



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA Faculty of Science and Technology	P LISBOA03	Institutional Coordinator : Prof. João Sáãgua Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: M ^a Filomena Macedo Dinis Departamento de Conservação e Restauro, FCT – UNL, Campus de Caparica 2829-516 Caparica, Portugal e-mail: mfmd@fct.unl.pt Phone: +351212948322 Fax: +351212948322 ----- Administrative contact: SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	www.unl.pt/ www.mastersportal.eu/studies/12660/master-of-glass-art-and-science.html http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

TOMAS BATA UNIVERSITY IN ZLÍN Faculty of Multimedia Communications	CZ ZLIN01	Faculty Coordinator: Mgr. Richard Vodička Phone: +420 57 603 8051 Email: vodicka@fmk.utb.cz Contact person: Eva Prokopová Address: Štefánikova 2431,76001 Zlín, Czech Republic Phone: +420 57 603 4222 Email: eprokopova@fmk.utb.cz	www.utb.cz www.utb.cz/fmk
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B. Mobility numbers⁴ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
P LISBOA03	CZ ZLIN01	0213	Fine arts	1 st , 2 nd	2 students (10 months each)	-
CZ ZLIN01	P LISBOA03	0213	Fine arts	1 st , 2 nd	2 students (10 months each)	-

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	
P LISBOA03	CZ ZLIN01	0213	Fine arts	1 persons * 1 week, min. 8h/week	1 person * 1 week, min. 20h/week
CZ ZLIN01	P LISBOA03	0213	Fine arts	1 persons * 1 week, min. 8h/week	1 person * 1 week, min. 20h/week

⁴ 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>)

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 ⁵	
				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 (English)	B2 (English)
CZ ZLIN01		Czech	English	B1 (English)	B2 (English)

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

CZ ZLIN01 Students with special needs may be admitted upon former individual agreement only. Please contact TBU International Office for more information (bycek@rektorat.utb.cz)

P LISBOA03 ---

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 ZLIN01	1st June	1st November

⁵For 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>

2. The receiving institution will send its decision within [5] weeks.
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]*
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

CZ ZLIN01

<http://www.utb.cz/i-want-to-study/ects-credit-allocation-based-on-the-student-workload>

P LISBOA03

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

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 ZLIN01	Pavel Býček bycek@rektorat.utb.cz +420 576 032 208 or international@utb.cz	http://www.utb.cz/international/exchange-incoming-students

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
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	

CZ ZLIN01	Pavel Býček bycek@rektorat.utb.cz +420 576 032 208 or international@utb.cz	http://www.utb.cz/international/exchange-incoming-students
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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.



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
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 ZLIN01	Pavel Býček bycek@rektorat.utb.cz +420 576 032 208 or international@utb.cz	http://www.utb.cz/international/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and Stamp ⁶
P LISBOA03	Institutional Coordinator Professor João Sáàgua	14-11-2014	
CZ ZLIN01	Institutional Coordinator doc. PhDr. Ing. Aleš GREGAR, CSc	8/11/2014	

⁶Scanned signatures are accepted

