



# Erasmus+ Programme

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

### Inter-institutional agreement 2018-2019 to 2020–2021 between programme countries

The institutions named below agree to cooperate for the exchange of students 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.

This agreement shall commence [OR be deemed to have commenced] on 01/07/2018 and shall continue, unless terminated earlier in accordance with clause E.4, until 30/09/2021 when it shall terminate automatically without notice.

The schedule forms part of this agreement and shall have effect as if set out in full in the body of this agreement.

#### A. Information about higher education institutions

Name of the institution (and department/faculty, where relevant)	Erasmus code	Website (eg. of the course catalogue)
Imperial College of Science, Technology & Medicine	UK LONDON015	UG : <a href="http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/">http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/</a>
Albert-Ludwigs-Universität Freiburg im Breisgau	D FREIBUR01	<a href="https://www.uni-freiburg.de/">https://www.uni-freiburg.de/</a> <a href="https://campus.uni-freiburg.de/qisserver/pages/cm/esa/coursecatalog/showCourseCatalog.xhtml? flowId=showCourseCatalog-flow&amp; flowExecutionKey=e1s1">https://campus.uni-freiburg.de/qisserver/pages/cm/esa/coursecatalog/showCourseCatalog.xhtml? flowId=showCourseCatalog-flow&amp; flowExecutionKey=e1s1</a>

Institutional Contact details			
Erasmus Code	Name & position	Email	Telephone
UK LONDON015	Adrian Hawksworth, Assistant Registrar (Placements), Registry, South Kensington Campus, London SW7 2AZ.	<a href="mailto:exchangestudents@imperial.ac.uk">exchangestudents@imperial.ac.uk</a>	+44 (0)207 5948044
D FREIBUR01	Ulrich Eckelt, Erasmus Institutional Coordinator, Sedanstraße 6, 79098 Freiburg	<a href="mailto:europa@zv.uni-freiburg.de">europa@zv.uni-freiburg.de</a>	+49 (0)761 203 4225

## B. Mobility numbers per academic year

The partners commit to amend the tables below in case of changes in the mobility data by no later than 1 September in the preceding academic year, e.g. no later than 1 September 2018 to become effective for academic year 2019-20.

### Student Mobility (STUDY)

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
UK LONDON015	D FREIBUR01	0533	Physics	1 <sup>st</sup> Cycle	Maximum 2 students Each for a full academic year
D FREIBUR01	UK LONDON015	0533	Physics	1 <sup>st</sup> or 2 <sup>nd</sup> Cycle	Maximum 2 students Each for a full academic year

### Subject Level Contact details

Subject Area Code [ISCED]	Name & position	Erasmus Code	Email
0533	Dr Ingo Mueller-Wodarg, Undergraduate Student Exchange Co-ordinator, Dept of Physics (to be replaced by Prof Gavin Davies, summer 2018)	UK LONDON015	<a href="mailto:ph.exchanges@imperial.ac.uk">ph.exchanges@imperial.ac.uk</a>
0533	J. Prof. Dr. Harald Ita, Dept of Physics	D FREIBUR01	<a href="mailto:Erasmus@physik.uni-freiburg.de">Erasmus@physik.uni-freiburg.de</a>

## 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup> Student Mobility for Studies [Minimum recommended level: B1]
UK LONDON015	EN		B2 (minimum)
D FREIBUR01	German	English	B2

<sup>1</sup> For an easier and consistent understanding of language requirements, use of the European Common Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, see the course catalogue website of each institution.

## D. Additional requirements (applicable to both institutions)

see Schedule 1.

## E. Calendar

1. Formal applications from nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Full Academic Year and Semester/Term 1	Semester/Term 2/3
UK LONDON015	15 May	No deadline, however applicants are advised to submit their on-line application 3-4 months before the planned start date.
D FREIBUR01	Nomination: June 10th Application: June 15 <sup>th</sup>	Nomination: November 25th Application: November 30 <sup>th</sup>

2. The receiving institution will send its decision regarding admission of a nominated Exchange Student within:

- UK LONDON015: 8 weeks after receipt of a satisfactorily completed on-line study application.
- D FREIBUR01:

3. A Transcript of Records will be issued by the receiving institution no later than:

- UK LONDON015: 6 weeks after the assessment period has finished. The assessment period is normally concluded with the relevant Examiner's Meeting.
- D FREIBUR01:

