



## Annex to Erasmus+ Inter-Institutional Agreement

### Institutional Factsheet: Faculty of Arts, Charles University

#### Institutional details

Name of the institution	Charles University – Faculty of Arts
Erasmus Code	CZ PRAHA07
EUC	50334-IC-1-2007-1-CZ-ERASMUS-EUCX-1
Institution website	<a href="http://www.cuni.cz">www.cuni.cz</a>
Online course catalogue	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>

#### Main contacts

Contact person	Ivana Herglova
Responsibility	Institutional Coordinator (Charles University)
Contact details	<a href="mailto:ivana.herglova@ruk.cuni.cz">ivana.herglova@ruk.cuni.cz</a> , +420 224 491 710

Contact person	Petra Benešová, Kryštof Loub
Responsibility	Faculty Coordinator (Faculty of Arts) – Inter-Institutional Agreements, Outgoing Students
Contact details	<a href="mailto:erasmusout@ff.cuni.cz">erasmusout@ff.cuni.cz</a> , +420 221 619 840

Contact person	Imogen Davidson White, Markéta Karlasová
Responsibility	Faculty Coordinator (Faculty of Arts) – Incoming Students, Staff Mobility
Contact details	<a href="mailto:erasmusin@ff.cuni.cz">erasmusin@ff.cuni.cz</a> , +420 221 619 841, +420 221 619 344

#### Detailed requirements and additional information

##### A. 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 according to CEFR
Student Mobility for Studies	--	English, Czech	B2, B2 (faculty-wide; selected courses may have special requirements, especially in the area 021)
Staff Mobility for Teaching	--	English, Czech	B2, B2

##### B. Additional requirements



General information for incoming students: <http://www.cuni.cz/UK-928.html>

Information for students and staff with disabilities: <http://www.cuni.cz/UK-2049.html>

### C. Calendar

- i. **Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

<b>Autumn term (October – February)</b>	June 15 <sup>th</sup>
<b>Spring term (February – June)</b>	October 31 <sup>st</sup>

- ii. **Decision Response :** As receiving institution CZ PRAHA07 will send its decision within 12 weeks.  
 iii. **Transcripts of Records :** A Transcript of Records will be issued by the receiving institution Faculty of Arts, Charles University in Prague no later than 12 weeks after the assessment period has finished  
 iv. **Termination of Agreement :** A unilateral decision to discontinue the exchanges notified to the other party by 1 November 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.

### D. Additional information

#### a. Grading system:

Czech universities use a 4-point grading system, ranging from 1 (excellent) to 4 (fail). Teachers assign students grades based on this scale (this is also what will appear on a student's profile in our Student Information System).

However, the grades are converted into an ECTS grade (on the A-F scale) for Erasmus student transcripts, according to the following table:

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

#### b. 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:

<b>Contact person</b>	Ivana Herglová
<b>Responsibility</b>	Incoming Erasmus Students (Charles University)
<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710
<b>Website</b>	<a href="https://cuni.cz/UKEN-366.html">https://cuni.cz/UKEN-366.html</a>

#### c. 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](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:

<b>Contact person</b>	Ivana Herglová
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<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710
<b>Website</b>	<a href="https://cuni.cz/UKEN-366.html">https://cuni.cz/UKEN-366.html</a>

#### d. 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:

<b>Contact person</b>	Ivana Herglová
<b>Responsibility</b>	Incoming Erasmus Students (Charles University)
<b>Contact details</b>	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710
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