

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 (email, phone)	Website (eg. of the course cat
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>Assoc. Prof. Jiří Háze</i> Phone: +420 5 4114 6102 E-mail: prodekan-zahranici@feec.vutbr.cz	http://www.feec.vutbr.cz/studium/stud_eindex.php.en

KU Leuven Faculty of Engineering Technology	B LEUVEN01	Institutional Coordinator : Elke Timmermans tel. : +3216323767 e-mail : elke.timmermans@ int.kuleuven.be Faculty coordinator: Dr. Kris Willems, Dean of the faculty Kris.willems@iiw.kuleuven.be Faculty Erasmus+ coordinator : Hilde Lauwereys fet@kuleuven.be	Faculty website: www.iiw.kuleuven.be ECTS Information package : http://www.kuleuven.be/education/ects/package.html
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B. Mobility numbers¹ 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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [number of students/ total number of months of the study periods *]	Student Mobility for Traineeships [number of months of the study periods *]
CZ BRNO01	B LEUVEN01	0713/ 0714	Electricity and energy/Electronics and automation	1 st , 2 nd , 3 rd	2/8	--
B LEUVEN01	CZ BRNO01	0713/ 0714	Electricity and energy/Electronics and automation	1 st , 2 nd ,	2/8	--

¹ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

UNESCO 2013 - ISCED Codes: <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	B LEUVEN01	0713/0714	Electricity and energy/Electronics and automation	1 per 5 days	-
B LEUVEN01	CZ BRNO01	0713/0714	Electricity and energy/Electronics and automation	1 per 5 days	-

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 BRNO01	Computer Science	Czech	English	Recommended B1: Czech or English	Recommended B2: Czech or English
B LEUVEN01				B1*	C1

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 Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

D. Additional requirements

CZ BRNO01

Applies to	Additional Requirements
SMS	Incoming Exchange Students are recommended to Welcome week organized by International Student Club (www.isc.vutbr.cz) one week before beginning of the semester. Students are required arrive in Brno well in advance and start studying from the first day of the semester.

The campus of the Faculty of Information Technology of BUT is wheelchair accessible – ready to welcome students and staff with disabilities.

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All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility : <http://www.kuleuven.be/admissions/>
All incoming students are required to register via this website.

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website : <http://www.kuleuven.be/welcome/>

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute : http://ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities
<http://www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html>

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 BRNO01	Nomination: 1 March - 30 April E-application deadline: 31 May Delivery of appl. mat.: 30 June	Nomination: 1 June - 15 October E-application deadline: 15 November Delivery of appl. mat.: 15 December
B LEUVEN01	The academic calendar can be found on http://www.kuleuven.be/english/about/ Deadline for autumn semester: 18 th April 2014	The academic calendar can be found on http://www.kuleuven.be/english/about/ Deadline for spring semester: 15 th October 2014

[* 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

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

CZ BRNO01 - the Grading Scale is available on:
<http://www.fit.vutbr.cz/info/predpisy/study-and-examination-regulations.pdf>
 (Part two, Article 13, page 25)

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www.iw.kuleuven.be/english

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	E-mail: studena@fit.vutbr.cz Tel.: +420 541 141 265	http://www.vutbr.cz/en/studies/information-on-visa http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx
B LEUVEN 01	Ms. Trees Deloddere (Head of Int. Adm. and Mobility) Mr. Christophe Prince http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/admissions/travelling/visa.html

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 BRNO01	VZP for Foreigners, Samuel Fleischman +420 222 254 442, +420 777 322 522 sam@VZPforForeigners.cz	http://www.vzpforforeigners.cz
B LEUVEN 01	Int. Adm. and Mobility Case Administrator http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/english/services/insurances/



4. Housing

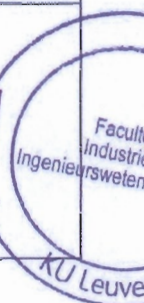
The receiving institution will guide incoming mobile participants in finding accommodation according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO01	ubytovatelky@skm.vutbr.cz Tel. +420 541 142 930-3	http://www.kam.vutbr.cz/english/
B LEUVEN01	For housing in Leuven	http://www.kuleuven.be/studenten/orzieningen/accommodation/
	For housing on a campus in Ostend, Gent, Aalst, Sint- Katelijne-Waver, Geel, Diepenbeek	Contact: International.fet@kuleuven.be

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
CZ BRNO01	Ass. Prof. Jiri Haze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	27.2.2014	
B LEUVEN 01	Dr. K. Willems, Dean, Faculty of Engineering Technology		



³ Scanned signatures are accepted