



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement for the academic years: **2021/2022**

between programme countries


Based on the Letter of Agreement signed on 17.6.2016 the institutions named below agree to cooperate in 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.

This agreement is additional annex to the Letter of Agreement signed on 17.6.2016, previous agreement, annex or annexes remain in force.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus ID code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
University of Cyprus Department of Business and Public Administration And Department of Economics	CYNICOSIA01	Erasmus Institutional Coordinator: xxxxx, Senior University Officer, International Relations Service Tel.: xxxxx E-mail: xxxxx xxxxx Officer in Charge- Mobility Support Office International Relations Service Tel. : xxxxx E-mail : XXXXX , xxxxx Name of Erasmus Departmental Coordinators : Department of Business and Public Administration/ xxxxx xxxxx E-mail: xxxxx Department of Economics xxxxx Tel.: xxxxx E-mail : xxxxx	www.ucy.ac.cy http://ucy.ac.cy/en/erasmus-programme/student-mobility-for-studies/student-incoming-mobility-for-studies https://www.ucy.ac.cy/fem/en/

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Vysoká škola chemicko-technologická v Praze</p> <p>(University of Chemistry and Technology, Prague)</p> <p>School of Business</p> 	<p>CZ PRAHA01</p>	<p>XXXXX Head of International Relations Office</p> <p>UCT Prague Technická 5 166 28 Praha 6, Czech Republic</p> <p>Phone: XXXXX</p> <p>XXXXX (general IRO address)</p> <p><u>Incoming students:</u></p> <p>XXXXX XXXXX</p> <p><u>Outgoing students, agreements:</u></p> <p>XXXXX XXXXX</p> <p><u>Sponsor of the Agreement:</u></p> <p>XXXXX International Office Manager E-Mail XXXXX</p>	<p>General information: www.vscht.cz</p> <p>Information for incoming Erasmus+ students: http://study.vscht.cz/erasmusplus</p>
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B. Mobility numbers 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.

Student Mobility for Studies

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 st (BA)	2 nd (MA)	3 rd (PhD)	Students (=sum)	months per student	Student months (=sum)
CYNICOSIA01	CZ PRAHA01	041	Business and Administration	yes	yes	-	2	5	10
		0311	Economics	yes	yes		2	5	10
CZ PRAHA01	CYNICOSIA01	041	Business and Administration	yes	yes	-	2	5	10
		0311	Economics	yes	yes		2	5	10

Staff Mobility for Teaching

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		
				Number of Teachers	Duration in days (per teacher)	Number of Teaching hours (min. 8)
CYNICOSIA01	CZ PRAHA01	041	Business and Administration	1	min. 2 days	min. 8h
		0311	Economics	1		
CZ PRAHA01	CYNICOSIA01	041	Business and Administration	1	min. 2 days	min. 8h
		0311	Economics	1		

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 ²		
				Student Mobility for Studies		Staff Mobility for Teaching [English]
				Niveau language 1	Niveau language 2	
CYNICOSIA01		Greek (majority of courses)	English (some courses)	B2 English I	B2 Greek	English B2
CZ PRAHA01		Czech	English	B2	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

² 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>

D. Additional requirements / information

a) **CY NICOSIA01** has the infrastructure to welcome students and staff with disabilities.

b) **Vysoká škola chemicko-technologická v Praze (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
CYNICOSIA01	<p>1 May for nomination 20 May for application</p> <p>Start of fall semester: 26 August approx. End of fall semester (incl. exams): 20th December</p> <p>The University of Cyprus as the receiving institution will send its decision within 6 weeks A Transcript of Records will be issued by the University of Cyprus no later than 5 weeks after the assessment period has finished at the receiving HEI</p>	<p>1 October for nomination 20 October for application</p> <p>Start of spring semester: 11th January End of spring semester (incl. exams): 27th May</p> <p>The University of Cyprus as the receiving institution will send its decision within 6 weeks A Transcript of Records will be issued by the University of Cyprus no later than 5 weeks after the assessment period has finished at the receiving HEI</p>	XXXXX
CZ PRAHA01	<p>Nomination deadline: June 15th</p> <p>Application deadline: June 30th</p>	<p>Nomination deadline: November 15th</p> <p>Application deadline: November 30th</p>	XXXXX

- The receiving institution will send its decision within 5 weeks.
- 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.
- Termination of the agreement

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.

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

a) CYNICOSIA:

Institution [Erasmus code]	Grading System
CY NICOSIA01	At the University of Cyprus the grading system for each unit module is numeric from 0 to 10 rounded to the nearest half unit and a GPA of 5 is the passing grade. Excellent: 8.5-10 Very Good : 6.5-8.49 Good: 5.0-6.49

b) 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

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
CYNICOSIA01	xxxxx Tel: xxxxx Email: xxxxx	http://www.ucy.ac.cy/internationalsupport/
CZ PRAHA01	Incoming students: xxxxx xxxxx	http://study.vscht.cz/erasmusplus/before-arrival

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
CYNICOSIA01	xxxxx, University Officer in charge, Mobility Support Office E-mail: xxxxx Tel.: xxxxx	http://www.ucy.ac.cy/ir/en/erasmus-programme/student-mobility-for-studies/student-incoming-mobility-for-studies
CZ PRAHA01	Incoming students: xxxxx xxxxx	http://study.vscht.cz/erasmusplus/before-arrival

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
CYNICOSIA01	xxxxx, University Officer in charge, Housing Office E-mail: xxxxx Tel.: xxxxx	http://ucy.ac.cy/fmweb/en/organizational-structure/welfare-sector-2/housing-office

CZ PRAHA01	Incoming students: XXXXX XXXXX	http://study.vscht.cz/erasmusplus/before-arrival
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature³
CYNICOSIA01	XXXXX <i>Senior University Officer, International Relations Service</i>		
CZ PRAHA01	XXXXX <i>Vice-Rector for External Relations and Communication</i>		

³ Scanned signatures are accepted