

Swiss-European Mobility Programme
Bilateral agreement for the academic years
2014/2015, 2015/2016, 2016/2017, 2017/2018, 2018/2019

Information about higher education institutions

Name of the institution	Erasmus code	Contact details	Website
ETH Zürich	CH ZURICH07	Wittek, Angelika, Dr. angelika.wittek@rektorat.ethz.ch +41 44 632 23 52	http://www.mobilitaet.ethz.ch
Univerzita Karlova v Praze (Charles University in Prague) Faculty of Science	CZ PRAHA07	Chalupová, Dagmar, Dr. erasmus@natur.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-928.html

The numbers mentioned in this contract are not a commitment; reciprocity and/or prolongation may be discussed. For each academic year both parties will have the opportunity to review the exchange agreed upon in this initial paper. Upon mutual agreement, amendments of the mobility figures can be made.

The above parties agree to co-operate in the activities shown below in the frame of the Swiss-European Mobility Programme, according to the principles of the Erasmus Charter for Higher Education (ECHE). Both parties will facilitate information on any issue that can facilitate the mobility of students and staff.

The present agreement will be valid as long as Switzerland does not have the status of a Programme Country in Erasmus+.

Student Mobility for Studies (SMS)

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
CZ PRAHA07	CH ZURICH07	443	Earth Sciences	2nd 3rd	10,00 months 2,00 persons	
CH ZURICH07	CZ PRAHA07	443	Earth Sciences	2nd 3rd	10,00 months 2,00 persons	

Study Cycle: BSc = 1st, MSc = 2nd, PhD = 3rd;





Study Area Name: uses the name of the ETH Zurich Department that the agreement is valid for.

See following table for remarks regarding the agreement and flows (table only shown where applicable):

Termination of the agreement

In case that one partner decides to terminate the agreement, all partners need to be notified by 1 September 20XX at the latest. The decision will take effect as of 1 September 20XX+1.

Signatures of the legal representatives of both institutions

CH ZURICH07 - ETH Zürich:	CZ PRAHA07 - Univerzita Karlova v Praze (Charles University in Prague):
Name and status of representative: Dr. Angelika Wittek Institutional Coordinator	Name and status of representative: Dr. Dagmar Chalupová Faculty Coordinator
Signature and stamp:  	Signature and stamp:  
Date: 11.03.2014	Date:



Erasmus⁺ Programme

LOGO

Inter-institutional agreement 2014-2019

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 Institute of Petrology and Structural Geology	CZ PRAHA07	Assoc. Prof. David Dolejš, Ph.D. david.dolejs@natur.cuni.cz +420 221 95 1525
ETH ZÜRICH Department für Erdwissenschaften Institut für Geochemie und Petrologie	CH ZURICH07	Dr. Eric Reuser eric.reuser@erdw.ethz.ch +41 44 632 37 80

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	CH ZURICH07	443	Earth science	2 nd , 3 rd	2/10	0/0
CH ZURICH07	CZ PRAHA07	443	Earth science	2 nd , 3 rd	2/10	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 ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA ⁴	STT ⁵

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		Czech	English	B2	B2
CH ZURICH07		German	English		

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
CH ZURICH07		

- 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.
- 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	CH ZURICH07
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	
Housing ⁸	http://www.cuni.cz/UK-2073.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	

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		
CH ZURICH07	Dr. Angelika Wittek Institutional Erasmus Coordinator	31.1.2014	 

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


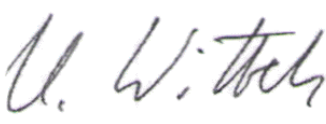

⁹ The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

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

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	7.2.2014	 UNIVERZITA KARLOVA v Praze Přirodovědecká fakulta LLP ERASMUS Albertov 6, 128 43 Praha 2 IČO: 00216208 DIČ: CZ00216208 UK-114
CH ZURICH07	Dr. Angelika Wittek Institutional Erasmus Coordinator	31.1.2014	 

