



Erasmus+ Programme

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

Inter-institutional agreement for the academic years:
2019/2020 - 2020/2021
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. 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 institutions

Name of the institution (and department, where relevant)	Erasmus ID code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
Friedrich-Schiller-Universität Jena	D JENA01	Institutional Coordinator: XXXXX Fuerstengraben 1 07743 Jena, Germany Tel: xxxxx Fax: xxxxx Email: xxxxx Departmental Coordinator: XXXXX Institut für Organische und Makromolekulare Chemie (IOMC) Humboldtstraße 10 07743 Jena Germany Email: xxxxx, xxxxx. xxxxx Phone: xxxxx	http://www.uni-jena.de/international

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Vysoká škola chemicko-technologická v Praze</p> <p>(University of Chemistry and Technology, Prague)</p> 	<p>CZ PRAHA01</p>	<p>xxxxxx</p> <p><i>Head of International Relations Office</i></p> <p>UCT Prague Technická 5 166 28 Praha 6, Czech Republic</p> <p>Phone: xxxxxx</p> <p>xxxxxx xxxxxx (general IRO address)</p> <p><u>Incoming students:</u></p> <p>xxxxxx xxxxxx</p> <p><u>Outgoing students, agreements:</u></p> <p>xxxxxx xxxxxx</p>	<p>General information:</p> <p>www.vscht.cz</p> <p>Information for incoming Erasmus+ students:</p> <p>http://study.vscht.cz/erasmusplus</p>
--	-----------------------	---	---

B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year. Exceptional changes in mobility or in specific contract conditions can be discussed and adjusted via e-mail during the academic year if necessary.

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle			Number of student mobility periods		
				1 st (BA)	2 nd (MA)	3 rd (PhD)	Students (=sum)	months per student	Student months (=sum)
D JENA01	CZ PRAHA01	05	Natural sciences, mathematics and statistics	yes	yes	-	2	5	10
		07	Engineering, manufacturing and construction						
CZ PRAHA01	D JENA01	05	Natural sciences, mathematics and statistics	yes	yes	-	2	5	10
		07	Engineering, manufacturing						

			and construction						
--	--	--	------------------	--	--	--	--	--	--

Staff Mobility for Teaching

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods		
				Number of Teachers	Duration in days (per teacher)	Number of Teaching hours (min. 8)
D JENA01	CZ PRAHA01	05	Natural sciences, mathematics and statistics	1	min. 2 days	min. 8h
		07	Engineering, manufacturing and construction			
CZ PRAHA01	D JENA01	05	Natural sciences, mathematics and statistics	1	min. 2 days	min. 8h
		07	Engineering, manufacturing and construction			

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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²		
				Student Mobility for Studies		Staff Mobility for Teaching
				Niveau language 1	Niveau language 2	
D JENA01		German		B1, better B2	B1, better B2	B2 recommended
CZ PRAHA01		Czech	English	B2	B1	B2

²For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements / information

a) *Friedrich-Schiller-Universität Jena (D JENA01):*

Although University of Jena has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, some infrastructures may not be adequate. The University of Jena would advise to provide as much information ahead of time in order to inform the student/staff of the feasibility of the mobility.

b) Vysoká škola chemicko-technologická v Praze (CZ PRAHA01):

Disability: Special arrangements are possible on a case-by-case basis when communicated in advance (during application process).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]	Nominations should be send to
D JENA01	Nomination: June 30 th Application: July 15 th	Nomination: December 31 st Application: January 15 th	incoming@uni-jena.de
CZ PRAHA01	Nomination: June 15 th	Nomination: November 15 th	incoming@vscht.cz
	Application: June 30 th	Application: November 30 th	

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution usually 4-8 weeks weeks after the assessment period has finished at the receiving HEI.
4. Termination of the 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.

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

a) Grading system at Friedrich-Schiller-Universität Jena (D JENA01):

German grade	verbal definition
1.0 to 1.5	very good (a performance much better than the average demands)
1.6 to 2.5	good (a performance better than the average demands)
2.6 to 3.5	satisfactory (a performance equivalent to the average demands)
3.6 to 4.0	sufficient (performance meets the minimum criteria)
4.1 to 5.0	fail (a performance not sufficient to the average demands because of considerable shortcomings)

b) Grading system at Vysoká škola chemicko-technologická v Praze (CZ PRAHA01):

ECTS Grade	Numerical conversion in %	Definition
A	100 - 90	EXCELLENT Outstanding performance with only minor errors
B	89 - 80	VERY GOOD Above the average standard but with some errors
C	79 - 70	GOOD Generally sound work with a number of notable errors
D	69 - 60	SATISFACTORY Fair but with significant shortcomings
E	59 - 50	SUFFICIENT Performance meets the minimum criteria
FX	< 50	FAIL Some more work required before the credit can be awarded
F	< 50	FAIL Considerable further work is required
Z	-	PASS Course without examination Special UCT symbol

2. Visa

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
D JENA01	XXXXX XXXXX XXXXX	http://www.uni-jena.de/en/guide_quest_studies_FAQ.html https://www.uni-jena.de/en/quest_studies.html non-EU-nationals will have to apply for student visa before or after arrival
CZ PRAHA01	<i>Incoming students:</i> XXXXX XXXXX	http://study.vscht.cz/erasmusplus/before-arrival

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D JENA01	XXXXX XXXXX XXXXX	http://www.uni-jena.de/en/guide_quest_studies_FAQ.html https://www.uni-jena.de/en/quest_studies.html accepted insurances: European Health Insurance Cards or German public student HI
CZ PRAHA01	<i>Incoming students:</i> XXXXX XXXXX	http://study.vscht.cz/erasmusplus/before-arrival

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
D JENA01	<p>XXXXX XXXXX</p> <p>XXXXX</p>	<p>http://www.uni-jena.de/en/guide_guest_studies_FAQ.html</p> <p>http://www.stw-thueringen.de/english/housing/index.html</p> <p>Deadlines: January 31st, July 31st</p>
CZ PRAHA01	<p><i>Incoming students:</i> XXXXX XXXXX</p>	<p>http://study.vscht.cz/erasmusplus/before-arrival</p>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
D JENA01	<p>XXXXX ERASMUS+ Institutional Coordinator</p>		
CZ PRAHA01	<p>XXXXX <i>Head of International Relations Office</i></p>		

³ Scanned signatures are accepted