



Erasmus⁺ Programme

UNIVERSITÉ DE STRASBOURG

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 Physical Geography	CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. dagmar.chalupova@natur.cuni.cz +420 22195 1367 RNDr. Luděk Šefrna, CSc. ludek.sefrna@natur.cuni.cz +420 22195 1411
UNIVERSITE DE STRASBOURG Faculty of Geography and Development	F STRASBO48	<u>Administrative:</u> M. Ludovic FABRE Ludovic.fabre@unistra.fr +33 3 68 85 60 12 <u>Departmental coordinator:</u> M. Joël HUMBERT joel.humbert@unistra.fr +33 3 68 85 08 91

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	F STRASBO48	443	Geography	1 st , 2 nd	3/18	0/0
F STRASBO48	CZ PRAHA 07	443	Geography	1 st , 2 nd	2/18	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 PRAHA 07	F STRASBO48	443	Geography	2/10	0/0
F STRASBO48	CZ PRAHA 07	443	Geography	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	Czech	B2	B2
F STRASBO48	443	French		B1	B2

D. Calendar

F STRASBO48: see annex

1. Student nomination/application deadlines:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA07	June 15 th	October 31 st

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. 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.

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.

E. Information

CZ PRAHA07		F STRASBO48
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
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	18.11.2013	 CHARLES UNIVERSITY in Prague Faculty of Science LLP ERASMUS Albertov 6, 128 43 Prague 2 UK-138
F STRASBO48	Ms Sandra REBEL, Erasmus Institutional coordinator	14/11/2013	 

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

1. Institutional Information

1.1. Institutional details

Name of the institution	Université de Strasbourg
Erasmus Code	F STRASBO48
EUC	Waiting for the Charter publication
Institution website	http://www.unistra.fr
Online course catalogue	http://www.unistra.fr/index.php?id=18506

1.2. Main contacts

Erasmus Institutional Coordinator	Ms. Sandra REBEL sandra.rebel@unistra.fr +33 3 68 85 65 13
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Teaching Staff – Staff Training - Placements

For <u>all faculties</u> International Central Office 22 rue René Descartes 67084 Strasbourg cedex	
Teaching Staff (STA) (outgoing & incoming) Staff Training (STT) (outgoing & incoming) Placements (outgoing)	Mrs. Carmen FUCHS dri-outgoing-placements-europe@unistra.fr +33 3 68 85 60 03

Student mobility for Studies, Inter-institutional Agreements and Housing

For <u>EM Strasbourg Business School / Ecole de Management Strasbourg</u> International Office 61 Avenue de la Forêt Noire 67085 Strasbourg cedex www.em-strasbourg.eu	
Bilateral agreements	Ms. Claudia SAMPEL claudia.sampel@em-strasbourg.eu +33 3 68 85 84 06
Outgoing Students	Ms. Claudia SAMPEL claudia.sampel@em-strasbourg.eu +33 3 68 85 84 06 Ms. Philippa CAHILL philippa.cahill@em-strasbourg.eu +33 3 68 85 83 86

Incoming Students and Housing	Ms. Elodie THEVENET elodie.thevenet@em-strasbourg.eu +33 3 68 85 84 03
For BAI, Incoming and Outgoing students	Ms. Séverine BONHOMME Severine.bonhomme@em-strasbourg.eu +33 3 68 85 83 61 Replaced by Ms. Zita FONYODI until end of January 2014 Zita.fonyodi@em-strasbourg.eu

For Faculty of Law / Faculté de Droit International Office 1 Place d'Athènes B.P. 66 67045 Strasbourg cedex http://www-faculte-droit.u-strasbg.fr/index.php?id=1406	
Bilateral agreements	Mrs. Armelle DARBON
Incoming Students and Housing	droit-erasmus@unistra.fr
Outgoing Students	+33 3 68 85 88 24

For Institute of Political Studies / Institut d'Etudes Politiques International Office 47 Avenue de la Forêt Noire 67082 Strasbourg cedex http://www.iep-strasbourg.fr/international/venir-etudier-a-liep/	
Bilateral agreements	Mrs. Fabienne GOETZ-RICOU f.goetzricou@unistra.fr
Outgoing Students	+33 3 68 85 81 06
Incoming Students and Housing	Mrs. Michelle BENOIT michelle.benoit@unistra.fr +33 3 68 85 81 05

