

Erasmus+ Programme

Inter-institutional agreement 2014/2021 Mobility for learners and staff (Key Action 1)

Higher Education Student and Staff Mobility

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. 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.

A. Information about higher education institutions¹

UNIVERSITE JOSEPH FOURIER - GRENOBLE 1	Univerzita Karlova v Praze
FGRENOBL01	CZ PRAHA07
Institutional Coordinator: Prof. Anne MILET, Vice-President International Relations Office BP 53 - 38041 Grenoble Cedex 9 - France Fax : +33 (0)4 76 51 42 52 e-mail : relations.internationales@ujf-grenoble.fr Contact for Erasmus agreements: Céline TODESCO Tel : +33 (0)4 76 51 44 99 Contact for Incoming students : Jeannine LEUCI Tel : +33 (0)4 76 51 41 30	Mgr., DiS. Michal Marsalek, Institutional Coordinator European Office Ovocny trh 3/5 - 116 36 Prague - Tchèque, Rép. Tel: +420 224 491 310 Fax: +420 224 229 487 Email: michal.marsalek@ruk.cuni.cz
Coordinator for Department of Mechanics : Dr Sabine Rolland du Roscoat sabine.rolland@3sr-grenoble.fr Tel : + 33 (0)4 76 82 51 58 Departmental administration : phitem.international@ujf-grenoble.fr Tel + 33 (0)4 76 81 48 23 Coordinator For Polytech – School of Engineering : Brice Duhamel Tel : +33 (0)4 76 82 79 12 e-mail : Polytech.relint@ujf-grenoble.fr	David Mašín, Ph.D. Tel.: +420 221 95 1552 E-mail: david.masin@natur.cunl.cz Institute of Hydrogeology, Engineering Geology and Applied Geophysics Faculty of Science Albertov 3, 128 43 Praha 2 www.natur.cunl.cz/~masin

B. Mobility numbers² per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code* [ISCED]	Subject area name*	Study cycle (short cycle, 1st , 2nd)	St Number	Mobility for udles Total number of
					students	months
F GRENOBL01	CZ PRAHA07	0732 (582)	Civil Engineering*	1 st , 2nd	3	30
F GRENOBL01	CZ PRAHA07	0732 (582)	Civil Engineering*	1st, 2nd	3	30

¹ Inter-institutional agreements can be signed by two or more higher education Institutions.

Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Contact details to reach the senior officer in charge of this agreement and of its possible updates,

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*)

FROM (Erasmus code of	TO (Erasmus code of	Subject area	Subject area name*	Teaching	Staff mobility
the sending institution]	the receiving institution]	code* (ISCED)		SAC SALE CONTRACTOR STATES AND CONTRACTOR OF SALES	Total number of days of teaching
F GRENOBL01	CZ PRAHA07	0732 (582)	Civil Engineering*	1	5
CZ PRAHA07	F GRENOBL01	0732 (582)	Civil Engineering*	1	5

* Civil Engineering concerns the Mechanical Department OR Polytech School of Engineering at UJF.

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:

	of instruction 1	Language of instruction 2		
F GRENOBL01	French	English	Language 1 or 2 : B1/B2	Language 1 or 2 : B2
CZ PRAHA07	English	Czech	B2	B2

D. Additional requirements

F GRENOBLO1	Autumn term [month]	Spring term (month)
CLASSES BEGIN	1er September	Mid-January or February
WELCOME ORIENTATION MEETINGS	the first week of September These sessions are mandatory to get the authorization to register at university.	
INFRASTRUCTURE TO WELCOME STUDENTS AND STAFF WITH DISABILITIES	Service Accueil Handicap http://handicap.grenoble-univ.fr/ +33 (0)4 76 82 84 70	

E. Calendar

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

	Autumn term [month]		
	1 st June	1 st November	
F GRENOBL01	Application forms: http://www.ujf-grenoble.fr/international in English: Coming to the University as part of an exchange programme Academic Calendar : http://www.ujf-grenoble.fr/international Course catalog: http://www.ujf-grenoble.fr/formation/diplomes/		
CZ PRAHA07	June 15 th	October 31 st	

2. The receiving institution will send its decision within 6/8 weeks.

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 the agreement : If the agreement is signed for more than one academic year, the partners commit to amend the agreement in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

F GRENOBL01

The academic year is on a semester basis with each semester worth 30 ECTS as defined in the Bologna agreement of the European Higher Education System.