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ANNEXE I

CH ZURICH07

ARTICLES C - F

Contacts Student Exchange Office	
Head of Student Exchange Office, Erasmus Institutional Coordinator	Dr. Angelika Wittek HG F 22.4 Raemistrasse 101 CH-8092 Zurich Phone +41 44 632 2352 angelika.wittek@rektorat.ethz.ch
Erasmus Agreements & Outgoing Students	Barbara Schori HG F 23.3 Phone +41 44 632 2087 barbara.schori@rektorat.ethz.ch
Erasmus Incoming Students	Andrea Rothenbühler HG F 23.2 Phone +41 44 632 9297 andrea.rothenbuehler@rektorat.ethz.ch
Administrative Assistance	Rachel Schmidig HG FO 23.4 Phone +41 44 632 70 68 rachel.schmidig@rektorat.ethz.ch
Postal Adress	ETH Zurich Raemistrasse 101 8092 Zurich Switzerland
Website Student Exchange Office	Exchange and Visiting Students
Application for Incoming Students	Information and on-line Application
Departmental Exchange Coordinators	List of Mobility Advisors

C. Recommended language skills

The sending institution, following the 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.

Student Mobility for Studies (SMS)

SAC/ ISCED	Language of Instruction 1	Language of instruction 2	Recommended language of instruction level	
			Level	Remarks
applies to all fields of study	German on BSc level	English on MSc level	B2 or higher	We trust our partners to nominate students with language level B2 or higher in German and/or in English depending on the courses chosen (learning agreement). Language certificates do not need to be submitted.

Staff Mobility

SAC/ ISCED	Language of instruction/ of the training 1	Language of instruction/ of the training 2	Recommended language of instruction/ language of training level
applies to all areas of teaching & training	German	English	B2 or higher

For more details on the language of instruction, see the course catalogue → www.courses.ethz.ch

D. Additional requirements

Applies to	Additional Requirements
SMS	<ul style="list-style-type: none">Study plan requirements: a minimum of 20 ECTS/semester as course and/or project work. Credit points are only awarded for successfully passed examsMajority of courses must be attended in the department of enrolment More details are available in the Study Plan Guidelines

Infrastructure to welcome students and staff with disabilities

Contact	Information
Orientation and Coaching for Students	Website of the Disability Advisory Service

E. Calendar

Applications/information on nominated students must reach the receiving institution by:

Autumn term/ academic year	Spring term
Deadline for online application is April 15	Deadline for online application is October 15
Project students may apply up to one month before the planned project start (three months for students needing a visa)	

Information for nominated students

Information on decision
The decision will be sent out within approximately 5 weeks after the application deadlines.

Transcript of Records

Transcript of Records will be issued by the receiving institution
Grades are available at the latest 6 weeks after the end of the examination sessions. Student are entitled to two free transcripts of records from the study administration office of their department of enrolment.

F. Information

Grading systems of the institutions

See [ETH Zurich's Grading System and ECTS Grades for more information.](#)

Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants. Detailed information will be sent to the applicants.

Contact details	Website for information
Student Exchange Office mobilitaet@rektorat.ethz.ch	Immigration → Do I need a Visa? FAQs

Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants. Detailed information will be sent to the applicants concerning insurances.

Contact details	Website for information
Student Exchange Office mobilitaet@rektorat.ethz.ch	Living in Zurich → Health Insurance Health Insurance advice Handbook for International Students FAQs

Housing

The receiving institution will guide incoming mobile participants in finding accommodation. Information and assistance can be provided by the following information sources.

Contact details	Website for information
Student Exchange Office mobilitaet@rektorat.ethz.ch Housing Office of University and ETH Zurich zimmervermittlung@ethz.ch	Living in Zurich → Accommodation Housing Office



Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

Rectorate
Student Exchange Office

ETH Zurich
Ms. Andrea Rothenbühler, M.A.
Student Exchange Coordinator: Erasmus IN
HG F 23.2
Raemistrasse 101
8092 Zurich, Switzerland

Phone +41 44 632 92 97
Fax +41 44 632 12 64
rothenbuehler@rektorat.ethz.ch
www.mobilitaet.ethz.ch

Zurich, 28 November 2013 ar

New application procedure for exchanges to ETH Zurich

Dear Partner

We would like to inform you that we are introducing a new system for the management of student mobility. This includes an online application for all your outgoing students applying for an exchange period at ETH Zurich in the academic year 2014/15. The online application will be available on our website from February 2014. The old application forms will no longer be accepted; all students have to register online.

