



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2022 between programme countries

[Minimum requirements]²

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. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
CHARLES UNIVERSITY IN PRAGUE Faculty of Science Department of Ecology	CZ PRAHA07	Dr. Dagmar Chalupová Faculty Erasmus Coordinator erasmus@natur.cuni.cz Tel: +420 22195 1165 Robert Tropek, Ph.D. Departmental Erasmus Coordinator robert.tropek@gmail.com	https://www.natur.cuni.cz/eng
ISPA – Instituto Universitário de Ciências Psicológicas, Sociais e da Vida	P LISBOA17	<u>Erasmus Institutional Coordinators</u> Csongor Juhos;	http://en.ispa.pt/cursos/all

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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B. Mobility numbers⁴ per academic year

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 *
CZ PRAHA07	P LISBOA17	421	Biology	1 st / 2 nd / 3 rd	1 x 6 months each per 1 st cycle students 1 x 6 months each per 3 rd cycle students	1 x 3 months per 2 nd or 3 rd cycles
P LISBOA17	CZ PRAHA07	421	Bioly	1 st / 2 nd / 3 rd	2 x 6 months	1 x 3 months per 2 nd or 3 rd cycles

*[*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.]*

⁴ Mobility 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 *
CZ PRAHA07	P LISBOA17	421	Biology Sciences	10	-
P LISBOA17	CZ PRAHA07	421	Biology	10	-

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]	Option al: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA07	421	English	Czech	B2	B2
P LISBOA17		PORTUGUESE	ENGLISH	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution (<http://portale.unipa.it/internationalstudents/EducationalOffer/> and <http://en.ispa.pt/cursos/all>).

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁶ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php

⁵ For 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>

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

E. Any additional requirements

At **ISPA – Instituto Universitário de Ciências Psicológicas, Sociais e da Vida** the information on the infrastructures to welcome students and staff with disabilities will be provided upon request. Please contact: erasmus@ispa.pt.

Additional information on application procedures is available at <http://en.ispa.pt/>.

At **Charles University, Faculty of Science** the information on the infrastructures to welcome students and staff with disabilities are available at <http://www.cuni.cz/UK-2049.html>. The general information for incoming students are at <http://www.cuni.cz/UK-928.html>.

F. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ PRAH07	June 15 th	October 31 st
P LISBOA17	JULY, 31 st	NOVEMBER, 30 th

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 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The present Bilateral Agreement will be valid for the academic years mentioned above unless either side terminates the present Agreement in writing at least one academic year before. 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

CZ PRAHA07 uses the European Credit Transfer and Accumulation System (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. The European Office recommends the following grading equivalency table:

Czech 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

(5) ECTS grading scale

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	SATISFACTORY - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

(6) ECTS credits: 1 full academic year = 60 credits, 1 semester = 30 credits

At **P LISBOA17** students are graded on a 0 to 20 point scale (minimum passing grade is 10) and according to the ECTS Grading Scale. The ECTS grading scale provides additional information on the rank of a student in a given assessment, i.e., how he/she performed comparatively to other students in the same class (or in a significant group of students). The grades are expressed as follows:

Local Grade	Definition
18 - 20	Excellent
16 - 17	Very good

ECTS Grade	% of students who have achieved this grade	Definition
A	10	Excellent: outstanding performance with only minor errors.
B	25	Very Good: above average standard but with some

14 - 15	Good
10 - 13	Sufficient
0 - 9	Fail

		errors.
C	30	Good: generally sound work with a number of notable errors.
D	25	Satisfactory: fair but with significant shortcomings
E	10	Sufficient: performance meets the minimum criteria.
F	---	FAIL - some more work required before the credit can be awarded.

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
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html
P LISBOA17	international@ispa.pt ; phone: +351 21881 1755	http://www.sef.pt/portal/V10/EN/asp/page.aspx

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
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html
P LISBOA17	international@ispa.pt ; phone: +351 21881 1755	http://international.ispa.pt/pagina/general-information-students

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
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2073.html
P LISBOA17	email: international@ispa.pt ; phone: +351 21881 1755	http://international.ispa.pt/pagina/general-information-students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	20.1.2017	CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 IČO: 00216208, DIČ: CZ00216208 UK-107
P LISBOA17	Rui Filipe Nunes Pais de Oliveira – Dean ISPA – Instituto Universitário de Ciências Psicológicas, Sociais e da Vida		ISPA - Instituto Universitário

Mobiliária Académica
R. Jardim do Tróvão, 34 1149-041 Lisboa
Tel.: 21 881 17 55 Fax: 21 886 09 54
www.ispa.pt internacional@ispa.pt

⁷ Scanned signatures are accepted