Grades are on a scale from 0 to 20 where 10/20 is the average passing grade.

However, in the French academic system, grades are viewed as a whole set for a semester which means that it is not only the individual grade in a given class that must be considered but the set of grades for a semester.

At the Bachelor's level, the average of all classes in a semester must be greater than or equal to 10/20.

At the Master's level, the overall average for all classes in a semester must be greater than or equal to 10/20 AND all individual class grades must be greater than or equal to 7/20.

In addition, grades in a class are a combination of knowledge based grades and competencies. Hence it is not strictly the rule that is to be learned but the concept behind it must be understood as well.

The following grading table reflects the way grades are given at UJF for a semester. Although very high grades are seldom given for classwork, grades for practicals, labs and internship rarely go below 10/20.

European Grading System	
Very uncommon (approx. 1 out of 1000 students). Brilliant and exceptional results	
Outstanding performance, first-rate results	
Very good to excellent results.	
Good to very good results	
Passing to satisfactory results	
Lowest passing grade: standard has been met but with a number of notable errors	
Fail, further work required	

<u>2. Visa</u>

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 Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F GRENOBL01	International Relations Office e-mail : <u>relations.internationales@ujf-</u> <u>grenoble.fr</u>	http://www.ujf- grenoble.fr/medias/fichier/welcomeguide- 2013-2014-english 1370349557576.pdf http://international.grenoble- univ.fr/jsp/fiche pagelibre.jsp?CODE=50887 804&LANGUE=1&RH=GUETREN MENTIONS
CZ PRAHA07		

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

And a second	Contact details (email, phone)	
F GRENOBL01	International Relations Office e-mail : relations.internationales@ujf- grenoble.fr	http://www.ujf- grenoble.fr/medias/fichier/welcomeguide- 2013-2014-english_1370349557576.pdf

4. Housing

The receiving institution will guide incoming mobile participants 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F GRENOBL01	International Relations Office e-mail : relations.internationales@uif- grenoble.fr	http://www.ujf- grenoble.fr/medias/fichier/welcomeguide- 2013-2014-english_1370349557576.pdf

E. Information

	CZ PRAHA07
WWW for Incoming Students	http://www.cuni.cz/UK-928.html
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html
Housing ³	http://www.cuni.cz/UK-2073.html
Contact details	<u>erasmus@ruk.cuni.cz</u> +420 224 491 710
WWW Visa Information ⁴	http://www.cuni.cz/UK-2045.html
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
WWW Insurance Information ⁵	http://www.cuni.cz/UK-2045.html
Contact details	<u>erasmus@ruk.cuni.cz</u> +420 224 491 710

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ 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.

⁵ 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.

ECTS Users' Guide ⁶	http://is.cuni.cz/studium/eng/predmety/index.php
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html
Contact details	<u>erasmus@ruk.cuni.cz</u> +420 224 491 310

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
F GRENOBL01	Prof. Anne MILET		La Vice-Présidente
F GRENUBLUI	Vice-President For International Relations	4 AVR. 2014	131110 Anne MILET
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty Erasmus Coordinator	14.2.2014 СНАГ	RLES UNIVERSITY In Prague Faculty of Science LLP ERASMUS ertov 6, 128 43 Prague 2 UK-138

⁶ 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. ⁷ Scanned signatures are accepted



..... OSEPH FOURIER UNIVERSITY – GRENOBLE 1



STUDENTS INFORMATION SHEET

GENERAL INFORMATION		
Name of Institution Erasmus code EUC	UNIVERSITE JOSEPH FOURIER – GRENOBLE 1 F GRENOBL01 210377	
Head of Institution Website for international students	Prof. Patrick LEVY, President <u>www.ujf-grenoble.fr</u> / Click on International – English version	
Institutional Coordinator	Prof. Anne MILET, Vice President for International Relations	
International Office	Ms. Sophie-Adelaide MAGNIER, Director	
Incoming student assistant	Ms. Jeannine LEUCI Tel: +33 (0)4 76 51 41 30	
Bilateral Agreements and Staff mobility	Ms. Céline TODESCO Tel: +33 (0)4 76 51 44 99	
	BP 53, F – 38041 Grenoble Cedex 9 – France Fax: +33 (0)4 76 51 42 52 E-mail: <u>relations.internationales@ujf-grenoble.fr</u>	

