

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet: Faculty of Arts, Charles University, Prague

1. Institutional Information

1.1. Institutional details

Name of the institution	Charles University, Prague – Faculty of Arts
Erasmus Code	CZ PRAHA07
EUC	50334-LA-1-2014-1-CZ-E4AKA1-ECHE-1
Institution website	www.cuni.cz
Online course catalogue	https://www.cuni.cz/UKEN-364.html

1.2. Main contacts

Contact person	Ivana Herglová
Responsibility	Institutional Coordinator (Charles University, Prague)
Contact details	erasmus@ruk.cuni.cz , +420 224 491 710

Contact person	Mgr. Petra Jančíková
Responsibility	Faculty Coordinator (Faculty of Arts) – Inter-Institutional Agreements, outgoing students
Contact details	petra.jancikova@ff.cuni.cz , +420 221 619 840

Contact person	Mgr. Imogen Davidson White
Responsibility	Faculty Coordinator (Faculty of Arts) – Academic Mobility, incoming students
Contact details	erasmusIN@ff.cuni.cz , +420 221 619 841

2. 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 222)
Staff Mobility for Teaching	--	English, Czech	B2, B2

B. Additional requirements

Receiving institution [Erasmus code]	Subject area	Minimum Number of Credits to be included in the	Faculty or Department(s) where students will be entitled to attend	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities
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		study plan	courses/modules		(yes / no)
CZ PRAHA07	Languages and Philological Sciences	20-30 per semester	Department of Romance studies	Yes (to be agreed previously on a case to case basis)	Yes

General information for incoming students: <https://www.cuni.cz/UKEN-145.html>

Information for students and staff with disabilities: <https://www.cuni.cz/UKEN-370.html>

C. Calendar

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

Autumn term (October – February)	June 15 th
Spring term (February – June)	October 31 st

- 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, 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:

Transcripts of Records for Erasmus exchange students are issued in ECTS credits and grades.

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:

Contact person	Šárka Hovorková
Responsibility	Incoming Erasmus Students (Charles University, Prague)
Contact details	erasmus@ruk.cuni.cz +420 224 491 675
Website	https://www.cuni.cz/UKEN-366.html

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

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	Ivana Herglová
Responsibility	Incoming Erasmus Students (Charles University, Prague)
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
Website	https://www.cuni.cz/UKEN-366.html

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:

Contact person	Ivana Herglová/ Jana Dvořáková
Responsibility	Incoming Erasmus Students (Charles University, Prague)
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
Website	https://www.cuni.cz/UKEN-365.html

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