



# Erasmus+ Programme

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

### Inter-institutional agreement 2014/15-2020/21 between programme countries

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 (email, phone)	Website (e.g. of the course catalogue)
VŠB-Technická Univerzita Ostrava	CZ OSTRAVA01	Jan Pavlík, Erasmus Institutional Coordinator <a href="mailto:jan.pavlik@vsb.cz">jan.pavlik@vsb.cz</a> Tel: +420597321215	<a href="http://www.vsb.cz/erasmus-programme">www.vsb.cz/erasmus-programme</a>
Instituto Politecnico de Castelo Branco	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office <a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a> Dr. <sup>a</sup> Conceição Baptista Institutional Erasmus Coordinator <a href="mailto:cbaptista@ipcb.pt">cbaptista@ipcb.pt</a> Ph.: +351 272 339 600	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>

## B. Mobility numbers 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
CZ OSTRAVA01	P CASTELO01	041	Business and administration	1	2x6 (12 months)	--
		0732	Building and civil engineering	1	2x5 (10 months)	--
		0521	Environmental Sciences	1	2x5 (10 months)	--
		0713, 0611	Electricity and energy, Computer use	1,2	1x6 (6 months)	--
		103	Security services	1	2x5 (10 months)	--
		0715	Mechanics and metal trades	1	2x5 (10 months)	--
P CASTELO01	CZ OSTRAVA01	041	Business and administration	1	2x6 (12 months)	--
		0732	Building and civil engineering	1	2x5 (10 months)	--
		0521	Environmental Sciences	1	2x5 (10 months)	--
		0713, 0611	Electricity and energy, Computer use	1,2	2x6 (12 months)	--
		103	Security services	1	2x5 (10 months)	--
		0715	Mechanics and metal trades	1	2x5 (10 months)	--

[\*Study cycle is optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.]

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]	Staff Mobility for Training *
CZ OSTRAVA01	P CASTELO01	041	Business and administration	1x5 (5 days)	2x5 (10 days)
		0732	Building and civil engineering	2x5 (10 days)	--
		0521	Environmental Sciences	2x5 (10 days)	--
		103	Security services	2x5 (10 days)	--
		0715	Mechanics and metal trades	1x5 (5 days)	--
P CASTELO01	CZ OSTRAVA01	041	Business and administration	1x5 (5 days)	2x5 (10 days)
		0732	Building and civil engineering	2x5 (10 days)	--
		0521	Environmental Sciences	2x5 (10 days)	--
		103	Security services	2x5 (10 days)	--
		0715	Mechanics and metal trades	1x5 (5 days)	--

### 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]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ OSTRAVA01		English	Czech	B1	B2
P CASTELO01	all	Portuguese	English	B1	B2

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

<sup>1</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>

## D. Additional requirements

VŠB-TU Ostrava: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact Erasmus Institutional Coordinator. For information about facilities for students and staff with disabilities see: <http://www.vsb.cz/9230/en/incoming-students/information/ects/information-for-students/facilities-for-special-needs-students/>

## 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 OSTRAVA01	Application deadline: 15.5. (30.4. – students with visa requirement)	Application deadline: 30.11. (31.10. – students with visa requirement)
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

2. The receiving Institution will send its decision within [4] weeks.

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 the agreement

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. 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

VŠB-TU Ostrava grading system is described at: [www.vsb.cz/grading-system-description](http://www.vsb.cz/grading-system-description)

P CASTELO 01: ECTS credits and scale:

1 full academic year = 60 credits  
1 semester = 30 credits

The Portuguese grading scale is from 0 to 20.

- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 – Excellent

### 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 OSTRAVA01	<a href="mailto:erasmus-visa@vsb.cz">erasmus-visa@vsb.cz</a>	<a href="http://www.vsb.cz/visa">http://www.vsb.cz/visa</a>
P CASTELO 01	Foreign People and Borders Office Tel: +351 272 349 500 <a href="mailto:del.cbranco@sef.pt">del.cbranco@sef.pt</a>	<a href="http://www.sef.pt/portal/V10/EN/asp/px/page.aspx">http://www.sef.pt/portal/V10/EN/asp/px/page.aspx</a>

### **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 OSTRAVA01	<a href="mailto:erasmus-insurance@vsb.cz">erasmus-insurance@vsb.cz</a>	<a href="http://www.vsb.cz/insurance">http://www.vsb.cz/insurance</a>
P CASTELO 01	<a href="#">European Commission (Employment, Social Affairs &amp; Inclusion)</a>	European Health Insurance Card <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> <a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>



### **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 OSTRAVA01	<a href="mailto:accommodation@vsb.cz">accommodation@vsb.cz</a>	<a href="http://accommodation.vsb.cz">http://accommodation.vsb.cz</a>
P CASTELO 01	Paula Ribeiro <a href="mailto:gri@ipcb.pt">gri@ipcb.pt</a> Ph.: +351 272 339 625	<a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
CZ OSTRAVA01	Prof. Ing. Petr Noskievič, CSc. Vice-Rector for Study Affairs	26 -03- 2014	
P CASTELO 01	Prof. Dr. José Carlos Gonçalves Vice-President	14/03/2014	

<sup>2</sup> Scanned signatures are accepted