|  |  |
| --- | --- |
|  |  |

**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2018-2020[[2]](#footnote-2)
between programme countries**

**[Minimum requirements][[3]](#footnote-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.

1. **Information about higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution****(and department, where relevant)** | **Erasmus code** | **Contact details[[4]](#footnote-4)****(email, phone)** | **Website****(eg. of the course catalogue)** |
| CZECH TECHNICAL UNIVERSITY IN PRAGUE (CTU)Masaryk Institute of Advanced Studies | CZ PRAHA10 | **Erasmus Institutional Coordinator:** Mrs. Dana Mrkvickova, Rectorate of CTU / Jugoslávských partyzánů 1580/3, 160 00, Praha 6 / A 801, T: +xxx xxx xxx xxx E: xxxx.xxxxxxxxxx@xxxx.xx **Faculty coordinator:**Mr. Jan Vlachý, MIAS School of Business, Kolejní 2637/2a, Prague 6T: xxx-xxxxx-xxxx  | <https://international.cvut.cz/> |
| Universidad Pontificia ComillasICAI – School of Engineering | E MADRID02 | Contact person : Carmen González, International Relations Service cgonzalez@comillas.edu**Departmental Coordinator:** Alberto ZanmattiInternational CoordinatorICAI School of **Engineering**azanmatti@comillas.edu  | <http://www.comillas.edu/en/international/for-foreign-students/exchange-application-form> |

**B. Mobility numbers[[5]](#footnote-5) 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, 1st , 2nd or 3rd]*** | **Number of student mobility periods** |
| Student Mobility for Studies*[total number of months of the study periods or average duration\*]* |
| CZ PRAHA10 | E MADRID02 | **041**  | Business Administration  | 1st, 2nd  | 3 x 10 months or6 x 5 months(Total: 30 months) |
| E MADRID02 | CZ PRAHA10 | **041**  | Business Administration  | 1st, 2nd  | 3 x 10 months or6 x 5 months(Total: 30 months) |

This agreement is conducted exclusively between the CTU MIAS School of Business and COMILLAS ICAI Engineering schools.

 *[\*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 Praha10 | E MADRID02 | 041 | Business and Administration  | 2 person-5 days minimum  | 2 person-5 days minimum |
| E MADRID02 | CZ Praha10 | 041 | Business and Administration  | 2 person-5 days minimum | 2 person-5 days minimum |

**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***  | **Languageof instruc­tion 1** | **Languageof instruc­tion 2** | **Recommended language of instruction level[[6]](#footnote-6)** |
| Student Mobility for Studies[*Minimum recommended level: B1*] | Staff Mobility for Teaching[*Minimum recommended level: B2*] |
| CZ PRAHA10 |  | English | English | B2 English | B2 English |
| E MADRID02 |  | Spanish | English | B1 for SpanishB2 for English | B2 for 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**

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

**E MADRID02:**

Each semester, Comillas organizes two Orientation Days for exchange students during which general information is given on the University and the different university [services](http://www.upcomillas.es/servicios/serv.aspx?perfil=45). Moreover, the [Coordinators for International Relations](http://www.upcomillas.es/servicios/sri/Documentos/serv_sri_inte_comi_coordinadores1.pdf) from each School or Faculty provide specific information concerning how to register, course selection, etc.

Universidad Pontificia Comillas attends to those exchange students and staff with any type of disability, by attempting to alleviate its consequences and by offering the most appropriate kind of support, while taking into account the personal circumstances of each case. More information: <http://www.comillas.edu/en/social-work-unit/services/support-program-for-students-with-disabilities>

**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 PRAHA10 | 30 April | 30 November  |
| E MADRID02 | June 1st | November 1st |

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

2. The receiving institution will send its decision within [6] 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

*In the event of unilateral termination of the agreement, 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**

**E MADRID02:**

In the Spanish University System, each subject is graded on a scale from 0 to 10 points. Each numeric grade corresponds to a letter grade as follows:

|  |  |
| --- | --- |
| Fail | 0 - 4.9 |
| Pass/good | 5 - 6.9 |
| Very good | 7 - 8.9 |
| Outstanding | 9 - 10 |
| Dean’s List | Recognition of academic excellence |
| To pass a subject it is necessary to achieve at least 5 points |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ECTS grading system | A | B | C | D | E | FX, F |
| COMILLAS | 10 | 9.5 | 9 | 8.5 | 8 | 7.5 | 7 | 6.5 | 6 | 5.5 | 5 | <5 |

**CZ PRAHA 10**

****

**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** |
| CZ PRAHA10 | Ms. Lucie BílováT: +xxx xxxxxxxxx | <https://international.cvut.cz/for-incomers/erasmus-and-exchange/student-visa/> |
| E MADRID02 | xxxxxxxx@xxxxxxxx.xxx | <http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx> |

**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 PRAHA10 | Ms. Lucie BílováT: +xxx xxxxxxxxx | <https://international.cvut.cz/> |
| E MADRID02 | xxxxxxxxx@xxxxxxxx.xxx  | All students must bring their European Health Card with them. The Universidad Pontificia Comillas does not require students to have another policy, but recommends taking out an insurance policy to cover third-party liability, accidents and repatriation to the home country in case of fatal injuries. |

**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 PRAHA10 | Ms. Lucie BílováT: +xxx xxxxxxxxx  | <https://international.cvut.cz/for-incomers/erasmus-and-exchange/accommodation/> |
| E MADRID02 | xxxx@xxxxxxxxxxxxxxxxxxxxxxxx.xxxphone (+xx) xxxxxxxxx | <http://studentsglobalrelocation.com/web/servuniversidad/que-hacemos/universidad-pontificia-comillas/> |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** **[Erasmus code]** | **Name, function** | **Date** | **Signature[[7]](#footnote-7)** |
| CZ PRAHA10 | Director:**Lenka Švecová** |  |  |
| E MADRID02 | Rector : **Julio L. Martínez** |  |  |

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-2)
3. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-3)
4. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-4)
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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-5)
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> [↑](#footnote-ref-6)
7. Scanned signatures are accepted [↑](#footnote-ref-7)