

**Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2019-2021²
between programme countries
[Minimum requirements]³**

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 ⁴ (email, phone)	Website (e.g. of the course catalogue)
Vysoká škola chemicko-technologická v Praze (University of Chemistry and Technology, Prague)	CZ PRAHA01	Head of International Relations Office xxxxx UCT Prague Technická 5 166 28 Praha 6, Czech Republic Phone: xxxxxx xxxxx Incoming students: xxxxx xxxxx Outgoing students, agreements: xxxxx xxxxx	General information: www.vscht.cz Information for incoming Erasmus+ students: http://study.vscht.cz/erasmusplus
Università Politecnica delle Marche (Marche Polytechnic University)	I ANCONA01	Head of the International Relations Office xxxxx Email: xxxxx Tel.: xxxxx Erasmus Office Contacts Email: xxxxx Tel.: xxxxx Address: Via Menicucci 6, 60121 Ancona (AN) Italy Facoltà di Ingegneria xxxxx Email: xxxxx Tel.: xxxxx Reference for the Agreement xxxxx, Researcher Email: xxxxx Tel.: xxxxx	http://www.univpm.it http://univpm.ilmanager.it/studenti https://www.ingegneria.univpm.it
[...]			

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
CZ PRAHA01	I ANCONA01	0588	Natural sciences, mathematics and statistics, inter- disciplinary programmes	2 nd , 3 rd	2 students x 5 months each	To be decided individually
		0710	Engineering and engineering trades, not further defined (06.0 - 5, 52, 520)	2 nd , 3 rd	2 students x 5 months each	
I ANCONA01	CZ PRAHA01	0588	Natural sciences, mathematics and statistics, inter- disciplinary programmes	2 nd , 3 rd	2 students x 5 months each	
		0710	Engineering and engineering trades, not further defined (06.0 - 5, 52, 520)	2 nd , 3 rd	2 students x 5 months each	

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 PRAHA01	I ANCONA01	0588	Natural sciences, mathematics and statistics, inter-disciplinary programmes	2 staff x 5 days each (minimum 8 teaching hours)	2 staff x 5 days each
		0710	Engineering and engineering trades, not further defined (06.0 - 5, 52, 520)	2 staff x 5 days each (minimum 8 teaching hours)	2 staff x 5 days each
I ANCONA01	CZ PRAHA01	0588	Natural sciences, mathematics and statistics, inter-disciplinary programmes	2 staff x 5 days each (minimum 8 teaching hours)	2 staff x 5 days each
		0710	Engineering and engineering trades, not further defined (06.0 - 5, 52, 520)	2 staff x 5 days each (minimum 8 teaching hours)	2 staff x 5 days each

⁵ 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA01		Czech	English	B2	B1
I ANCONA01		Italian	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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

Vysoká škola chemicko-technologická v Praze (CZ PRAHA01):

CZ PRAHA01 does not have suitable facilities to welcome students and staff with disabilities. However, special arrangements could be made on case-by-case basis when communicated well in advance (during application process).

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 PRAHA01	Nomination deadline: June 15 th	Nomination deadline: November 15 th
	Application deadline: June 30 th	Application deadline: November 30 th
	Emails to: XXXXX	
I ANCONA01	May, 31 st (for the full Academic Year too)	October, 31 st

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

- The receiving institution will send its decision within 8 weeks.
- 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]
- 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

⁶ 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>

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Grading system at Vysoká škola chemicko-technologická v Praze (CZ PRAHA01):

ECTS Grade	Numerical conversion in %	Definition	
A	100 - 90	EXCELLENT	Outstanding performance with only minor errors
B	89 - 80	VERY GOOD	Above the average standard but with some errors
C	79 - 70	GOOD	Generally sound work with a number of notable errors
D	69 - 60	SATISFACTORY	Fair but with significant shortcomings
E	59 - 50	SUFFICIENT	Performance meets the minimum criteria
FX	< 50	FAIL	Some more work required before the credit can be awarded
F	< 50	FAIL	Considerable further work is required
Z	-	PASS	Course without examination Special UCT symbol

Institution [Erasmus code]	Faculties/Departments	Website for information
I ANCONA01	Agriculture	http://univpm.llpmanager.it/studenti/modulistica/GS_agraria.pdf
	Economics	http://univpm.llpmanager.it/studenti/modulistica/GS_economia.pdf
	Engineering	http://univpm.llpmanager.it/studenti/modulistica/GS_ingegneria.pdf
	Medicine	http://univpm.llpmanager.it/studenti/modulistica/GS_medicina.pdf
	Sciences	http://univpm.llpmanager.it/studenti/modulistica/GS_sienze.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
----------------------------	--------------------------------	-------------------------

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

CZ PRAHA01	Incoming students: xxxxx XXXXX	http://study.vscht.cz/erasmusplus/before-arrival
I ANCONA01	Email: xxxxx Tel.: xxxxx	http://univpm.llpmanager.it/studenti/

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 PRAHA01	Incoming students: xxxxx XXXXX	http://study.vscht.cz/erasmusplus/before-arrival
I ANCONA01	Email: xxxxx Tel.: xxxxx	http://univpm.llpmanager.it/studenti/

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 PRAHA01	Incoming students: xxxxx XXXXX	http://study.vscht.cz/erasmusplus/before-arrival
I ANCONA01	Email: xxxxx Tel.: xxxxx	http://univpm.llpmanager.it/studenti/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
CZ PRAHA01	xxxxx <i>Head of International Relations Office</i>		
I ANCONA01	xxxxx, Rector		

⁸ Scanned signatures are accepted