



# Erasmus+ Programme

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

### Inter-institutional agreement 2017-20 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 (eg. of the course catalogue)
České vysoké učení technické v Praze CZECH TECHNICAL UNIVERSITY IN PRAGUE Faculty	CZ PRAHA10	Institutional Coordinator: Mrs. Dana Mrkvíčková, European Office, rectorate, Zikova 4, CZ-166 36 Prague 6 T : +420 2 2435 3436, F : +420 2 2431 1042, <a href="mailto:dana.mrkvickova@rek.cvut.cz">dana.mrkvickova@rek.cvut.cz</a> Faculty coordinator : Mr. Jan Vlachý, MIAS School of Business, Kolejní 2637/2a, Prague 6 <a href="mailto:jan.vlachy@cvut.cz">jan.vlachy@cvut.cz</a> T : 420-22435-3165	<a href="http://www.cvut.cz/en?set_language=en">http://www.cvut.cz/en?set_language=en</a> , course catalogue: <a href="http://www.cvut.cz/inc/omers/erasmus-exchange/prospectus">http://www.cvut.cz/inc/omers/erasmus-exchange/prospectus</a>
INSTITUTO POLITÉCNICO 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>	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</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	
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## B. Mobility numbers<sup>1</sup> 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 [number of students/total number of months of the study periods *]	Student Mobility for Traineeships *
CZ PRAHA10	P CASTELO01	04.1/0311	Tourism	1 <sup>st</sup> , 2 <sup>nd</sup>	2*5	tbd
P CASTELO01	CZ PRAHA10	04.1/0311	Business and Administration/Economics	1 <sup>st</sup> , 2 <sup>nd</sup>	2*5	No

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 PRAHA10	P CASTELO01	04.1/0311	Tourism	2 person 5 days/8h	Tbd

<sup>1</sup> 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 CASTELO01	CZ PRAHA10	04.1/0311	Business and Administration/Economics	2 person 5 days/8h	Tbd
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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 <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA10	04.1/0311	English	Czech	B2 English	B2 English
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].

### D. Additional requirements

*CTU in Prague: Students with disabilities could be accepted after the consultation with International Office. There are non-barrier rooms available in some dorms.*

### 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 PRAHA10	31 March- students from non-EU countries,  30April – students from EU	31 October – students from non-EU countries,  30 November – students from EU
P CASTELO01	May 31	November 30

<sup>2</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>

	(April 30 for students with visa requirement)	(October 31 for students with visa requirement)
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[\* to be adapted in case of a trimester system]

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 4 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

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

CTU in Prague: <http://www.cvut.cz/en/ects-ds/brief/sr>

ECTS grade	points	mark	Czech-in words	English-in words
A	100-90	1.0	VÝBORNĚ	EXCELLENT
B	89-80	1.5	VELMI DOBŘE	VERY GOOD
C	79-70	2.0	DOBŘE	GOOD
D	69-60	2.5	USPOKOJIVĚ	SATISFACTORY
E	59-50	3	DOSTATEČNĚ	SUFFICIENT
F	49-0	4	NEDOSTATEČNĚ	FAILED

#### **P CASTELO01:**

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

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ PRAHA10	Ms Lucie Bilova, <a href="mailto:lucie.bilova@rek.cvut.cz">lucie.bilova@rek.cvut.cz</a> , T: +420 2 2435 3467	<a href="http://www.cvut.cz/incomers/erasmus-exchange/visa">http://www.cvut.cz/incomers/erasmus-exchange/visa</a>
P CASTELO01	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/page.aspx">http://www.sef.pt/portal/V10/EN/asp/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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ PRAHA10	Ms Lucie Bilova, <a href="mailto:lucie.bilova@rek.cvut.cz">lucie.bilova@rek.cvut.cz</a> , T: +420 2 2435 3467	<a href="http://www.cvut.cz/incomers/erasmus-exchange/checklist">http://www.cvut.cz/incomers/erasmus-exchange/checklist</a>
P CASTELO01	<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>

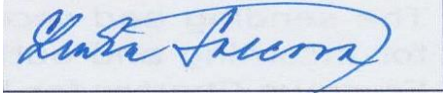

## **4. Housing**

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 PRAHA10	Ms Lucie Bilova, <a href="mailto:Lucie.bilova@rek.cvut.cz">Lucie.bilova@rek.cvut.cz</a> , T: +420 2 2435 3467	<a href="http://www.cvut.cz/incomers/erasmus-exchange/a">http://www.cvut.cz/incomers/erasmus-exchange/a</a>
P CASTELO01	<a href="mailto:Paula.Ribeiro.incoming@ipcb.pt">Paula Ribeiro incoming@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>3</sup>
CZ PRAHA10	doc. Ing. Lenka Švecová, Ph.D. MIAS Director	15/2/2017	
P CASTELO01	Prof. Dr. João Pedro Luz Head of International Office	14/11/2016	

<sup>3</sup> Scanned signatures are accepted