



F

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021 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 ² (email, phone) | Website (eg. of the course catalogue) |
|--|--------------|---|---|
| UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia | P LISBOA03 | Institutional Coordinator : Prof. José Esteves Pereira Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Maria Filomena Dinis Email: mfmd@fct.unl.pt Tel.: +351 21 294 83 00 ----- Administrative contact: SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7 | www.unl.pt http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms |
| University of Pardubice Faculty of Restoration | CZ PARDUB01 | Mgr. Věra Albrechtová, Office of International Affairs and Development, e-mail: mobility@upce.cz , tel. +420 466 036 350 | www.uni-pardubice.eu |

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

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

B. Mobility numbers³ 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.

Student mobility:

| 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 Traineeships * |
| P LISBOA03 | CZ PARDUB01 | 021 | Arts | 1 st | 2 * 5 (each)/10 | TBD |
| CZ PARDUB01 | P LISBOA03 | 021 | Arts | 1 st | 2 * 5 (each)/10 | TBD |

Staff mobility:

| 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 * |
| P LISBOA03 | CZ PARDUB01 | 021 | Arts | 2 weeks | --- |
| CZ PARDUB01 | P LISBOA03 | 021 | Arts | 2 weeks | --- |

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 | Language of | Language of | Recommended language of instruction level ³ |
|-----------------------|-------------------|-------------|-------------|--|
|-----------------------|-------------------|-------------|-------------|--|

³ 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>)



| [Erasmus code] | area | instruction 1 | instruction 2 | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
|----------------|------|--|--|---|--|
| P LISBOA03 | | Portuguese (for 1 st cycles) | Portuguese and/or English (for 2 nd and 3 rd cycles) | B1 | B2 |
| CZ PARDUB01 | | 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

The University of Pardubice is able to welcome students and staff with disabilities. However, the International Office must be informed about it during the application procedure.

E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|--------------------------------------|--|
| P LISBOA03 | May 31 st | October 31 st |
| CZ PARDUB01 | Visa students 15/5; EU students 30/6 | Visa students 15/10; EU students 30/11 |

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

2. The receiving institution will send its decision within 4 weeks (P LISBOA03) /8 weeks (CZ PARDUB01)(minimum).
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks (P LISBOA03) /2 weeks (CZ PARDUB01) after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

If partner institution terminates the agreement by 1 September 20xx, the termination is valid as of 1 September 20xx+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁴ 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>

F. Information

1. Grading systems of the institutions

Information available at:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

Grading system of the University of Pardubice (CZ PARDUB01)

| Grade | Grade in words (English/Czech) | |
|---------------------------|------------------------------------|-------------------|
| 1 | excellent | výborně |
| 1,5 | excellent minus | výborně mínus |
| 2 | very good | velmi dobře |
| 2,5 | very good minus | velmi dobře mínus |
| 3 | good | dobře |
| 4 | fail | nevyhověl |
| R* | course completed - no grade | předmět splněn |
| absolvoval s vyznamenáním | passed with honours | |
| absolvoval | passed | |

ECTS grading scale: *the University of Pardubice does not use the ECTS grading scale*

| ECTS Grade | % of successful students normally achieving the grade | Definition |
|------------|---|---|
| A | 10 | EXCELLENT - outstanding performance with only minor errors |
| B | 25 | VERY GOOD - above the average standard but with some errors |
| C | 30 | GOOD - generally sound work with a number of notable errors |
| D | 25 | SATISFACTORY - fair but with significant shortcomings |
| E | 10 | SUFFICIENT - performance meets the minimum criteria |
| FX | - | FAIL - some more work required before the credit can be awarded |
| F | - | FAIL - considerable further work is required |

ECTS credits:

| | | |
|----------------------|---|------------|
| 1 full academic year | = | 60 credits |
| 1 semester | = | 30 credits |
| 1 term/trimester | = | 20 credits |

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 |
|---------------------------------------|---|---|
| P LISBOA03 | Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7 | http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors |
| CZ PARDUB01 | Mgr. Andrea Pilařová Office of International Affairs and Development email: andrea.pilarova@upce.cz , tel. +420 466 036 725 | http://www.upce.cz/en/studium/erasmus-incoming/application-procedure.html |

3. Insurance

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

(http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

Information and assistance can be provided by the following contact points and information sources:

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---------------------------------------|---|---|
| P LISBOA03 | Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7 | |
| CZ PARDUB01 | Mgr. Andrea Pilařová, Office of International Affairs and Development email: andrea.pilarova@upce.cz tel. +420 466 036 725 | http://www.upce.cz/en/studium/ects/pojisteni.html |

4. Housing

The receiving institution will guide incoming mobile participants in finding



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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 |
|-------------------------------|--|---|
| P LISBOA03 | Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7 | http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study.sms |
| CZ PARDUB01 | Bc. Monika Křištofová, email: monika.kristofova@upce.cz tel. +420 466 036 469 | http://www.upce.cz/en/zazemi/koleje-a-menza.html |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁵ |
|-------------------------------|---|--------------|---|
| P LISBOA03 | Institutional Coordinator Prof. José Esteves Pereira | 22 JAN. 2014 |  |
| CZ PARDUB01 | Prof. PhDr. Karel Rýdl, CSc. Vice-Rector for Education | 14 -01- 2014 |  |



⁵ Scanned signatures are accepted