

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Univerzita Karlova v Praze
Erasmus Code	CZ PRAHA07
EUC	http://www.cuni.cz/UK-2556.html
Institution Web site	http://www.cuni.cz/UK-928.html
International relations office Web site	http://www.ftvs.cuni.cz/eng/international/erasmus/erasmus.php
Online course catalogue	http://www.cuni.cz/UK-2047.html

1.2. Main contacts

Contact person	Mgr. Michal Maršálek, DIS
Responsibility	Erasmus Institutional coordinator
Contact details	Univerzita Karlova v Praze, Evropská kancelář, Ovocný trh 3, 116 36 Praha 1 tel: +420-224.491.310, fax: +420-224.229.487 michal.marsalek@ruk.cuni.cz

Contact person	Ing. Dana Basařová
Responsibility	Administrative contact for bilateral agreements
Contact details	Fakulta tělesné výchovy a sportu, José Martího 31, Praha 6 – Veleslavín, 162 52 tel: +420 22017 2354, fax: +420 22017 2214 basarova@ftvs.cuni.cz

Contact person	Ing. Dana Basařová
Responsibility	Contact person for outgoing students/staff
Contact details	Fakulta tělesné výchovy a sportu, José Martího 31, Praha 6 – Veleslavín, 162 52 tel: +420 22017 2354, fax: +420 22017 2214 basarova@ftvs.cuni.cz

Contact person	Ing. Dana Basařová
Responsibility	Contact person for incoming students/staff
Contact details	Fakulta tělesné výchovy a sportu, José Martího 31, Praha 6 – Veleslavín, 162 52 tel: +420 22017 2354, fax: +420 22017 2214 basarova@ftvs.cuni.cz

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	813	Czech, English	B2
Staff Mobility for Teaching	813	Czech, English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

AT N TRONDHE 01: The language of instruction at bachelor's level is Norwegian and no students can be accepted at that level unless they know Norwegian. For masters level, students need to have completed at least 3 years of university studies.)

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	June 15 th
Spring term	October 31 st

2.3.2. Decision Response

We will send our decision within **6** weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

Grade ECTS Grade

- 1 - Excellent (excellent performance) A
- 2 - Very Good (above the average standard but with some errors) B
- 3 - Satisfactory (generally sound work with a number of notable errors) D
- 4 - Fail (unsatisfactory performance) F

Pass (student achievements in some subjects are graded only as "pass", where student has obtained a satisfactory level) Pass

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Mgr. Ivana Herglová
Responsibility	Incoming students (from European office in the university)
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
Website	http://www.cuni.cz/UK-2045.html

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm. We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Mgr. Ivana Herglová
Responsibility	Incoming students (from European office in the university)
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
Website	http://www.cuni.cz/UK-2045.html

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	Mgr. Ivana Herglová
Responsibility	Incoming students (from European office in the university)
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
Website	http://www.cuni.cz/UK-2073.html