Erasmus+ Programme

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

Inter-institutional agreement (from) 2014/15 – (until) 2016/17
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 (email, phone)		Website
University of Porto – **FACULTY OF ENGINEERING**	P PORTO02	Institutional Coordinator *(name, address, phone, fax, e-mail)*	Cristina Ferreira Director of International Office sri@reit.up.pt (+351) 220408034	www.up.pt
		ERASMUS Faculty Coordinator*(name, address, phone, fax, e-mail)*	Prof. João Pedro Pêgo Rua Dr. Roberto Frias, 4200-465 Porto (PT) **Phone:** +351225081900; **Fax:** +351225081440; email: jppego@fe.up.pt	www.fe.up.pt
		Administrative Contact*(name, address, phone, fax, e-mail)*	Ms. Carla Rocha (OUT and Partnerships) | Mr. Miguel Nunes (IN) Cooperation Division, Rua Dr. Roberto Frias, 4200-465 Porto **Phone:** +351225081411; **Fax:** +351225081440; email: erasmus@fe.up.pt	www.fe.up.pt/admissions
BRNO UNIVERSITY OF TECHNOLOGY **FACULTY OF ELECTRICAL ENGINEERING AND COMMUNICATION** Technicka 10 616 00 Brno Czech Republic	CZ BRNO01	ERASMUS Institutional Coordinator	*Bc. Tomáš Lády* E-mail: lady@ro.vutbr.cz Phone: +420 5 4114 5145	
		Faculty Coordinator*(name, phone, e-mail)*	Assoc. Prof. Jiří Háze Phone:+420 5 4114 6102 E-mail: prodekan-zahranici@feec.vutbr.cz	
		Administrative Contact*(name, phone, fax, e-mail)*	*Jarmila Pončová* E-mail: poncova@feec.vutbr.cz Phone:+420 5 4114 6328, Fax: +420 5 4114 6353	http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en

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.

Students

FROM	TO	Subject area code [ISCED]#	Subject area name	Study cycle [short cycle, 1st, 2nd or 3rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
P PORTO02	CZ BRNO01	0713/ 0714*	Electricity and energy/Electronics and automation*	2nd	1 x 5 months	-
CZ BRNO01	P PORTO02	0713/ 0714*	Electricity and energy/Electronics and automation*	2nd	1 x 5 months	-

#UNESCO 2013 - ISCED Codes: http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx

Involved programmes at P PORTO02:

0713/0714: Integrated Master in Electrical and Computers Engineering - https://sigarra.up.pt/feup/en/cur_geral.cur_planos_estudos_view?pv_plano_id=2639&pv_ano_lectivo=2013&pv_tipo_cur_sigla=MI&pv_origem=CUR (Exchange/Academic Coordinator: Prof. Artur Cardoso, acardoso@fe.up.pt / Prof. Rui Araújo, raraujo@fe.up.pt)

Staff

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
P PORTO02	CZ BRNO01	0713/ 0714*	Electricity and energy/Electronics and automation*	1 x 8 hours	-
CZ BRNO01	P PORTO02	0713/ 0714*	Electricity and energy/Electronics and automation*	1 x 8 hours	-

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	*Optional: Subject area*	Language of instruc-tion 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 PORTO02	Engineering	Portuguese	English/Suitable for English Studies	B1 Portuguese (no certification required)	B2 English/Portuguese (no certification required)
CZ BRNO01		English		B1	B2

D.   Additional requirements *(OPTIONAL)*

P PORTO02 – information for Disabled Students: https://sigarra.up.pt/feup/en/web_base.gera_pagina?P_pagina=31549

CZ BRNO01:
Additional requirements for incoming students: basic knowledge of technical university physics, mathematics and theoretical electrical engineering – minimal grade 6/10.

E.   Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P PORTO02	Applications to the 1st semester: 15 June Applications to the academic year: 15 June	Applications to the 2nd semester: 30 November
CZ BRNO01	E-application deadline: (http://www.vutbr.cz/eprihlaska/en/eprihlaska) Autumn semester/ Full academic year: May 31th	E-application deadline: (http://www.vutbr.cz/eprihlaska/en/eprihlaska) November 15th

2. Sending of decision by the receiving institution:

    P PORTO02: as soon as the application is approved by the Faculty of Engineering, it will be validated by the central International Office of the University of Porto, which will send the Acceptance Letter + Approved Learning Agreement to the student, together with other relevant information.

    CZ BRNO01: We will send our decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.

    P PORTO02: in case of master's thesis/dissertation/project courses, the deadline for issuing the Transcript of Records starts counting after the students have complied with all required internal procedures and formalities.

4. 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. 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

P_PORTO02

The University of Porto uses the ECTS Grading system. The number of ECTS credits for each course reflects the total number of hours a student is expected to devote to the course (in the form of lectures, homework, reading, essays, consultations, seminars, etc.). 60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. At the University of Porto, one credit corresponds to 27 hours of student total work.

1 full academic year = 60 credits
1 semester = 30 credits

Local Grades awarded on a scale of 0-20 (pass mark 10)

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient

ECTS Grades

The ECTS grading scale is based on the percentile (similar but not identical to the class rank) of a student in a given assessment, that is how was his/her performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Therefore, ECTS grade does not have a direct fixed correspondence to the local grade.

ECTS Grade Nota ECTS	% of students who have achieved this grade % de alunos que obtiveram esta nota
A	10
B	25
C	30
D	25
E	10
FX	-

CZ BRNO01:

BUT Grading System		
A	(90-100)/100	Excellent
B	(80-89)/100	Very good
C	(70-79)/100	Good
D	(60-69)/100	Satisfactory
E	(50-59)/100	Sufficient
F	(0-49)/100	failed

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 PORTO02	Teresa Medeiros Tel: +351 22 040 80 56 E-mail: incoming.mobility@reit.up.pt	http://sigarra.up.pt/up_uk/web_base.gera_pagina?p_pagina=122271
CZ BRNO01		https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students

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:

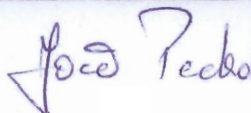| Institution [Erasmus code]	Contact details (email, phone)	Website for information
P PORTO02	Teresa Medeiros Tel: +351 22 040 80 56 E-mail: incoming.mobility@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122275
CZ BRNO01		https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

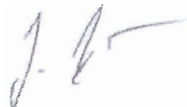Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P PORTO02	Teresa Medeiros Tel: +351 22 040 80 56 E-mail: incoming.mobility@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122274
CZ BRNO01	E-mail: ubytovatelky@skm.vutbr.cz Tel. +420 541 142 930-3	http://www.kam.vutbr.cz/english/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[1]
P PORTO02	Prof. João Pedro Pêgo ERASMUS Coordinator – Faculty of Engineering	2013/12/05	*João Pedro* [stamp: FACULDADE DE ENGENHARIA UNIVERSIDADE DO PORTO]
CZ BRNO01	Ass. Prof. Jiri Haze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	26.11.2013	*[signature]*

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[1] Scanned signatures are accepted

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P PORTO02	Prof. João Pedro Pêgo ERASMUS Coordinator – Faculty of Engineering	2013/12/05	João Pedro *(signature; stamp: FACULDADE DE ENGENHARIA UNIVERSIDADE DO PORTO)*
CZ BRNO01	Ass. Prof. Jiri Haze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	26.11.2013	*(signature)*

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