



Erasmus+ Programme

Key Action 1

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

Inter-institutional agreement 2014-2021 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 ¹ (email, phone)	Website (eg. of the course catalogue)
BRNO UNIVERSITY OF TECHNOLOGY Faculty of Electrical Engineering and Communication	CZ BRNO01	Erasmus Institutional Coordinator: <i>Bc. Tomáš Lády</i> E-mail: lady@ro.vutbr.cz Phone: +420 5 4114 5145 Administrative Contact: <i>Jarmila Pončová</i> E-mail: poncova@feec.vutbr.cz Phone: +420 5 4114 6328, Fax: +420 5 4114 6353 Department Coordinator: <i>Doc. Ing. Jiří Háze, Ph.D.</i> E-mail: prodekan-zahranici@feec.vutbr.cz Phone: +420 5 4114 6102	http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en
POLYTECHNIC INSTITUTE OF COIMBRA	P COIMBRA 02	Institutional Coordinator Nuno Miguel Fonseca Ferreira Instituto Politécnico de Coimbra Av. Marnoco e Sousa nº30 3000-271 Coimbra, Portugal Phone: +351 239 791250 Fax: +351 239 791262 email: nunoferreira@ipc.pt ; dga.sri@ipc.pt	http://internationalrelations.ipc.pt/index.htm

		ISEC Coordinator Prof. Helga Seifert ISEC - Coimbra Institute of Engineering International Relations Office Rua Pedro Nunes - Quinta da Nora 3030-199 Coimbra Portugal Contact Person - Ms. Dália Pires Phone: +351 239 790 206 Fax: +351 239 790 201 e-mail: ri@isec.pt	http://www.isec.pt/servicos/ri/
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B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P COIMBRA02	CZ BRNO 01	0713 0714	Electricity and energy Electronics and automation	1 st , 2 nd	4 students x 10 months	0
CZ BRNO 01	P COIMBRA02	0713 Electricity and energy 0714 Electronics and automation	-Electrical Engineering -Electromechanics Engineering*. -Master in Automation and Communication Systems Energy; -Masters in Plant and Equipment in Buildings; - Master Mundus Degree - Electrical Power & Energy Conversion Systems. -Masters in Mechanical Systems and Equipment*.	1 st , 2 nd	4 students x 10 months	Accepted

[*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 BRNO 01	P COIMBRA02	Mentioned above	Engineering	0	0
P COIMBRA02	CZ BRNO 01			0	0

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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ BRNO 01		English	-	B1	B2
P COIMBRA 02	All	Portuguese	English	B1	B2

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

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]
CZ BRNO 01	Application Deadline: Autumn semester/Full academic year: May 31th	Application Deadline: November 15th
P COIMBRA 02	July 15	December 30

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

2. The receiving institution will send its decision within **5 weeks**.

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>

3. A Transcript of Records will be issued by the institutions 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, 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

CZ BRNO 01

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

P COIMBRA02:

Portuguese Grading System: 18 -20 – Excellent; 16, 17-Very Good; 14, 15-Good 10-13-Sufficient - The result achieved in a subject, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scheme.

The lowest passing grade is 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 BRNO 01		https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students
PCOIMBRA02	International Relations Office ri@isec.pt +351239 790206	http://www.isec.pt/servicos/ri

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 BRNO 01		https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students
PCOIMBRA02	International Relations Office ri@isec.pt +351239 790206	http://www.isec.pt/servicos/ri

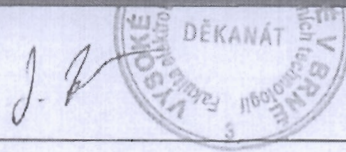
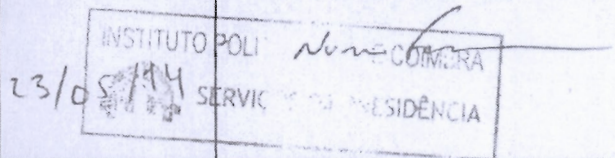
4. Housing

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 BRNO 01	E-mail: ubytovatelky@skm.vutbr.cz Tel. +420 541 142 930-3	http://www.kam.vutbr.cz/english/
PCOIMBRA02	International Relations Office ri@isec.pt +351239 790206	http://www.isec.pt/servicos/ri

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^a
CZ BRNO 01	Ass. Prof. Jiri Haze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	23.5.2014	
P COIMBRA 02	Vice-President/ Institutional Coordinator of the International Relations of IPC Prof. Nuno Ferreira	23/05/14	

^a Scanned signatures are accepted