Life

Students with special needs / Students with children

To find out about on the kind of facilities available at LMU before going abroad, students should contact the LMU Erasmus-Incoming-Team directly (erasmus-incoming@lmu.de).

www.uni-muenchen.de/barrierefrei

www.uni-muenchen.de/studierenmitkind

Studying at LMU Munich

Academic Year

The academic year consists of two semesters – winter and summer.

The months of March, April, August, and September are officially free of lectures. However, students may have examinations, additional courses, or papers to concern themselves with during these months. Students should ask their departmental coordinators about the examination schedule.

www.lmu.de/en/international/incoming > Studying at LMU > Academic Calendar

Course Information

The up-to-date course catalogue is available only two months before the beginning of each semester. Before the catalogue goes online students may consult the faculty websites where there is often general information about choosing courses etc.

www.lmu.de/en/international/incoming > Studying at LMU > Choosing Courses



Grading System

At LMU Munich credit for Bachelor and Master Courses is given in accordance with the European Credit Transfer System (ECTS). The recommended workload is 30 ECTS per semester. All coursework will be graded in accordance with the German grading system.

General Grading System

< 1,00 exceptional (not given in all departments)
1,00 – 1,50 very good (sehr gut)
1,51 – 2,50 good (gut)
2,51 – 3,50 satisfactory (befriedigend)
3,51 – 4,00 sufficient (ausreichend)
> 4,00 deficient (mangelhaft)

Grading System for Law

16 – 18 points: very good (outstanding)
13 – 15 points: good (well above average)
10 – 12 points: fully satisfactory (above average)
07 – 09 points: satisfactory (meets all normal requirements)
04 – 06 points: sufficient (meets requirements, some weakness)
01 – 03 points: deficient (considerable weakness, unacceptable)
0 points: inadequate/unsatisfactory (wholly unacceptable)

Transcript of Records

Every effort will be made to issue transcripts of records 5 weeks after the assessment period at LMU has finished. As each department/faculty has different regulations, it may not always be possible to adhere to this deadline.

General Information

Accommodation

The "Studentenwerk" is responsible for providing accommodation for Erasmus students. The allocation of rooms in student residences run by the Studentenwerk is, however, coordinated at the International Office.

Contact person: christine.kern@lmu.de

Accommodation cannot be guaranteed to all Erasmus students. The International Office will however provide information and assistance to incoming students according to the requirements of the Erasmus Charter for Higher Education.

www.lmu.de/en/international/incoming > Living in Munich > Accommodation

VISA

Depending on the country of origin, there are different entry and residence regulations for students.

www.lmu.de/en/international/incoming > Downloads > Exchange Student Guide

Insurance

Adequate health insurance is obligatory for all exchange students. There are different regulations depending on the students' country of origin. Detailed information can be found at:

www.lmu.de/en/international/incoming > Living in Munich > Health Insurance

LMU also strongly recommends an accident, personal and third party liability insurance for the duration of stay in Germany.

Exchange Student Guide

Detailed information about all points mentioned above and other useful information can be found at:

www.lmu.de/en/international/incoming > Downloads > Exchange Student Guide