For IUT Robert Schuman International Office 72 route du Rhin CS 10315 67411 Illkirch http://iutrs.unistra.fr	
Bilateral agreements	Mrs. Fabienne KLEFFER
Outgoing Students	iutrs-ri@unistra.fr
Incoming Students and Housing	+33 3 68 85 84 54

For <u>Faculty of Life Sciences / Faculté des sciences de la vie</u> 28 rue Goethe 67000 Strasbourg http://sciencesvie.u-strasbg.fr	
Outgoing Students (NB: for Bilateral Agreements and Incoming Students and Housing, see the contacts below "for all others faculties")	Ms. Angélique LAUGEL alaugel@unistra.fr +33 3 68 85 19 75

For <u>all others faculties</u> International Central Office 22 rue René Descartes 67084 Strasbourg cedex	
Bilateral agreements	Mr. Ludovic FABRE ludovic.fabre@unistra.fr +33 3 68 85 60 12
Outgoing Students	Mrs. Sabine SZUSZMAN dri-outgoing-studies-europe@unistra.fr +33 3 68 85 66 13
Incoming Students	Mrs. Pascale RANSON dri-incoming-studies-europe@unistra.fr +33 3 68 85 63 82
Housing for incoming students	Mrs. Séverine CENSI scensi@unistra.fr +33 3 68 85 60 02

2. Detailed requirements and additional information

2.1. 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	Faculty	Subject area	Language(s) of instruction	Recommended language of instruction level *
Staff Mobility for Teaching	Any	Any	French/English	B2
Student Mobility for Studies	EM Strasbourg	340-Management	French/English	B2
	IUT Robert Schuman	32-Information/communication 342-Marketing and Sales 442-Chemistry 48-Informatic 582-Civil engineering	French	
	EOST	443-Earth sciences	French	
	FLCE/Etudes allemandes	222-Languages	French	
	Others faculties	Any	French	
				B1

* 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.

2.2. Additional requirements

To facilitate the integration of incoming students, the University of Strasbourg offers a buddy system. We also organize a welcome session at the beginning of each semester to give the incoming students all the practical information for a successful installation in Strasbourg. Moreover cultural tours and activities are offered to incoming students during all the year.

The Unistra also offers different devices to allow students to improve their level of French (<http://www.unistra.fr/index.php?id=18509>).

The University of Strasbourg can welcome students and staff with disabilities. We have two specific structures to help students and staff with disabilities.

2.3. Calendar

2.3.1. Nomination Deadlines

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

For EM Strasbourg	Autumn term	End of May
	Spring term	End of October
For all others faculties	Autumn term	Mid May
	Spring term	End of October

2.3.2. Decision Response

We will send our decision within **4** weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

2.3.4. Termination of Agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

3. Additional information

3.1. Grading system

<http://www.unistra.fr/index.php?id=18506>

[It is recommended that each institution provides 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.]

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

3.2. 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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www.em-strasbourg.eu/formations/pge11.php
Faculty of Law	Mrs Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	http://www.unistra.fr/index.php?id=vie-pratique
IUT Robert Schuman	Mrs Fabienne KLEFFER (see details above)	
all others faculties	Ms Pascale RANSON (see details above)	

3.3. 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.

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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET(see details above)	http://www.em-strasbourg.eu/formations/pge11.php
Faculty of Law	Mrs Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs Michelle BENOIT(see details above)	http://www.unistra.fr/index.php?id=vie-pratique
IUT Robert Schuman	Mrs Fabienne KLEFFER (see details above)	
all others faculties	Ms Pascale RANSON (see details above)	

3.4. Housing

Our institution will guide 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:

Faculties	Contact	Website
EM Strasbourg	Mrs Elodie THEVENET (see details above)	http://www.em-strasbourg.eu/formations/pge13.php
Faculty of Law	Mrs Armelle DARBON (see details above)	http://www-faculte-droit.u-strasbg.fr/index.php?id=1406
Institute of Political Studies	Mrs Michelle BENOIT (see details above)	The IEP has a quota of about 50 rooms in Halls of Residence. They are apportioned on a first come first served basis. Application forms are sent by email to students.
IUT Robert Schuman	Mrs Fabienne KLEFFER (see details above)	http://www.unistra.fr/index.php?id=18509#c83593
all others faculties	Mrs Séverine CENSI (see details above)	