



# Erasmus+ Programme

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

## Inter-institutional agreement 2018/2019 – 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.



**UNIVERSITY OF  
CHEMISTRY AND TECHNOLOGY  
PRAGUE**

University of Chemistry and Technology, Prague

**CZ PRAHA 01**



Technische Universiteit Delft  
(Delft University of Technology)

**NLDELFT01**

## A. 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)
Delft University of Technology, Central International Office	NL DELFT01	xxxxxxxxxxx Institutional Erasmus+ coordinator T: xxxxxxxxxxx E: xxxxxxxxxxx	<a href="http://tudelft.nl/exchange">tudelft.nl/exchange</a> <a href="http://tudelft.nl/course-catalogue">tudelft.nl/course-catalogue</a>
Faculty of Applied Sciences	NL DELFT01	Administrative contact xxxxxxxxxxx T: xxxxxxxxxxx E: <u>xxxxxxxxxxx</u> Scientific contact xxxxxxxxxxx T: Catalysis Engineering E: xxxxxxxxxxx	<a href="http://www.tnw.tudelft.nl">www.tnw.tudelft.nl</a>
University of Chemistry and Technology, Prague	CZ PRAHA 01	<p><b>xxxxxxxxxxx</b></p> <p><b><i>Head of International Relations Office</i></b></p> <p>UCT Prague                      Technická 5                      166 28 Praha 6,                      Czech Republic</p> <p>Phone: xxxxxxxxxxx</p> <p>xxxxxxxxxxx                      xxxxxxxxxxx</p> <p><b><u>Incoming students:</u></b></p> <p>xxxxxxxxxxx                      xxxxxxxxxxx</p> <p><b><u>Outgoing students, agreements:</u></b></p> <p>xxxxxxxxxxx                      xxxxxxxxxxx</p>	General information: <a href="http://www.vscht.cz">www.vscht.cz</a> Information for incoming Erasmus+ students: <a href="http://study.vscht.cz/erasmusplus">http://study.vscht.cz/erasmusplus</a>

## B. Mobility numbers<sup>1</sup> 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.

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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods
					Student Mobility for Studies  [total number of months of the study periods or average duration*]
NL DELFT01	CZ PRAHA 01	0711	Chemical Engineering and processes	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students for 1 semester = 5 months/each 10 months total (2 semesters)
CZ PRAHA 01	NL DELFT01	0711	Chemical Engineering and processes	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students for 1 semester = 5 months/each 10 months total (2 semesters)

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 [total] (min. 8)
NL DELFT01	CZ PRAHA 01	0711	Chemical Engineering and processes	1	min. 2 days	min. 8h
CZ PRAHA 01	NL DELFT01	0711	Chemical Engineering and processes	1	min. 2 days	min. 8h

## C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates to acquire the recommended language skills at the start of the study or teaching period:

<sup>1</sup> 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>

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NL DELFT01		English (2 <sup>nd</sup> and 3 <sup>rd</sup> cycle)	Dutch (1st cycle)	English at C1 level <sup>1</sup>	English at C2 level
CZ PRAHA 01		Czech	English	B2	B2

<sup>1</sup> We trust our partner universities to nominate students with language level C1 or higher in English. Students do not need to provide test results; a statement from their home university signed by the Erasmus+ coordinator or a representative of the Language Institute is sufficient. TU Delft carefully monitors the English language proficiency of incoming exchange students. Should a student's language ability not meet our required level, TU Delft may require the student to re-instate proof of their English proficiency by providing test results.

#### D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

#### TU DELFT 01

- Information for exchange students on application procedures and practical matters is available at: [www.tudelft.nl/exchange](http://www.tudelft.nl/exchange)
- TU Delft strives to make all academic programs accessible for students and staff with a disability. To do this, all the university buildings must be accessible; but this can also mean that the classroom, lecture hall and laboratory facilities are altered in such a way as to make it is easier for you to follow your academic courses. It may also be the case that academic or examination materials are offered in alternative forms. TU Delft is always open to good ideas and suggestions for making improvements. Further information is available at: <http://studenten.tudelft.nl/en/students/services/studying-with-a-disability>
- Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- Exchange students will be admitted as full time, non-graduating students at the host university. They can be registered at TU Delft for an uninterrupted period of 12 months maximum. Any exchange student wishing to continue their studies after the exchange period of 12 months must register as either a regular student at TU Delft if the objective is to obtain a degree from the university or as a free mover (who cannot obtain degrees). Both statuses require the payment of tuition fees. Free movers may be registered at TU Delft for an uninterrupted period of up to 12 months.
- TU Delft will provide an obligatory orientation programme for incoming exchange students.
- Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
- The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.
- The home university will inform the host university previous to the exchange about any disabilities to ensure that relevant support can be put in place.

Ownership of intellectual property created by exchange students as part of their enrolment at the host institution will be governed by the host institution's policy on ownership of intellectual property.