Please note the following important points regarding the application procedure:

Nomination:

Students may either upload a confirmation of nomination they have received from you, or you can send us a nomination by email. Excel sheets for several students are also fine, as long as all nominations include: *Student name, birth date and email address; number of exchange semesters; field of studies (ISCED and/or subject code)*.

Transcript of records:

During the online registration, students will be required to upload the transcript of records for their complete higher education studies to date. The transcript for the Bachelor studies must be included for students who are already in their Master studies. They can upload several separate documents, e.g. if their Bachelor transcript is from a different university.

Course units planned until the exchange:

We also require applicants to upload a list of all the courses not yet shown on the transcript, which they are attending or plan to attend before the exchange begins. They may use the template provided on our website or make a list themselves.

Requirements for the study plan:

We expect students to carefully prepare a study plan according to our guidelines (e.g. regarding the minimum amount of credit points to be obtained, etc.). Please see the enclosed *Study Plan Guidelines* for details.

Language skills:

Students do not need to provide a language certificate, but we do require incoming students to have at least a B2 level in the teaching language(s), i.e. English and/or German, depending on their choice of courses. However, a C1 level is highly recommended.

Since the websites of ETH Zurich have been re-launched recently, please find the relevant new URLs in the annexe to the Erasmus+ Agreement, which serves as our new factsheet.

New application procedure

Nomination of our outgoing students:

Please note that for our outgoing students we will be sending you the nominations via email with an Excel sheet containing the information mentioned above (*student name, birth date and email address; number of exchange semesters; field of studies (ISCED or subject code)*).

We kindly ask you to inform our nominated students about the application procedure at your university. If you send us (or have already sent us) the link to your application information and procedure for our outgoing students, we will be happy to publish this information in our search portal so that our students will know how to apply for an exchange at your university.

Thank you for informing your outgoing students about these changes to our application procedure. Please do not hesitate to contact us should you have any questions!

We look forward to our continued cooperation.

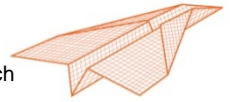
Best regards



Andrea Rothenbühler
Student Exchange Coordinator for Erasmus Incoming Students

Enclosure(s)

- Erasmus+ Inter-Institutional Agreement 2014-2018, including Annexe I and II
- Study Plan Guidelines



STUDY PLAN GUIDELINES

Importance of the study plan

For the following reasons, it is very important that you invest enough time in choosing your courses for your study plan carefully:

- You apply to a particular department of ETH Zurich. The department reviews your application and decides whether or not to accept it. The study plan is a crucial factor in this!
- Changing a few of your courses later on is possible (e.g. if there is a time conflict or if a course is cancelled), but you need to obtain the approval of your department for every change in your study plan. As a rule, it is not possible to make major changes to your study plan (e.g. taking more courses from another department) after your initial application!
- In general exchange students need to have their study plan approved by their home university before the exchange.

Course catalogue

The course catalogue is available online at www.courses.ethz.ch in German and English. You can search for courses according to various criteria such as level of study, department, study programme or language of instruction.

Usually, the course catalogue for the semester(s) you plan to stay at ETH Zurich is not yet online at the time of your application. However, there are few changes from one year to another. You can therefore use the course catalogue from the previous year to establish your study plan (previous autumn semester if you apply for the autumn semester, etc.).

In the detailed description of each course, you will find information (in separate tabs) on content, performance assessment, restrictions, etc.

Rules for the study plan

- As a general rule, you have to take **two thirds of your course credits** (for example 16 out of 24 ECTS credits) **in the department of enrolment**. The first three digits of the course number (xxx-xxxx-xxx) indicate the department offering the course. See the table on page 2 for the complete list. Exceptions are possible for interdisciplinary study programmes such as Environmental Sciences, Earth Sciences, etc. and must be approved by the department.
- Exchange and visiting students must earn a **minimum of 20 ECTS credits per semester**. Earning credits means passing the exam, not just attending the course. Language courses do not count towards this total.
- If you plan to take more than 25 ECTS credits per semester, you should discuss this with your [Departmental Exchange Coordinator](#), because you might have problems with the workload. The academic pace at ETH Zurich is high and you are expected to work a lot during the semester and for the exams. Taking more than 30 ECTS per semester is not recommendable.
- Choose your courses according to your language skills. You must have the necessary skills (at least a B2 level) in the language which each of the selected courses is taught in.

