



# Erasmus<sup>+</sup> Programme



## Inter-institutional agreement 2018-2021

### Higher Education Student and Staff Mobility

#### →Mobility for learners and staff←

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus<sup>+</sup> programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus<sup>+</sup> programme sets extra criteria, this Agreement will be reviewed.

### A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details <sup>1</sup> (Name, E-mail, Phone)
<b>CHARLES UNIVERSITY</b> Faculty of Science Department of Inorganic Chemistry	<b>CZ PRAHA07</b>	<b>Promoter of the Agreement</b> Prof. Dr. Petr Štěpnička, Ph.D. DSc.  Email :petr.stepnicka@natur.cuni.cz  Phone +420 221 951 260
<b>UNIVERSITY OF LISBON</b> Instituto Superior Técnico Department of Chemical Eng.	<b>P LISBOA 109</b>	<b>Promoter of the Agreement</b> Prof. Teresa Duarte Department of Chemical Eng. Av. Rovisco Pais, 1049-001 Lisboa Phone:+351218419282 Email :teresa.duarte@tecnico.ulisboa.pt

### B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS <sup>2</sup>	SMT <sup>3</sup>
CZ PRAHA07	P LISBOA 109	442	Chemistry	2 <sup>nd</sup> ,3 <sup>rd</sup>	2/12	2/12
P LISBOA 109	CZ PRAHA07	442	Chemical Eng./Chemistry	2 <sup>nd</sup>	2/12	2/12

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>2</sup> Student Mobility for Studies

<sup>3</sup> Student Mobility for Traineeship

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA <sup>4</sup>	STT <sup>5</sup>
CZ PRAHA07	P LISBOA 109	442	Chemistry	0/0	2/20
P LISBOA 109	CZ PRAHA07	442	Chemistry	2 teachers/ 1 week each	2/20

### 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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	B2	B2
P LISBOA 109		English (2 <sup>nd</sup> cycle)	Portuguese (1 <sup>st</sup> cycle)	B2	B2

#### P LISBOA109 – Information for incoming exchange students

- 1 Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- 2 The host university will provide Reception Days for incoming students.
- 3 Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
- 4 The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.

### D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term <sup>6</sup> [month]	Summer term <sup>7</sup> [month]
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>
P LISBOA 109	From 15 <sup>th</sup> May till 15 <sup>th</sup> June	From 15 <sup>th</sup> October till 15 <sup>th</sup> November

<sup>4</sup> Staff Mobility for Teaching

<sup>5</sup> Staff Mobility for Training

<sup>6</sup> To be adapted in case of a trimester system.

<sup>7</sup> To be adapted in case of a trimester system.

2. The receiving institutions will send their decisions within 6-8 weeks after deadline.
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.
4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1<sup>st</sup>. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## P LISBOA109

- 1- Link to the online applications-<http://ai.tecnico.ulisboa.pt/en/programas-de-estudo/candidaturas/candidaturas-in/>  
All documents must be submitted online. No hard copies are needed.
- 2- Técnico sends by mail notification on admission automatically within 5 weeks.
- 3- Técnico only sends Acceptance Letters to students that need Visa.
- 4- The host university will issue a Transcript of Records no later than 5 weeks after the assessment period has finished.
- 5- Termination of the agreement  
If one or both parties wish to terminate the agreement a notice period of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."  
In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.



## E. Information

	CZ PRAHA07	<a href="https://tecnico.ulisboa.pt/en/education/study-at-tecnico/mobility-programmes/">https://tecnico.ulisboa.pt/en/education/study-at-tecnico/mobility-programmes/</a>
WWW for Incoming Students	<a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>	<a href="https://tecnico.ulisboa.pt/en/education/study-at-tecnico/mobility-programmes/">https://tecnico.ulisboa.pt/en/education/study-at-tecnico/mobility-programmes/</a>
WWW Course Catalogue	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>	<a href="https://tecnico.ulisboa.pt/en/education/">https://tecnico.ulisboa.pt/en/education/</a>
Housing <sup>8</sup>	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>	<a href="https://tecnico.ulisboa.pt/en/campus-life/">https://tecnico.ulisboa.pt/en/campus-life/</a> <a href="https://tecnico.ulisboa.pt/en/campus-life/halls-of-residence/">https://tecnico.ulisboa.pt/en/campus-life/halls-of-residence/</a>

<sup>8</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	
WWW Visa Information <sup>9</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	<a href="http://ai.tecnico.ulisboa.pt/en/programas-de-estudo/informacao-util/vistos/">http://ai.tecnico.ulisboa.pt/en/programas-de-estudo/informacao-util/vistos/</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	
WWW Insurance Information <sup>10</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	<a href="mailto:academica@tecnico.ulisboa.pt">academica@tecnico.ulisboa.pt</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	
ECTS Users' Guide <sup>11</sup>	<a href="http://is.cuni.cz/studium/eng/predmety/index.php">http://is.cuni.cz/studium/eng/predmety/index.php</a>	<a href="https://tecnico.ulisboa.pt/en/education/">https://tecnico.ulisboa.pt/en/education/</a>
WWW Students and Staff with Disabilities	<a href="http://www.cuni.cz/UK-2049.html">http://www.cuni.cz/UK-2049.html</a>	<a href="https://tecnico.ulisboa.pt/en/education/study-at-tecnico/student-support/">https://tecnico.ulisboa.pt/en/education/study-at-tecnico/student-support/</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 310	

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

Institution	Name function	Date	Signature Seal or Stamp <sup>12</sup>
<b>CZ PRAHA07</b>	<b>RNDr. Dagmar Chalupová, Ph.D.</b> <b>Faculty ERASMUS Coordinator</b>	<b>20.04.2018</b>	 <b>CHARLES UNIVERSITY</b> <b>FACULTY OF SCIENCE</b>
<b>P LISBOA 109</b>	<b>Prof. Arlindo Oliveira</b> <b>President of Técnico Lisboa</b>	<b>30.04.2018</b>	 <b>ERASMUS</b> Albertov 6, 128 43 Praha 2 IČO: 00216208, DIČ: CZ00216208 <b>UK - 107</b>

<sup>9</sup> 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 ECHE.

<sup>10</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>11</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

<sup>12</sup> Scanned signatures, seals and stamps are accepted