ERASMUS COORDINATORS & DOMAINS CODES		
Sports Science and Physical Education (1014)	David Trouilloud	David.Trouilloud@ujf-grenoble.fr
Biology (0511)	Eric Estève	Eric.Esteve@ujf-grenoble.fr
Chemistry (0531)	Catherine Bougault	Catherine.bougault@ibs.fr
Earth Sciences - Geography (0532)	Peter Fletcher / Céline Lutoff	iga-international@ujf-grenoble.fr
Computer Science (0611)	Christian Boitet	ri.im2ag@ujf-grenoble.fr
Mathematics (0541)	Christophe Champetier	ri.im2ag@ujf-grenoble.fr
Applied Mathematics (054)	Laurent Desbat	ri.im2ag@ujf-grenoble.fr
Education science (0111)	Jean-Claude Guillaud	Jean-claude.guillaud@ujf-grenoble.fr
Institute of Technology - IUT1 (07)	Fabienne Brion	Fabienne.Brion@ujf-grenoble.fr
Mechanics & Civil Engineering (0715, 0732)	Sabine Rolland du Roscoat	sabine.rolland@3sr-grenoble.fr
Medicine (0912)	Pr. Patrice Morand	Ri-medecine@ujf-grenoble.fr
Earth Sciences (0532)	Pascale Huyghe	Pascale.Huyghe@ujf-grenoble.fr
Engineering School of UJF - Polytech' (07)	Brice Duhamel	Polytech.relint@ujf-grenoble.fr
Pharmacy (0916)	Christine Demeilliers	Christine.demeillers@ujf-grenoble.fr
Physics (0533)	Olivier Isnard - Judith Peters - Ingo Schienbein	phitem.international@ujf-grenoble.fr

DATES	Semester 1	Semester 2
Classes begin	1 st September	Mid-January or February
Classes end	Mid-January	Mid-June
Exam periods	Mid-December or January (it depends of the level and the disciplines)	Mid-May or June
Special information sessions?	Yes, the first week of September	
Are these sessions mandatory?	Yes, to get the authorization to register at university	
Registration	Registration at our university is only carried out after your arrival in Grenoble	Registration at our university is only carried out after your arrival in Grenoble

APPLICATION FORMS	
APPLICATION DEADLINES	First semester or entire year : 1st June Second semester : 1st November
Application forms online available?	http://www.uif-grenoble.fr/international-/ Studying at the UJF / How to get here / Coming to the University as part of an exchange programme
Materials to submit	CV, covering letter, transcript of records of the previous years

COURSES FOR EXCHANGE STUDENTS		
Website of academic calendar	Click here <u>http://www.ujf-grenoble.fr/home-page-</u> 213171.htm?RH=1323694874118&RF=UJFEN And go to <i>Studying / International / University calendar</i>	
Link to course catalog	http://www.ujf-grenoble.fr/studying/choose-your-degree/	
Grading system at UJF	http://www.ujf-grenoble.fr/international/studying-at-the-ujf/how-to- get-here/coming-to-the-university-as-part-of-an-exchange- programme-1440710.htm?RH=1309339088808	
Full time course load per semester	Licence 1 – 2 - 3 (Undergraduate) : 60 ECTS/YEAR → 180 ECTS Master 1 - 2 (graduate) : 60 ECTS/YEAR → 120 ECTS 1 ECTS = 20 hours works (lecture, Practical/Tutorial Class, personal work) Each course (UE - Unités d'Enseignement) = 6 credit course	
French Language requirements for <u>Erasmus students</u>	European council level B1/B2 This minimum level is required for the students to be able to follow the courses taught in French. Certification by French teacher at home university or by Alliance Française can be useful.	
Preparatory language courses for incomings available? Costs? Special language courses for exchange	Semi-intensive courses : 8h/week during 4 weeks : 360 €uros or Intensive courses : 20h/week during 4 weeks : 680 €uros <u>CUEF website</u> : <u>www.u-grenoble3.fr/cuef/</u> UJF organizes and finances 2 sessions of French classes each year from	
students	September to December and from January to April (a total of 20 hours per	