Restrictions

In general, all courses which are open to regular ETH students are also open to exchange and visiting students. It is possible to combine courses from Bachelor and Master level, but you must have the necessary prerequisites to follow the chosen courses. Use the [study guide\(s\)](#) of your department to determine whether you have the necessary background, not for an individual course but for the study programme in general (i.e. a background similar to that of regular ETH Zurich students).

- Some courses are restricted, e.g. in the number of participants. If this is the case, it is indicated in the course description. Please follow the instructions in the course description and/or contact the lecturer if you wish to participate in such a course.
- You cannot register for any [courses ending with –AAL](#).
- D-MTEC: This department only offers Master courses. Therefore, only Master students (with a Bachelor degree in science or engineering) may enrol.
- D-ARCH: For the design courses there is an internal enrolment procedure which you will be informed about. Places in the design courses are allocated by the department based on this internal [enrolment procedure](#).
- D-BSSE: Courses take place in Basel, not in Zurich. Taking courses in Zurich and Basel on the same day will be difficult, as going back and forth will take about 1.5 hours per way.
- D-GESS: No enrolment in this department, courses can only be chosen as electives (no more than one third of the study plan).

Performance assessments (examinations)

At ETH Zurich there are end-of-semester exams and session exams. In some courses, there is only a graded or ungraded semester performance (during the semester). The course catalogue indicates which type of performance assessment is held in each course. In general, exchange students are obliged to sit their exams during the examination periods: exams can be moved to an earlier date only for academic reasons (e.g. beginning of the semester at the home university) and with the approval of the examiner, the rectorate and/or the department.

Please be aware: Should you fail an exam, it will in many cases not be possible for you to retake it, especially if it is a session exam. This is often only allowed during the next exam period (a semester or even a year later) and sometimes only after taking the course unit again. You can only sit exams while you are still enrolled as a student at ETH Zurich.

Questions

Your study plan will be checked and approved by your Departmental Exchange Coordinator at ETH Zurich upon submission of the application. Your Departmental Exchange Coordinator is your primary contact for academic questions and you need to contact him or her in case of changes to your study plan.

List of course unit codes according to department offering the course

Architecture D-ARCH	051- and 063-xxxx-xxx
Civil Engineering D-BAUG	101-xxxx-xxx
Environmental Engineering D-BAUG	102-xxxx-xxx
Geomatics Engineering and Planning D-BAUG	103-xxxx-xxx
Mechanical Engineering D-MAVT	151-xxxx-xxx
Information Technology and Electrical Engineering D-ITET	227-xxxx-xxx
Computer Science D-INFK	251-, 252- and 263-xxxx-xxx
Materials Science D-MATL	327-xxxx-xxx
Management, Technology and Economics D-MTEC	351- and 363-xxxx-xxx
Health Sciences and Technology D-HEST	376-xxxx-xxx
Mathematics D-MATH	401-xxxx-xxx
Physics D-PHYS	402-xxxx-xxx
Pharmaceutical Sciences D-CHAB	511- and 535-xxxx-xxx
Chemistry D-CHAB	529-xxxx-xxx
Biology D-BIOL	551-xxxx-xxx
Human Movement Sciences D-HEST	557-xxxx-xxx
Biosystems Science and Engineering D-BSSE: located in Basel!	626- and 636-xxxx-xx
Earth Sciences D-ERDW	651-xxxx-xxx
Environmental Sciences D-USYS	701-xxxx-xxx
Agricultural Sciences D-USYS	751-xxxx-xxx
Food Sciences D-HEST	752-xxxx-xxx
Social Sciences and Humanity D-GESS: no enrolment in this Department: electives only (no more than 1/3 of chosen courses)	851-, 853-, 857- and 862-xxxx-xxx