



UNIVERSIDADE DE COIMBRA



Erasmus+ Programme

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

Inter-institutional agreement 2015/16–2020/21 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.

Universidade de Coimbra P COIMBRA 01	Charles University in Prague CZ PRAHA07
<p>Filomena Marques de Carvalho ERASMUS Institutional Coordinator International Relations Unit, University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026 3001-401 COIMBRA, Portugal Phone: +351 239 857 003, Fax: +351 239 857 002 Email: dri@uc.pt</p> <p>Maria Teresa Silva Incoming Students mteresa@uc.pt Ana Isabel Ferrelra Outgoing Students anisabel@uc.pt Ana Machado Teaching Staff / Staff Exchange dri.mobilidade@uc.pt</p> <p>Bilateral Agreements: dri.projects@uc.pt</p> <p>Website: http://www.uc.pt/en/driic</p> <p>Information for Incoming students: http://www.uc.pt/en/driic/mobilidade/in/ Course Catalogue: http://www.uc.pt/en/ects/catalogo Academic Calendar: http://www.uc.pt/en/ects/info_inst/calendario_academico/</p>	<p>CHARLES UNIVERSITY IN PRAGUE - Faculty of Science Faculty Erasmus Coordinator: RNDr. Dagmar Chalupová , Ph.D. Erasmus Office: Na Slupi 16, CZ-128 43 Praha 2 E-mail: erasmus@natur.cuni.cz Homepage: http://www.natur.cuni.cz/faculty-en/study/incoming-students/erasmus/ phone/fax: +420 221 951 16 Students' Mobility: Kateřina Tesařková phone: +420 221 951 166 E-mail: tesarik1@natur.cuni.cz</p> <p>WWW for Incoming Students: http://www.cuni.cz/UK-928.html</p> <p>WWW Course Catalogue: http://www.cuni.cz/UK-2047.html</p> <p>ECTS Users' Guide: http://is.cuni.cz/studium/eng/predmety/index.php</p> <p>WWW Students and Staff with Disabilities: http://www.cuni.cz/UK-2049.html, erasmus@ruk.cuni.cz, +420 224 491 310</p>

A. Information about higher education institutions

Faculty of Science and Technologies, Department of Life Sciences (DCV-FCTUC) P COIMBRA01	Faculty of Sciences, Department of Anthropology and Human Genetics CZ PRAHA07
Departmental Coordinator: Prof. Fernando Florêncio E-mail: fjpf@ci.uc.pt Departmental Contact: Prof. Eugénia Cunha E-mail: cunhae@antrop.uc.pt , genac62@gmail.com	Departmental Coordinator: Msc. Šárka Bejdová, Ph.D. bejdova@natur.cuni.cz , +420 221 951 609 Department of Anthropology and Human Genetics Faculty of Sciences Charles University in Prague Viničná 7, 128 43, Prague Other departmental Contact: RNDr. Jaroslav Brůžek, CSc, Ph.D., HDR E-mail: Yaro@seznam.cz

B. Mobility numbers¹ per academic year

STUDENT MOBILITY:

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.

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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
P COIMBRA01	CZ PRAHA07	0312	Anthropology	1 st , 2 nd , 3 rd	2 students x 10 months = 20	-
CZ PRAHA07	P COIMBRA01	0312	Anthropology	1 st , 2 nd , 3 rd	2 students x 6 months = 12	-

[*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.]

TEACHING/STAFF MOBILITY:

¹Mobility 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>)

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	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
P COIMBRA01	CZ PRAHA07	0312	Anthropology	1 (8 hours)	-
CZ PRAHA07	P COIMBRA01	0312	Anthropology	1 (8 hours)	-

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P COIMBRA01	0312	Portuguese	English	B1 (min)	B2 (min)
CZ PRAHA07	0312	Czech	English	B2 (min)	B2 (min)

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

P COIMBRA01:

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

²For 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>

The University of Coimbra offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**
 Colégio de S. Jerónimo, Largo de D. Dinis, Apartado 3026, 3001-401 Coimbra
 Tel: +351 239 857000, E-mail: nia@sas.uc.pt
http://www.uc.pt/en/sasuc/Quick_search/Integration_Counseling/nee

CZ PRAHA07:

The **Office for Students with Special Needs** offers the students to discuss their needs and requirements and provides ongoing support through their time at Charles University. There are over 100 students with visual and hearing impairment, mobility difficulties and other disabilities enrolled at Charles University every year. For personal requests or meetings feel free to contact the professional counselors at handicap@ruk.cuni.cz.

Address: Celetná 13, Praha 1 – Staré Město (ground floor with barrier-free entry)
 Phone: +420 224 491 604 or +420 224 491 735
 Fax: +420 224 491 895

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P COIMBRA01	Deadline to submit online applications: July, 15	Deadline to submit online applications: December, 15
CZ PRAHA07	June 15 th	October 31 st

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

P COIMBRA01

- Partner institutions should send nominations to Regina Freitas dri.intstudy@uc.pt
- Online applications at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

2. The receiving institution will send its decision within **6 weeks**.

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

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

This agreement shall remain in force until the end of the Programme (2020/21). However, in the event of unilateral termination, a notice of at least one academic year should be given. 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' guide³. 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.]

- **P COIMBRA01:** http://www.uc.pt/en/ects/info_inst/sg-ma/
- **CZ PRAHA07:** <http://www.cuni.cz/UK-5381.html>

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/driic/mobilidade/ac/
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/ects/info_caracter_geral/
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

4. Housing


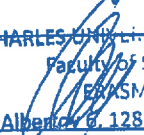
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA01	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt	www.uc.pt/go/accommodation
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2073.html

³http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
P COIMBRA01	Teresa Manuela Martins Antunes Head of the Administration		
CZ PRAHA07	Dagmar Chalupová Faculty Erasmus Coordinator	5.10.2015	 CHARLES UNIVERSITY Faculty of Science ERASMUS Albertov 6, 128 43 Prague 2 UK - 156

⁴ Scanned signatures are accepted.