4. Termination of the agreement

Without affecting any other right or remedy available to it, either institution may terminate this agreement on giving written notice to the other institution *no later than 1 September in the preceding academic year* (e.g. no later than 1 September 20XX for taking effect as of 1 September 20XX+1). 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>2</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

UK LONDON015: <http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/>

D FREIBUR01:

<sup>2</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

### **German grading system**

In German universities (except for law schools) a 1 to 5 scale is used:

1,0-1,3 sehr gut (very good: an *outstanding* achievement)

1,7-2,3 gut (good: an achievement which lies *substantially above average* requirements)

2,7-3,3 befriedigend (satisfactory: an achievement which corresponds to *average* requirements)

3,7-4,0 ausreichend (sufficient: an achievement which *barely meets* the requirements)

5,0 nicht ausreichend / nicht bestanden (not sufficient / failed: an achievement which *does not meet* the requirements)

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
UK LONDON015	<a href="mailto:international@imperial.ac.uk">international@imperial.ac.uk</a>	<a href="http://www.imperial.ac.uk/study/international-students/visas-and-immigration/">http://www.imperial.ac.uk/study/international-students/visas-and-immigration/</a>
D FREIBUR01		<a href="http://www.studium.uni-freiburg.de/studieninteressierte/guide%20for%20internationals/visum%20und%20einreise">http://www.studium.uni-freiburg.de/studieninteressierte/guide for internationals/visum und einreise</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
UK LONDON015	<a href="mailto:exchangestudents@imperial.ac.uk">exchangestudents@imperial.ac.uk</a>	UG : <a href="http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/">http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/</a>
D FREIBUR01		<a href="https://www.swfr.de/en/social-services/insurance/info/">https://www.swfr.de/en/social-services/insurance/info/</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 [code]	Contact details	Website for information
UK LONDON015	Student Hub (for accommodation services): <a href="mailto:student.hub@imperial.ac.uk">student.hub@imperial.ac.uk</a>	UG : <a href="http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/">http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/</a>
D FREIBURO1	Shula Matzenauer Tel.: +49 (0)761 203-4373	<a href="mailto:housing@io.uni-freiburg.de">housing@io.uni-freiburg.de</a>

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

Institution [code]	Name, function	Date	Signature <sup>3</sup>
UK LONDON015	Adrian Hawksworth, Assistant Registrar (Placements)	13/6/2018	
D FREIBURO1	Ulrich Eckelt, ERASMUS Institutional Coordinator	17.05.2018	

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

## **SCHEDULE 1**

### **OTHER ACADEMIC AND ORGANISATIONAL ASPECTS OF THE EXCHANGE**

#### **1. Balance in the number of exchange students**

*Whilst Section B sets out the maximum number of students the institutions may select to participate in the exchange:*

- a. the institutions will consult annually to decide the number of students to participate in the program; and*
- b. if the institutions do not exchange the same number of students in any one year, they will review the exchange program annually to ensure that a balance in the number of students exchanged is achieved during the term of this agreement.*

#### **2. Selection criteria for students**

*Each institution will select outgoing students based on internal selection criteria determined by the home institution.*

#### **3. Institutions' infrastructure to welcome students with disabilities**

*Both institutions confirm their ability to provide all necessary support for students with disabilities mobile under this agreement, when acting both as a host and sending institution.*

#### **4. Policies applicable to exchange students**

- a. Exchange students shall comply with all rules, regulations, statutes, policies and performance standards of the receiving institution.*
- b. Any disciplinary procedure instituted against an exchange student shall be managed by the receiving institution in accordance with its regulations, policies and procedures.*

#### **5. Intellectual property:**

**Any intellectual property developed by Exchange Students during the study period shall be managed by the Host Institution's policy or regulations applicable to student intellectual property, provided that nothing shall affect the ownership of intellectual property owned or controlled by either party before the start of the study period.**

6. *Publicity*

*Neither institution shall use the other institution's name or logo or trademark in any advertising, promotion or sales literature in relation to this agreement, other than to promote the program, without first obtaining the written consent of the other institution.*

7. *Consequences of Termination*

*If the agreement is terminated in accordance with clause E.4, termination will not apply to those exchange students already enrolled or accepted by the receiving institution.*

