



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016-2021²

between programme countries

[Minimum requirements]³

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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Charles University in Prague Faculty of Science Department of Physical Geography and Geoecology Department of Social Geography and Regional Development	CZ PRAHA 07	Dr. Dagmar Chalupová Faculty Erasmus Coordinator +420 22195 1166 erasmus@natur.cuni.cz Department of Physical Geography and Geoecology +420 22195 1367 dagmar.chalupova@natur.cuni.cz Dr. Jiří Vágner Departments of Social Geography and Regional Development +420 22195 1397	https://www.natur.cuni.cz
UNIVERSIDADE DE LISBOA (University of Lisbon) Instituto de Geografia e Ordenamento do Território IGOT-UL (Institute of Geography and Spatial Planning)	P LISBOA109	Central Office (Rectorate) – Mobility Unit erasmus@ulisboa.pt + 351 210 113 482 + 351 210 170 196 IGOT: Academic Coordinator: PhD Dr. Paulo MORGADO E-mail: erasmus@igot.ul.pt / paulo@campus.ul.pt Erasmus Administrative Contact:	www.ulisboa.pt General Institute Page: www.igot.ul.pt For exchange Students: http://www.igot.ul.pt/pls/portal/url/page/IGOT/MENU_ESQUERDO/INTERCAMBIO S Course Catalogue: http://www.igot.ul.pt/pls/portal/url/page/IGOT/MenuCentral/cursos

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 Traineeship S *
CZ PRAHA 07	P LISBOA109	031/443	Social Sciences/Earth Sciences	1 st / 2 nd / 3 rd /	4/24	Only by individual agreement
P LISBOA109	CZ PRAHA 07	031 / 443	Social sciences / Earth sciences	1st / 2nd / 3rd	4/24	Only by individual agreement

*[*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.]*

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 PRAHA 07	P LISBOA109	031 / 443	Social sciences / Environmental sciences	1 x (8h per 1 week)	Only by individual agreement

⁵ 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>)

P LISBOA109	CZ PRAHA 07	031 / 443	Social sciences / Environmental sciences	1 x (8h per 1 week)	Only by individual agreement
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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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA 07		English	Czech	B2	B2
P LISBOA109	-----	Portuguese***		B1 **	-----

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

P LISBOA109: Comments

** Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

*** The students may have support in English (bibliography, performing written works, presenting orally works, in the communication with teachers).

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]

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

P LISBOA109

The UNIVERSIDADE DE LISBOA welcomes students and staff with disabilities. Please contact the Departmental Erasmus Coordinator (erasmus@igot.ulisboa.pt).

http://www.igot.ulisboa.pt/pls/portal/url/page/IGOT/MENU_ESQUERDO/MOBILIDADE

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ PRAHA 07	June 15 th	October 31 st
P LISBOA109	Nomination: 31st May Application: 30th June	Nomination: 31st October Application: 30th November

⁶ 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>

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

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

P LISBOA109: IGOT will send our decision by email normally not later than six weeks after we have received the complete and signed print of the application form.

3. A Transcript of Records will be issued by the receiving institution no later than 6 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]*

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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice 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."]

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' guide⁷. 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.]

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Student performances are graded individually and not on a statistical basis. In general, the University of Lisbon and IGOT use the grading system charted below.

IGOT-ULisboa Grade	ECTS Grade	DEFINITION	
18-20	A	EXCELLENT	outstanding performance with only minor errors
16-17	B	VERY GOOD	above the average standard but with some errors
14-15	C	GOOD	generally sound work with a number of notable errors
12-13	D	SATISFACTORY	fair but with significant shortcomings
10-11	E	SUFFICIENT	performance meets the minimum criteria
1-9	F	FAIL	considerable further work is required
ECTS credits			
one semester 30 ECTS credits		one full academic year 60 ECTS credits	

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 PRAHA 07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html
P LISBOA109	Ms. Elisabete NUNES Tel: (+351) 21 044 30 00 E-mail: erasmus@igot.ul.pt	http://www.igot.ulisboa.pt/portal/page?_pageid=407,1069647&_dad=portal&_schema=PORTAL

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 PRAHA 07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html
P LISBOA109	Ms. Elisabete NUNES Tel: (+351) 21 044 30 00 E-mail: erasmus@igot.ul.pt	http://www.igot.ulisboa.pt/portal/page?_pageid=407,1069647&_dad=portal&_schema=PORTAL

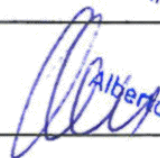
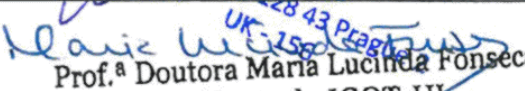
4. Housing

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 PRAHA 07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2073.html
P LISBOA109	Ms. Elisabete NUNES Tel: (+351) 21 044 30 00 E-mail: erasmus@igot.ul.pt	http://www.igot.ulisboa.pt/portal/page?_pageid=407,1069647&_dad=portal&_schema=PORTAL http://internacional.ulisboa.pt/alojamento/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
CZ PRAH A07	Dr. Dagmar Chalupová	22.1. 2017	 CHARLES UNIVERSITY in Prague Faculty of Science ERASMUS Albrechtov 6, 128 43 Prague UK-158
P LISBOA109	Prof. Maria Lucinda Fonseca (Dean) IGOT-UL Instituto de Geografia e Ordenamento do Território Universidade de Lisboa	19/05/2015	 Prof.ª Doutora Maria Lucinda Fonseca Presidente do IGOT-UL 