



# 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<sup>1</sup>

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.

#### Validity period of the agreement

Timeframe	Academic Year*
Start of validity	[2021/2022]
End of validity	[2026/2027]

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<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

## A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Websites ( General/Faculties/ Course catalogue)
Charles University	CZ PRAHA07	<p><b>Central level:</b> Rectorate, European Office, <a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a></p> <p><b>Faculty level:</b> Erasmus Office, <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a></p>	<p>General: <a href="https://cuni.cz/">https://cuni.cz/</a></p> <p>Faculty/faculties: <a href="https://www.natur.cuni.cz/eng/study/erasmus/courses">https://www.natur.cuni.cz/eng/study/erasmus/courses</a></p> <p>Course catalogue: <a href="https://cuni.cz/UKEN-364.html">https://cuni.cz/UKEN-364.html</a></p>
Universidade De Trás-os-Montes e Alto Douro	P VILA-RE01	<p><b>Institutional Coordinator:</b> Manuel Gonçalo Sá Fernandes Vice-Rector for Internationalization Email: <a href="mailto:gf@utad.pt">gf@utad.pt</a></p> <p><b>Academic Coordinators:</b> Prof. Luís Barbosa. Department: Informatic Engineering (1st cycle) E-mail: <a href="mailto:lfb@utad.pt">lfb@utad.pt</a></p> <p>Prof. Arsénio Reis Department: Informatic Engineering (2nd cycle). E-mail: <a href="mailto:ars@utad.pt">ars@utad.pt</a></p> <p><b>Academic Contact:</b> Prof. Joaquim João Sousa E-mail: <a href="mailto:jsousa@utad.pt">jsousa@utad.pt</a></p> <p><b>Administrative Contact:</b> International Relations and Mobility Office (<a href="mailto:international@utad.pt">international@utad.pt</a>) Contacts: Lúcia Fernandes (<a href="mailto:luciafg@utad.pt">luciafg@utad.pt</a>) &amp; Pedro Diz (<a href="mailto:pmdiz@utad.pt">pmdiz@utad.pt</a>) Phone: +351 259 350 194/ 179</p>	<a href="https://www.utad.pt/gri/m/">https://www.utad.pt/gri/m/</a>

## B. Mobility numbers<sup>3</sup> per academic year

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
CZ PRAHA07	P VILA-RE01	061	Informatic Engineering		1, 2	2	10	To be agreed on a case by case basis	To be agreed on a case by case basis
P VILA-RE01	CZ PRAHA07	061	Informatic Engineering		1, 2	2	10	To be agreed on a case by case basis	To be agreed on a case by case basis

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
CZ PRAHA07	P VILA-RE01	061	Informatic Engineering	1	5	To be agreed on a case by case basis	To be agreed on a case by case basis
P VILA-RE01	CZ PRAHA07	061	Informatic Engineering	1	5	To be agreed on a case by case basis	To be agreed on a case by case basis

**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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA07		English	Czech	B2 in English, B1 in Czech	B2 in English
P VILA-RE01		Portuguese	English	B1 English	B2 English

#### D. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
CZ PRAHA07	15th June (visa students: 31st May)	31st October (visa students: 15th October)
P VILA-RE01	30 <sup>th</sup> April	30 <sup>th</sup> April

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
CZ PRAHA07	15th June (visa students: 31st May)	31st October (visa students: 15th October)
P VILA-RE01	30th June	30th November

**Application procedure for incoming students**

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information

<sup>4</sup> 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>

CZ PRAHA07	Central level: Rectorate, European Office, <a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a>  Faculty level: Erasmus Office, <a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>
P VILA-RE01	<a href="mailto:international@utad.pt">international@utad.pt</a>	<a href="https://www.utad.pt/grim/">https://www.utad.pt/grim/</a>

### E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
CZ PRAHA07	Academic requirements CV Motivation letter Other	- - Subject area code – ISCED - EQF level	
P VILA-RE01	Academic requirements CV Motivation letter Other	- - Subject area code – ISCED - EQF level	

The receiving institution will send its decision within [5] weeks, **and no later than 5 weeks.**

### Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
CZ PRAHA07	Targeted categories of participants with		<a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>

	fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.			
P VILA-RE01			<a href="mailto:international@utad.pt">international@utad.pt</a>	<a href="https://www.utad.pt/grim/">https://www.utad.pt/grim/</a>

## F. Information

### 1. 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	<a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>
P VILA-RE01	<a href="mailto:international@utad.pt">international@utad.pt</a>	<a href="https://www.utad.pt/grim/">https://www.utad.pt/grim/</a>

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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	<a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>

P VILA-RE01	<a href="mailto:international@utad.pt">international@utad.pt</a>	<a href="https://www.utad.pt/grim/">https://www.utad.pt/grim/</a>
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### **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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	<a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>
P VILA-RE01	<a href="mailto:international@utad.pt">international@utad.pt</a>	<a href="https://www.utad.pt/grim/">https://www.utad.pt/grim/</a>

### **4. Additional information**

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
CZ PRAHA07	<a href="mailto:erasmus@natur.cuni.cz">erasmus@natur.cuni.cz</a>	<a href="https://cuni.cz/UKEN-362.html">https://cuni.cz/UKEN-362.html</a>	CZ PRAHA07
P VILA-RE01		<a href="mailto:international@utad.pt">international@utad.pt</a>	<a href="https://www.utad.pt/grim/">https://www.utad.pt/grim/</a>


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.

#### **Termination of the agreement**

This Collaboration Agreement may be terminated on the following grounds:

- End of the stipulated period of validity.
- Mutual agreement between the parties.
- Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
CZ PRAHA07	Ing. Hedvika Palenikova  Faculty Erasmus Coordinator		
P VILA-RE01	Manuel Gonçalo Sá Fernandes Vice-Rector for Internationalization Email: gf@utad.pt		

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<sup>5</sup> Scanned signatures are accepted