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# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme

#### **Information on Digital Inter-Institutional Agreements**

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

#### **Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.



## Information about the higher education institutions

Interinstitutional Agreement Partners				
Partner HEI 1	Name of the institution (and department, where relevant)		SCHAC code	Erasmus code
	ISPA CRL		ispa.pt	P LIS-BOA17
	Partner Contact Details			
	#	Full Name	Email	Phone
	1	Catarina Machado	international@ispa.pt	(+351)21 8811700
Partner HEI 2	Name of the institution (and department, where relevant)		SCHAC code	Erasmus code
	UNIVERZITA KARLOVA, Faculty of Science		cuni.cz	CZ PRA-HA07
	Partner Contact Details			
	#	Full Name	Email	Phone
	1	Dagmar Chalupová	erasmus@natur.cuni.cz	
2	Kateřina Kopalová	kopalov1@natur.cuni.cz		

Approvals Table			
SCHAC code	Name	Email	Date
ispa.pt	Catarina Machado	cmachado@ispa.pt	2024-02-01T12:01:09Z
cuni.cz	Dagmar Chalupová	erasmus@natur.cuni.cz	2024-01-31T08:35:09Z

**Partner 1 Factsheet Information**

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

<b>Calendar</b>	
<b>Incoming student nominations must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	06/30
<b>Spring term [day/month]</b>	11/15
<b>Applications from incoming students must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	06/30
<b>Spring term [day/month]</b>	11/15

The institution will send its decision within 8 weeks, and no later than 5 weeks.

<b>Application procedure Information</b>		
<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
international@ispa.pt	+351218811700	<a href="https://international.ispa.pt/">https://international.ispa.pt/</a>

<b>Additional requirements Information</b>		
<b>Academic requirements</b>		
<b>ECTS completed</b>	<b>Subject area (ISCED)</b>	<b>EQF level</b>
<b>Requirement</b>	<b>Details</b>	<b>Website</b>
Other	Application form	<a href="https://www.ispa.pt/formulario/erasmus-application-form-0">https://www.ispa.pt/formulario/erasmus-application-form-0</a>
Other	Language Requirements	<a href="https://international.ispa.pt/pagina/courses-language-requirements">https://international.ispa.pt/pagina/courses-language-requirements</a>

<b>Inclusion and accessibility Information</b>
The institution will provide support to incoming mobile participants with special needs, 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:



Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Documentation Center/Library	Support Service for students with visual impairments		<a href="https://international.ispa.pt/">https://international.ispa.pt/</a>
Available support services for people with:	Description of infrastructure	Contact details	Website for information

**Housing Information**

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
<a href="mailto:international@ispa.pt">international@ispa.pt</a>	+351218811700	<a href="https://international.ispa.pt/pagina/general-information-students">https://international.ispa.pt/pagina/general-information-students</a>

**Visa Information**

The institution 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:

Contact email	Contact phone	Websites for information
<a href="mailto:international@ispa.pt">international@ispa.pt</a>	+351218811700	<a href="https://www.sef.pt/pt/Pages/homepage.aspx?requestUrl=https://www.sef.pt/portal/v10/EN/asp/-page.aspx">https://www.sef.pt/pt/Pages/homepage.aspx?requestUrl=https://www.sef.pt/portal/v10/EN/asp/-page.aspx</a>

**Insurance Information**

The institution 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:

Contact email	Contact phone	Websites for information
<a href="mailto:international@ispa.pt">international@ispa.pt</a>	+351218811700	<a href="http://international.ispa.pt/pagina/general-information-students">http://international.ispa.pt/pagina/general-information-students</a>

**Additional Information**



Erasmus+

# Inter-Institutional Agreement

Information on	Contact email	Contact phone	Website for information
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A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.

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



## Partner 2 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

<b>Calendar</b>	
<b>Incoming student nominations must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	04/15
<b>Spring term [day/month]</b>	09/15
<b>Applications from incoming students must reach the institution by:</b>	
<b>Autumn term [day/month]</b>	05/15
<b>Spring term [day/month]</b>	10/15

The institution will send its decision within 5 weeks, and no later than 5 weeks.

<b>Application procedure Information</b>		
<b>Contact email</b>	<b>Contact phone</b>	<b>Websites for information</b>
erasmus@ruk.cuni.cz	+420224491310	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

<b>Additional requirements Information</b>		
<b>Academic requirements</b>		
<b>ECTS completed</b>	<b>Subject area (ISCED)</b>	<b>EQF level</b>
<b>Requirement</b>	<b>Details</b>	<b>Website</b>

<b>Inclusion and accessibility Information</b>			
The institution will provide support to incoming mobile participants with special needs, 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>Available infrastructure adjusted for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>
<b>Available support services for people with:</b>	<b>Description of infrastructure</b>	<b>Contact details</b>	<b>Website for information</b>

**Housing Information**

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
erasmus@ruk.cuni.cz	+420224491710	<a href="https://cuni.cz/UKEN-145.html">https://cuni.cz/UKEN-145.html</a>

**Visa Information**

The institution 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:

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**Insurance Information**

The institution 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:

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**Additional Information**

Information on	Contact email	Contact phone	Website for information
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**A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.**

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



## Cooperation conditions

Terms of the agreement to be set for each agreement and approved by the institutions. (Information only accessible to the relevant parties)

Student Mobility for Studies					
1	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	ispa.pt		678	2023/2024	2028/2029
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	cuni.cz		NO	2	10
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0511			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B2		





2	<b>Sending SCHAC</b>	<b>Sending Department</b>	<b>EQF level</b>	<b>Start Academic Year</b>	<b>End Academic Year</b>
	cuni.cz		678	2023/2024	2028/2029
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>	<b>Blended Mobility option</b>	<b>Number of Students</b>	<b>Total Months Per Year</b>
	ispa.pt		NO	2	10
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0511			
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	pt	B1	0511	Biology

**Student Mobility for Traineeships**

**Staff Mobility for Teaching**



1	<b>Sending SCHAC</b>	<b>Sending Department</b>		<b>Start Academic Year</b>	<b>End Academic Year</b>
	ispa.pt			2023/2024	2028/2029
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>		<b>Number of Staff</b>	<b>Total Days Per Year</b>
	cuni.cz			2	10.00
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0511			
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	en	B2		
2	<b>Sending SCHAC</b>	<b>Sending Department</b>		<b>Start Academic Year</b>	<b>End Academic Year</b>
	cuni.cz			2023/2024	2028/2029
	<b>Receiving SCHAC</b>	<b>Receiving Department</b>		<b>Number of Staff</b>	<b>Total Days Per Year</b>
	ispa.pt			2	10.00
	<b>Subject Areas (ISCED)</b>				
	<b>#</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>		
	1	0511			
	<b>Language Skills</b>				
	<b>#</b>	<b>Language</b>	<b>Language Level</b>	<b>Subject Area</b>	<b>Subject Area Clarification</b>
	1	en	B2		
<b>Staff Mobility for Training</b>					