



# Erasmus + Programme

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


Inter-institutional agreement for the academic years:

**2019/2020 - 2020/2021**  
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 (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITECNICO DO PORTO	P PORTO 05	<b>Professor xxxxx, President Presidency Services</b> Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL  xxxxx <b>Head of International Relations Office Presidency Services</b> Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL  Tel.: xxxxx Fax: xxxxx Email: xxxxx	<a href="https://www.ipp.pt/guiaects/guia_ects.aspx">https://www.ipp.pt/guiaects/guia_ects.aspx</a>
ISEP: School of Engineering		xxxxx Head of International Relations T.: xxxxx F.: xxxxx Email: xxxxx	<a href="http://www.isep.ipp.pt">www.isep.ipp.pt</a>

<p>Vysoká škola chemicko-technologická v Praze (University of Chemistry and Technology, Prague)</p> 	<p>CZ PRAHA01</p>	<p>xxxxx <i>Head of International Relations Office</i></p> <p>UCT Prague Technická 5 166 28 Praha 6, Czech Republic</p> <p>Phone: xxxxx</p> <p>xxxxx xxxxx (general IRO address)</p> <p><b><u>Incoming students:</u></b></p> <p>xxxxx <a href="#">xxxxx</a></p> <p><b><u>Outgoing students, agreements:</u></b></p> <p>xxxxx <a href="#">xxxxx</a></p>	<p>General information: <a href="http://www.vscht.cz">www.vscht.cz</a></p> <p>Information for incoming Erasmus+ students: <a href="http://study.vscht.cz/erasmusplus">http://study.vscht.cz/erasmusplus</a></p>
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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. Exceptional changes in mobility or in specific contract conditions can be discussed and adjusted via e-mail during the academic year if necessary.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle			Number of student mobility periods		
				1 <sup>st</sup> (BA)	2 <sup>nd</sup> (MA)	3 <sup>rd</sup> (PhD)	Students (=sum)	months per student	Student months (=sum)
P PORTO 05	CZ PRAHA 01	0711	Chemical Engineering	yes	yes	-	2	5	10
CZ PRAHA 01	P PORTO 05	0711	Chemical Engineering	yes	yes	-	2	5	10

<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>)

ROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]
P PORTO 05	CZ PRAHA 01	0711	Chemical Engineering	1 teacher x min. 2 days / min. 8h total
CZ PRAHA 01	P PORTO 05	0711	Chemical Engineering	1 teacher x min. 2 days / min. 8h total

### 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO 05		Portuguese	English	B1 Portuguese or English	B2 Portuguese or English
CZ PRAHA 01		Czech	English	B2	B1

\* Except for Projects and EPS, classes are taught in Portuguese. However students may receive support in English (Bibliography and evaluation)

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### D. Additional requirements

CZ PRAHA01:

*Disability: Special arrangements are possible on a case-by-case basis when communicated 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]	Nominations should be send to
P PORTO 05	June 1st	November 15th	

CZ PRAHA 01	Nomination deadline: June 15 <sup>th</sup>	Nomination deadline: November 15 <sup>th</sup>	xxxxx
	Application deadline: June 30 <sup>th</sup>	Application deadline: November 30 <sup>th</sup>	

- 2a. The receiving institution **P PORTO 05** will send its decision within **4** weeks.
- 2b. The receiving institution **CZ PRAHA01** will send its decision within **5** 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

This agreement will take effect in the **2019/2020** academic year and will be valid for academic year 2019/2020 and 2020/2021.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.

II. Termination of the agreement will not be penalised.

“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

**Grading system used at the Instituto Politécnico do Porto, Portugal:**

#### **1 - Local Grades**

In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

#### **2 - ECTS Grades**

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students).

Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

#### ECTS credits:

one full academic year      one semester      one trimester

**60 ECTS credits**

**30 ECTS credits**

**20 ECTS credits**

#### 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
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## 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 PORTO 05		<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/page.aspx</a> Further assistance: xxxxx
CZ PRAHA 01	<b>Incoming students:</b> xxxxx <a href="#">xxxxx</a>	<a href="http://study.vscht.cz/erasmusplus/before-arrival">http://study.vscht.cz/erasmusplus/before-arrival</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
P PORTO 05	<a href="#">European Commission (Employment, Social Affairs &amp; Inclusion)</a>	<a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> Further assistance: xxxxx
CZ PRAHA 01	<b>Incoming students:</b> xxxxx <a href="#">xxxxx</a>	<a href="http://study.vscht.cz/erasmusplus/before-arrival">http://study.vscht.cz/erasmusplus/before-arrival</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
P PORTO 05	GRE – xxxxx	www.isep.ipp.pt
CZ PRAHA 01	<b>Incoming students:</b> xxxxx <a href="#">XXXXX</a>	<a href="http://study.vscht.cz/erasmusplus/before-arrival">http://study.vscht.cz/erasmusplus/before-arrival</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
P PORTO 05	xxxxx, Pro- President		
CZ PRAHA01	xxxxx Head of International Relations Office		

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