



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

### Inter-institutional agreement 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	Erasmus code	Contact details	Website
<b>ISAG – European Business School</b>	<b>P PORTO16</b>	<b>Head of International Relations Office</b> Sofia Gomes, PhD Email: <a href="mailto:rel.internacionais@isag.pt">rel.internacionais@isag.pt</a> Phone: : +351 220 303 265 Adress: Campus de Salazares/Ramalde Rua de Salazares, 842 4100-442 Porto, Portugal	<a href="https://www.isag.pt/isag/si_main">https://www.isag.pt/isag/si_main</a>
<b>Technical University of Liberec</b>	<b>CZ LIBEREC01</b>	Erasmus Coordinator Viera Huličková Studentská 2, 461 17, Liberec, Czech Republic. <a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a>  Faculty Coordinator Martina Chvojková <a href="mailto:martina.chojkova@tul.cz">martina.chojkova@tul.cz</a>	<a href="http://www.tul.cz/en">http://www.tul.cz/en</a>
International Affairs Academic Contact		List of ECTS Coordinators and Course Catalogue: <a href="http://www.tul.cz/en/erasmus/incoming-international-students/course-catalogue">http://www.tul.cz/en/erasmus/incoming-international-students/course-catalogue</a>	

#### B. Mobility numbers per academic year

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods	
		code	name		Studies	Traineeships
CZ LIBEREC01	P PORTO16	0410	Business and Administration	1,2	2x5months	-
P PORTO16	CZ LIBEREC01	0410	Business and Administration		2x5months	-

FROM	TO	Subject area [ISCED]		Number of staff mobility periods	
		code	name	Teaching	Training
CZ LIBEREC01	P PORTO16	0410	Business and Administration	2x5days	2x5days
P PORTO16	CZ LIBEREC01	0410	Business and Administration	2x5days	2x5days

### C. Recommended language skills

The sending 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	Language (s) of instruction	For more details	Recommended language of instruction	
			Student Mobility	Staff Mobility
CZ LIBEREC01	Czech/English	English	B1	B2
P PORTO16	Portuguese	English	B2	B2

### D. Additional requirements

CZ LIBEREC01	In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website: <a href="http://www.tul.cz/en/erasmus/incoming-international-students">http://www.tul.cz/en/erasmus/incoming-international-students</a> or contact the Erasmus Office: <a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a> .
P PORTO16	ISAG welcomes students and staff members with disabilities, however acceptance requires approval (in case of students: during the online nomination period, in case of staff members: when applying).

### E. Calendar

Receiving institution	Autumn term	Spring term
CZ LIBEREC01	30 <sup>th</sup> June (30 <sup>th</sup> May if the student needs a Visa)	30 <sup>th</sup> November (30 <sup>th</sup> October if the student needs a Visa)
	1. TUL will send its decision within 6 weeks 2. A Transcript of Records will be issued by the respective Faculty at TU Liberec before the departure of the student.	
P PORTO16	15 <sup>th</sup> August	31 <sup>st</sup> December
	1. The receiving institution will send its decision within 4 weeks. 2. 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]. 3. Termination of the agreement:  This agreement will remain in effect for the above determined period of validity or until the involved institutions both agree in the discontinuation of the exchanges. 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 2014 will only take effect as of 1 September 2014+1.  NB: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.	
The present bilateral agreement will be valid during the academic years 2014/15 – 2020/21, unless either side terminates the agreement in writing at the latest by September 30 <sup>th</sup> for activities taking place during the next (n+1) academic year. Additional activities, cancellations or new subject areas are to be communicated by the same deadline.		

### F. Information

About	CZ LIBEREC01	P PORTO16
	(for up to date contact details, see web pages)	
Grading system	<b>TUL uses the ECTS credit system.</b> <b>The symbols of course unit duration: (Y) 1 full year academic year and (S) 1 semester.</b> <b>In addition to ECTS, TUL uses the local numeral grade system as following:</b> <b>(1) Excellent, (1-) Excellent Minus, (2) Very Good, (2-) Very Good Minus, (3) Good and (4) Fair.</b> <b>(R) Satisfactory Completion of Course – No Grade.</b>	*see below information

Visa	Students with non-EU nationality should inform by e-mail ( <a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a> ) about the town where they have applied for the VISA in their home country. Acceptance letters in Czech and English languages will be sent to the International Office of the home university. <a href="http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx">http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx</a>	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 International Relations Office.
Insurance	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. <a href="http://www.mzcr.cz/cizinci">http://www.mzcr.cz/cizinci</a>	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 International Relations Office.
Housing	Accommodation is booked at Harcov Residence Halls by TU Liberec Erasmus Office upon acceptance of the student. There is no need to send a special application form or to register. To inform about the time of arrival: <a href="mailto:us.koleje@tul.cz">us.koleje@tul.cz</a>	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 International Relations Office.
Special needs	The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: <a href="http://apc.tul.cz/">http://apc.tul.cz/</a>	ISAG welcomes students and staff members with disabilities, however acceptance requires approval (in case of students: during the online nomination period, in case of staff members: when applying).
Academic Calendar	Winter Semester: Beginning of OCTOBER – Mid FEBRUARY Summer Semester: Mid FEBRUARY – End of JUNE <a href="http://www.tul.cz/en/erasmus/incoming-international-students/academic-calendar">http://www.tul.cz/en/erasmus/incoming-international-students/academic-calendar</a>	Winter Semester: End of September/Beginning of October – Mid February  Summer Semester: Mid February – End of June/ Mid of July

**\* Grading systems of the institutions**

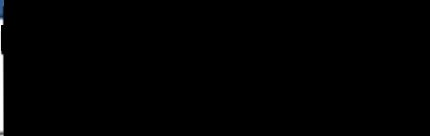
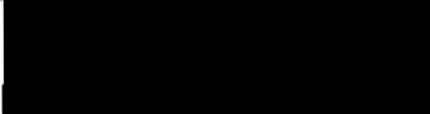
**P PORTO16**

**ECTS Grading Scale:**

ECTS Grade	Percentage of Students Approved

In order to establish the course units grades for each group of the European Credit Transfer and Accumulation System (ECTS) grading scale, the distribution of students with passes in the previous three academic years and/or in a total of at least a hundred students is taken into consideration. When a cohort of this scale is impossible, the ECTS grading scale is replaced by the use of an institutional conversion table based on all course units grades of all ISAG – European Business School's Degree Courses from the previous three academic years. It is important to notice that not all groups of the ECTS grading scale might be represented.

**G. SIGNATURES OF THE INSTITUTIONS**

Institution	Name, function	Date	Signature
<b>CZ LIBEREC01</b>	Mgr. Bc. Linda Marešová Head of the International office	15.6.2020	
<b>P PORTO16</b>	Vítor Costa President of the Founding Body		

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