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**Erasmus+ Programme**

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

**Inter-institutional agreement 2019-2020**

**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.

1. **Information about higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| CZECH TECHNICAL UNIVERSITY IN PRAGUE (CTU)  Masaryk Institute of Advanced Studies | CZ PRAHA10 | **Erasmus Institutional Coordinator:**  Mrs. Dana Mrkvickova, Rectorate of CTU / Jugoslávských partyzánů 1580/3, 160 00, Praha 6 / A 801, T: +xxxxxxxxxxxxx, E: xxxxxxxxxxxxxxxxxxxxxx  **Faculty coordinator:** Mr. Jan Vlachý, MIAS School of Business, Kolejní 2637/2a, Prague 6 T: xxxxxxxxxxxxx | https://international.cvut.cz |
| University of Bamberg | D BAMBERG01 | Institutional Coordinator[[1]](#footnote-1):  Dr. Andreas Weihe, Institutional Coordinator  Phone: + xxxxxxxxxxxxx E-mail: xxxxxxxxxxxxx  Alexandra Wolf, Dr.  Welcome Center  Phone: + xxxxxxxxxxxxx  E-mail: xxxxxxxxxxxxx | https://www.uni-bamberg.de/en  https://www.uni-bamberg.de/en/auslandsamt/welcome-center-for-internationally-mobile-scholars/ |

**B. Mobility numbers[[2]](#footnote-2) 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.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 or 3rd] \**** | **Number of student mobility periods** | |
| Student Mobility for Studies  *[number of students/total number of months of the study periods \*]* | *Student Mobility for Traineeships \** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | |
| Staff Mobility for Teaching  *[total number of days of teaching periods or average duration \*]* | *Staff Mobility for Training \** |
| CZPRAHA10 | DBAMBERG01 | 04.1/0311/0532 | Business and Administration/Economics/ Geography | 2 places (2 days minimum) | 2 places (2 days minimum) |
| DBAMBERG01 | CZPRAHA10 | 04.1/0311/0532 | Business and Administration/Economics/ Geography | 2 places (2 days minimum) | 2 places (2 days minimum) |

**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[[3]](#footnote-3)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| DBAMBERG01 | 04.1/0311/ 0532 German English B2 B2 | | | | |
| CZPRAHA10 | 04.1/0311/ 0532 | English | Czech | B2 | B2 |

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**

D BAMBERG01: Due to its infrastructure, Bamberg is unfortunately not suitable for special needs students/staff.

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
|  |  |  |
|  |  |  |

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within the following time frame:

**DBAMBERG01:**

**CZPRAHA10:** within 4 weeks.

4. Termination of the agreement

*A termination of the agreement can only be decided in mutual agreement*

**F. Information**

1. **Grading systems of the institutions**
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** |
| CZPRAHA10 | Ms. Lucie Bílová T: + xxxxxxxxxxxxx | [www.cvut.cz/incomers/erasmus-exchange/visa](http://www.cvut.cz/incomers/erasmus-exchange/visa) |
| DBAMBERG01 | Alexandra Wolf, Dr. Martin Rehfeldt  + xxxxxxxxxxxxx xxxxxxxxxxxxx | https://www.uni-bamberg.de/en/research/services-for-scholars/welcome-center-for-internationally-mobile-scholars/visa-and-entry-formalities/ |

**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** |
| CZ Praha10 | Ms. Lucie Bílová T: xxxxxxxxxxxxx | www.cvut.cz/incomers/erasmus-exchange/checklist |
| D BAMBERG01 | Alexandra Wolf, Dr. Martin Rehfeldt  + xxxxxxxxxxxxx xxxxxxxxxxxxx | https://www.uni-bamberg.de/en/research/services-for-scholars/welcome-center-for-internationally-mobile-scholars/insurances/ |

**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** |
| CZ Praha10 | Ms. Lucie Bílová T: + xxxxxxxxxxxxx | [www.cvut.cz/incomers/erasmus-exchange](http://www.cvut.cz/incomers/erasmus-exchange) |
| D BAMBERG01 | Alexandra Wolf, Dr. Martin Rehfeldt  + xxxxxxxxxxxxx xxxxxxxxxxxxx | https://www.uni-bamberg.de/en/auslandsamt/welcome-center-for-internationally-mobile-scholars/finding-living-accommodations/ |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[4]](#footnote-4)** |
| CZPRAHA10 | Doc. Ing. Jan Vlachý, Ph.D. Vice-dean for international cooperation |  |  |
| D BAMBERG01 | Dr. Andreas Weihe,  Institutional Coordinator |  |  |

1. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-1)
2. Mobility numbers can be given per sending/receiving institutions *and per education field (optional\*:* [*http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-2)
3. For 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> [↑](#footnote-ref-3)
4. Scanned signatures are accepted [↑](#footnote-ref-4)