



Erasmus⁺ Programme



Universität
Stuttgart

Inter-institutional agreement 2014/15-2016/17

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
UNIVERSITÄT STUTTGART Faculty of Civil- and Environmental Engineering	D STUTTGA01	Please refer to annex Departmental Coordinator: Prof. Dr. András Bárdossy

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 STUTTGA01	0532 (ex. 443 / 07.0)	Earth Science	1 st , 2 nd , 3 rd	2/6=12 0/0
D STUTTGA01	CZ PRAHA07	0712 (ex. 850 / 07.4)	Environmental Protection Technology	1 st , 2 nd , 3 rd	2/6=12 0/0

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

FROM	TO	Subject area	Subject area name	Total Number of staff mobility/Total number of days	
		ISCED	ISCED	STA ⁴	STT ⁵
CZ PRAHA07	D STUTTGA01	0532 (ex. 443 / 07.0)	Earth Science	1/5	0/0
D STUTTGA01	CZ PRAHA07	0712 (ex. 850 / 07.4)	Environmental Protection Technology	1 staff member, min. 2 days (excl. travel time), min. 8 teaching hours	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 STUTTGA01	Please refer to annex	Please refer to annex	Please refer to annex	Please refer to annex	Please refer to 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 STUTTGA01	Please refer to annex	Please refer to annex

- CZ PRAHA07 will send their decisions within 6-8 weeks after deadline.
D STUTTGA01: Please refer to annex
- CZ PRAHA07: 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 STUTTGA01: Please refer to annex

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.

D. Additional requirements

To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff,

Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.

D STUTGA01: Please refer to annex

E. Information

CZ PRAHA07		D STUTGA 01
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	Please refer to annex
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	Please refer to annex
Housing ⁸	http://www.cuni.cz/UK-2073.html	Please refer to annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	Please refer to annex
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	Please refer to annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	Please refer to annex
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	Please refer to annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	Please refer to annex
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	Please refer to annex
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	Please refer to annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	Please refer to annex




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.

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	29.11.2013	 CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138
D STUTTG01	Katja Schuster, Erasmus+ Institutional Coordinator	10.12.13	 

¹² Scanned signatures, seals and stamps are accepted

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Fact Sheet 2014/15

1. Institutional Information

1.1. Institutional details

Name of the institution	Universität Stuttgart – University of Stuttgart
Erasmus Code	D STUTTGA01
EUC	28252-IC-1-2007-1-DE-ERASMUS-EUCX-1
Website Institution	http://www.uni-stuttgart.de/
Website International Office	http://www.ia.uni-stuttgart.de/
Online course catalogue	http://www.lsf.uni-stuttgart.de/

1.2. Main contacts

Contact person	Ms Katja Schuster
Responsibility	Erasmus Institutional Coordinator Contact person for Erasmus partners and inter-institutional agreements Contact person for Erasmus outgoing students and staff Contact person for Erasmus incoming staff
Contact details	Phone: +49 711 685 68553 - Fax: +49 711 685 58553 - Email: schuster@ia.uni-stuttgart.de

Contact person	Ms Melanie Schillo
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone: +49 711 685 68566 - Fax: +49 711 685 68600 - Email: incoming@ia.uni-stuttgart.de

2. Detailed requirements and additional information

C. 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	Any	German	B1 (at the beginning of the exchange) + participation in the intensive German course at the University of Stuttgart
Student Mobility for Studies	Any	English	B2 (at the beginning of the exchange)
Staff Mobility for Teaching	Any	German	B2
Staff Mobility for Teaching	Any	English	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 course catalogue.

D. Additional requirements

Bachelor/Master Thesis:

Incoming students, who would like to write a Bachelor or Master thesis in the field of **Engineering** at our university, will have to apply for a 1-year exchange (2 semesters) *:

- 1st semester: The incoming student will take courses and look independently for a thesis topic and a supervisor during the exchange semester (or before). Please note that the Office of International Affairs and the Erasmus departmental coordinators are not able to assist in finding a suitable thesis topic and supervisor.
- 2nd semester: The incoming student may write the thesis, if he/she has found a thesis topic and supervisor. If not he/she will be able to take courses at our university instead or write the thesis at e.g. the home institution.

* This regulation applies to all partner institutions and incoming students, unless there is a special pre-approval by the hosting institute/department of the University of Stuttgart.

Special Needs:

Students and staff with disabilities are welcome to apply for an Erasmus exchange to our university. Our university is generally able to accommodate students and staff with disabilities upon request. Please make sure to inform us about the special needs of your students and staff well ahead of time.

E. Calendar

1. Application Deadlines

Applications of nominated students must reach our institution by:

Autumn term	May 1 st
Spring term	December 1 st

2. Decision Response

We will send our decision within ~6 weeks.

3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

F. Additional information

1. Grading system

The University of Stuttgart awards so-called *Leistungspunkte (LP)* = credit points for their Bachelor and Master courses. These credit points are equivalent to ECTS. More information on the ECTS system may be found on the following website: <http://www.ia.uni-stuttgart.de/internat/bewerber/program/ects/>

Incoming students receive documents verifying successful participation in a course, the so-called *Scheine*. These have to be submitted to the Erasmus departmental coordinators before the end of the exchange. The departmental coordinators will then issue the students' transcripts of records.

grade	in words	corresponding to
1,0 - 1,5	<i>sehr gut</i>	excellent (seldom achieved)
1,6 - 2,5	<i>gut</i>	very good (well above average)
2,6 - 3,5	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3,6 - 4,0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; 4,0 = pass)
4,1 +	<i>mangelhaft</i>	fail

2. 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 points and information sources:

Contact person	Ms Melanie Schillo
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: schillo@ia.uni-stuttgart.de
Website	http://www.ia.uni-stuttgart.de/internat/bewerber/program/visa/

3. 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.
Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Melanie Schillo
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: schillo@ia.uni-stuttgart.de
Website	http://www.ia.uni-stuttgart.de/internat/studierende/practical/insurance/

4. Housing

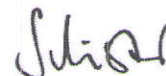
Our institution will support incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Ms Melanie Schillo
Responsibility	General Erasmus incoming enquiries Contact person for Erasmus incoming students
Contact details	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: schillo@ia.uni-stuttgart.de
Website	http://www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/

5. Academic Calendar: http://www.ia.uni-stuttgart.de/internat/bewerber/program/academical_calendar/

	Autumn term	Spring term
Intensive German Course	September – mid-October	March – mid-April
Lecture period	mid-October – mid-February	mid-April – mid-July
Exam period	mid-February – mid-April	mid-July – mid-October

Stuttgart, 15.10.2013



Katja Schuster,
Erasmus+ Institutional Coordinator