	session, 2 hours a week). Each student is asked to take a mandatory test in French in order to form different groups by level. Further information will be provided after registration with your Erasmus coordinator.
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HOUSING		
Is housing guaranteed?	Yes, in student residence Hall (if the student applies before the deadline)	
Types of housing (dorms, private)	 Room in a conventional university Hall : 160 to 250 €uros / month (very basic accommodation) Room in a renovated university Hall : 300 to 600 €uros / month Room in a private home: 300 to 500 €uros / month Studio flat (one room) or small flat (one room and a kitchen) : 400 to 550 €uros / month 	
What's the distance from housing to the university?	University Halls located on campus or close to the departments (as Geography, Medicine, Pharmacy)	
Are meals included in housing?	No, but there are student restaurants on campus (3,05 €uros / meal with student ticket)	
What means of transport do the students use to get from housing to the university?	TRAM A/B/C/D, Bus 11/26 : Link : > <u>www.semitag.com</u> Bike, Walk	
Application deadline	The student will receive an e-mail that informs him/her of the possibility to fill in the housing application form. The application deadline <i>for housing</i> is: - 10 th July for the first semester or the entire year - 15 th November for the second semester	

Cost estimates per month	Living expenses :	
	 Food 200 €uros / month: 3,05 €uros / meal with student ticket 	
	Phone / Internet : from 30/50 €uros / month	
	 Transportation : student Pass 24,90 €uros / month (Grenoble metropolitan area) 	
	 French Health Insurance : 203 €uros / year 	
	 Civil liability Insurance : about 25 €uros 	
Can students bring their own health insurance?	Yes. It is strongly recommended to obtain a European Health Insurance Card from the health Insurance authority of your home country before arrival.	
Health insurance available? Costs?	 In France Health Insurance is mandatory. Whatever your nationality is, you are entitled to register at the Student Social Security Coverage. For your administrative registration, you must take out the French Social Security (cost : 203 Euros). Students who come to France for an exchange of less than three months and students who are over 28 years old cannot take out the French Social Security, they will have to take out insurance in their country of origin or a private insurance in France. On main university campus: Health Center provides free consultations during regular office hours. Click here http://www.grenoble-universites.fr/sante 	
Student visa	The visa delivered by the French Consulate abroad will be long-stay visas and equivalent to a first residence permit.	
	Send your form on arrival by registered mail to the "Office Français de l'Immigration et de l'Intégration- OFII" and you would also have to add a photocopy of your visa and the ID page of your passport.	

	OFII will then give you : - an acknowledgment of receipt of your request - a notification for a chest X-ray and medical check-up at the Health Center - the list of additional compulsory documents. Once these formalities have been completed, you must go to the OFII
	who will check your file and definitively validate your long-stay visa which will be your residence permit.
	The complete file must include the following documents : - the photocopy of your passport - the medical certificate validated by the Health Center
	 - a proof of address - an ID photo full face and bare headed - a tax stamp 58 Euros ("timbre fiscal") available in any tobacco store
Nearest airport	Lyon Saint-Exupery airport (see our website explaining how to reach the campus of Grenoble from the airport) : Link : <u>http://www.ujf-grenoble.fr/pied-de-page/acces/</u>
Other services available to exchange students	A friendly and dynamic student association to help the foreign students spend a great time discovering Grenoble, its region and French culture. IntEGre : <u>http://www.integre-grenoble.org/</u>
	The EVE building is an essential place of the campus where concerts, conferences, film presentations, dancing take place: http://www.asso-seve.org
	Guides for international students at the University of Grenoble: "Settling in" and living in Grenoble and Coming to study at Université de Grenoble available online: <u>www.grenoble-univ.fr/international</u>