<sup>2</sup> 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>

## CZ PRAHA 01

CZ PRAHA01 does not have facilities to welcome students and staff with disabilities.

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
NL DELFT01	1 April	1 October
CZ PRAHA 01	Nomination deadline: June 15 <sup>th</sup>	Nomination deadline: November 15 <sup>th</sup>
	Application deadline: June 30 <sup>th</sup>	Application deadline: November 30 <sup>th</sup>

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

#### 2. Admission decision

The receiving institution will send its decision within 8 weeks at the latest (TU Delft) / 5 weeks (UCT Prague).

#### 3. Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks (TU Delft) / 5 weeks (UCT Prague) after the assessment period has finished at the receiving HEI. (At TU Delft: [tudelft.nl/academic-calendar-and-assessment-period](https://tudelft.nl/academic-calendar-and-assessment-period) and the UCT Prague: <https://study.vscht.cz/academic-calendar>)

#### 4. Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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".

### F. Information

#### 1. Grading systems of the institutions

##### Dutch grading scale

The Dutch grading scale, implemented from primary school through university level, goes from 1 (very poor) to 10 (excellent). At TU Delft final marks are rounded off to whole and half figures. A 6.0 is a pass. Although the scale runs from 1.0 to 10.0, the marks 9.0 and 9.5 are not frequently awarded and 10s are extremely rare. The meaning of the marks is as follows:

Mark	Definition	Mark	Definition
9.5 - 10.0	Excellent	6.0	Satisfactory
8.5 - 9.0	Very good	4.5 - 5.5	Nearly satisfactory
7.5 - 8.0	Good	3.5 - 4.0	Unsatisfactory
6.5 - 7.0	More than satisfactory	1.0 - 3.0	Very poor

Sometimes a 'V' is awarded instead of a mark to indicate that the requirements for a particular subject have been fulfilled. 'VR' instead of a mark indicates that a student has been exempted from an examination or practical

exercise on the grounds of a previous examination, degree audit or practical exercise completed within the higher education system that corresponds with the subject for which exemption is sought, as regards content and study load, or on the grounds of knowledge and/or skills acquired outside the higher education system.

Grading systems and 'grading culture' vary from country to country. In the Netherlands a 1-10 grading scale is commonly used. The Dutch grading culture is rather conservative: a 10 or even a 9, is not often awarded. At TU Delft even higher standards are the norm. The average grading results of TU Delft BSc and MSc students are available at

[https://d1rkab7tlqy5f1.cloudfront.net/TUdelft/Onderwijs/Toelating\\_en\\_aanmelding/Exchange/20161003\\_Grading\\_scheme\\_BSc\\_3\\_.pdf](https://d1rkab7tlqy5f1.cloudfront.net/TUdelft/Onderwijs/Toelating_en_aanmelding/Exchange/20161003_Grading_scheme_BSc_3_.pdf) and

[https://d1rkab7tlqy5f1.cloudfront.net/TUdelft/Onderwijs/Toelating\\_en\\_aanmelding/Exchange/20161003\\_Grading\\_scheme\\_MSc\\_4\\_.pdf](https://d1rkab7tlqy5f1.cloudfront.net/TUdelft/Onderwijs/Toelating_en_aanmelding/Exchange/20161003_Grading_scheme_MSc_4_.pdf)

## CZ PRAHA 01:

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 ICT 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
NL DELFT01	Visa Team of the Central International Office, xxxxxxxx  xxxxxxx	<a href="http://tudelft.nl/visa">tudelft.nl/visa</a>

CZ PRAHA 01	XXXXXXXXXX XXXXXXXXXX	<a href="http://study.vscht.cz/erasmusplus/before-arrival">http://study.vscht.cz/erasmusplus/before-arrival</a>
-------------	--------------------------	---

### 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
NL DELFT01	XXXXXXXXXX XXXXXXXXXX	<a href="http://tudelft.nl/insurance">tudelft.nl/insurance</a>
CZ PRAHA 01	XXXXXXXXXX XXXXXXXXXX	<a href="http://study.vscht.cz/erasmusplus/before-arrival">http://study.vscht.cz/erasmusplus/before-arrival</a>

### 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
NL DELFT01	XXXXXXXXXX T: XXXXXXXXXXXX E: XXXXXXXXXXXX	<a href="http://tudelft.nl/housing">tudelft.nl/housing</a>
CZ PRAHA 01	XXXXXXXXXX XXXXXXXXXX	<a href="http://study.vscht.cz/erasmusplus/before-arrival">http://study.vscht.cz/erasmusplus/before-arrival</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
NL DELFT01	<b>XXXXXXXXXX</b> Dean Faculty of Applied Sciences		
CZ PRAHA 01	<b>XXXXXXXXXX</b> Head of Department of International Relations		

<sup>3</sup> Scanned signatures are accepted