



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (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: <a href="mailto:lady@ro.vutbr.cz">lady@ro.vutbr.cz</a> Phone: +420 5 4114 5145  Administrative Contact: <i>Jarmila Pončová</i> E-mail: <a href="mailto:poncova@feec.vutbr.cz">poncova@feec.vutbr.cz</a> Phone: +420 5 4114 6328, Fax: +420 5 4114 6353  Department Coordinator: <i>Ing. Jiří Mekyska</i> Phone: +420 5 4114 6962 E-mail: <a href="mailto:j.mekyska@phd.feec.vutbr.cz">j.mekyska@phd.feec.vutbr.cz</a>	<a href="http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en">http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Universitat Politècnica de Catalunya (UPC- BarcelonaTech)  Mataró School of Technology	E BARCELO03	Juan García Ramírez, International Coordinator. <a href="mailto:jgr@tecnocampus.cat">jgr@tecnocampus.cat</a>  TecnoCampus Mataró (Edifici Universitari) Avda. Ernest Lluch, 32. 08302 Mataró – Spain  Tel.: + 34 93 169 65 01	<a href="http://www.upc.edu">www.upc.edu</a>  <a href="http://WWW.tecnocampus.cat">WWW.tecnocampus.cat</a>
--	-------------	---	--

## B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
CZ BRNO01	E BARCELO03	071	Engineering and Engineering trades	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4	--
E BARCELO03	CZ BRNO01	071	Engineering and Engineering trades	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4	--

*[\*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.]*

<sup>5</sup> 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>)

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 BRNO01	E BARCELO03	071	Engineering and Engineering trades	2	----
E BARCELO03	CZ BRNO01	071	Engineering and Engineering trades	2	----

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ BRNO01		English		B1	B2
E BARCELO03		English	Spanish/Catalan	B1	B2

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

<sup>6</sup> 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

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

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

*UPC: UPC can provide some support to welcome students and staff with disabilities; depending on the individual cases, with prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided.*

### 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:

<b>Receiving institution</b> [Erasmus code]	<b>Autumn term*</b> [month]	<b>Spring term*</b> [month]
CZ BRNO 01	Nomination: 1 March - 30 April E-application: 31 March - 31 May Delivery of appl. mat.: 30 June	Nomination: 1 June - 15 October E-application: 15 September-15 November Delivery of appl. mat.: 15 December
E BARCELO03	15th June	15th November

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

2. The receiving institution will send its decision within [2] weeks.
3. 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]*
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. The termination clauses must include the following disclaimer: "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

UPC:

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

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
CZ BRNO01		<a href="https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students">https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students</a>
E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37 UACU Office at TecnoCampus Mataró <a href="mailto:uacu@tecnocampus.cat">uacu@tecnocampus.cat</a> Tel: +34 169 65 01	<a href="https://www.upc.edu/sri/students">https://www.upc.edu/sri/students</a>  <a href="http://www.tecnocampus.cat">www.tecnocampus.cat</a>

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ BRNO01		<a href="https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students">https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students</a>
E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37 UACU Office at TecnoCampus Mataró <a href="mailto:uacu@tecnocampus.cat">uacu@tecnocampus.cat</a> Tel: +34 169 65 01	<a href="https://www.upc.edu/sri/students">https://www.upc.edu/sri/students</a> <a href="http://www.tecnocampus.cat">www.tecnocampus.cat</a> Particularly, for insurance: <a href="https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance">https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance</a>

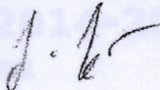
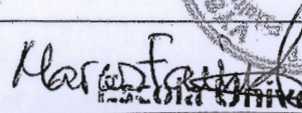
### **4. Housing**

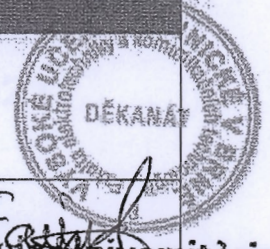
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
CZ BRNO01	E-mail: <a href="mailto:ubytovatelky@skm.vutbr.cz">ubytovatelky@skm.vutbr.cz</a> Tel. +420 541 142 930-3	<a href="http://www.kam.vutbr.cz/english/">http://www.kam.vutbr.cz/english/</a>
E BARCELO03	In general: International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37 In Mataró: UACU office <a href="mailto:uacu@tecnocampus.cat">uacu@tecnocampus.cat</a> Tel: +34 169 65 01	<a href="http://www.tecnocampus.cat">www.tecnocampus.cat</a>

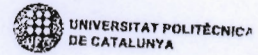
**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
CZ BRNO01	Ass. Prof. Jiri Haze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	9.4.2014	
E BARCELO03	MARLOS FAUNDEZ DEAN	10/4/2014	



~~Escola Universitària~~  
**Politécnica de Mataró**

Centre adscrit a:



The institutions in the context of the Erasmus+ programme agree to cooperate in the implementation of the Erasmus Charter for Higher Education in all aspects related to the organisation 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
BRNO UNIVERSITY OF TECHNOLOGY	CZ BRNO01	Erasmus Institutional Coordinator: Jiří Tomášský E-mail: <a href="mailto:jiri@era.vutbr.cz">jiri@era.vutbr.cz</a> Phone: +420 5 4114 5145	<a href="http://www.feec.vutbr.cz/studium/stud_en.html">http://www.feec.vutbr.cz/studium/stud_en.html</a> <a href="http://index.php/en">index.php/en</a>
Faculty of Electrical Engineering and Information Technology		Administrative Contact: Jarmila Pouchova E-mail: <a href="mailto:pouchova@feec.vutbr.cz">pouchova@feec.vutbr.cz</a> Phone: +420 5 4114 6328, Fax: +420 5 4114 6353	
		Department Coordinator: Ing. Jiří Malýšela Phone: +420 5 4114 8982 E-mail: <a href="mailto:lmaly@hd.feec.vutbr.cz">lmaly@hd.feec.vutbr.cz</a>	

<sup>8</sup> Scanned signatures are accepted