



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional agreement 2017/18-2020/21 between programme countries


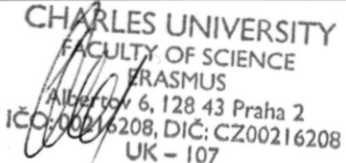
The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme in accordance with the terms of the original signed inter-institutional agreement to which this renewal and all amendments are appended.

They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

**Universität Stuttgart (D STUTTGA01) and Univerzita Karlova v Praze – Faculty of Science (CZ PRAHA07), hereby agree to renew the inter-institutional agreement in the field(s) of 0532. Earth sciences / 0712. Environmental protection technology at the terms stipulated in the original inter-institutional agreement of 2014-17.**

This inter-institutional agreement is valid for the duration of 2017/18 – 2020/21, and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. This means 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup> and stamp
D STUTTGA01	Ms Katja Schuster, Erasmus+ Institutional Coordinator	22.12.2016	
CZ PRAHA07	Dr. Dagmar Chalupová Faculty Erasmus Coordinator	22.12.2016	

<sup>1</sup> Scanned signatures are accepted

## Annex to Erasmus+ Inter-Institutional Agreement Institutional Fact Sheet 2017/18 – further notice

### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution</b>	Universität Stuttgart – University of Stuttgart
<b>Erasmus Code</b>	D STUTTGA01
<b>EUC</b>	28252-IC-1-2007-1-DE-ERASMUS-EUCX-1
<b>Address of International Office</b>	Office of International Affairs, Paffenwaldring 60 (IZ), 70569 Stuttgart, Germany
<b>Website Institution</b>	<a href="http://www.uni-stuttgart.de/">http://www.uni-stuttgart.de/</a>
<b>Website International Office</b>	<a href="http://www.ia.uni-stuttgart.de/">http://www.ia.uni-stuttgart.de/</a>
<b>Online course catalogue</b>	<a href="https://campus.uni-stuttgart.de/cusonline/webnav.ini">https://campus.uni-stuttgart.de/cusonline/webnav.ini</a>

#### 1.2. Main contacts

<b>Contact person</b>	Ms Katja Schuster
<b>Responsibility</b>	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
<b>Contact details</b>	Phone: +49 711 685 68553 - Fax: +49 711 685 58553 - Email: <a href="mailto:schuster@ia.uni-stuttgart.de">schuster@ia.uni-stuttgart.de</a>

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone: +49 711 685 68566 - Fax: +49 711 685 68600 - Email: <a href="mailto:incoming@ia.uni-stuttgart.de">incoming@ia.uni-stuttgart.de</a>

### 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) \*:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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. Nomination, Registration and Application Deadlines

**E-Mail Nomination by home institution** of selected students must reach our institution by:

<b>Autumn / Winter term</b>	<u>Before</u> May 1 <sup>st</sup>
<b>Spring / Summer term</b>	<u>Before</u> November 1 <sup>st</sup>

**Online Registration (Mobility-Online Portal)** of nominated students must reach our institution by:

<b>Autumn / Winter term</b>	May 1 <sup>st</sup>
<b>Spring / Summer term</b>	November 1 <sup>st</sup>

**Online Application (C@mpus Portal)** of registered students must reach our institution by:

<b>Autumn / Winter term</b>	June 1 <sup>st</sup>
<b>Spring / Summer term</b>	December 1 <sup>st</sup>

### 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/Erasmus/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:

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

### 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](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:

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

#### 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:

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: <a href="mailto:schillo@ia.uni-stuttgart.de">schillo@ia.uni-stuttgart.de</a>
<b>Website</b>	<p>We are not able to provide rooms for the students during the Erasmus exchange period. Students have to find accommodation on their own. Please arrange your housing matters as early as possible. Further information about housing can be found here: <a href="http://www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/private/index.en.html">http://www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/private/index.en.html</a></p> <p>We recommend strongly to apply as soon as possible at the Studierendenwerk Stuttgart for student dormitory: <a href="https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen">https://www.studierendenwerk-stuttgart.de/en/onlinebewerbung-wohnen</a></p> <p>Please note: You do not need to be officially admitted or enrolled to apply for student dormitory.</p>

#### 5. Academic Calendar:

[http://www.ia.uni-stuttgart.de/internat/studierende/practical/university/academical\\_calendar/](http://www.ia.uni-stuttgart.de/internat/studierende/practical/university/academical_calendar/)

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



Stuttgart, 01.09.2016