



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020/21 between programme countries

[Minimum requirements]

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 catalogue)
BRNO UNIVERSITY OF TECHNOLOGY Faculty of Electrical Engineering and Communication	CZ BRNO01	Administrative Contact: <i>Jarmila Pončová</i> Research and Foreign Department FEEC BUT, Technicka 10, 616 00 Brno, Czech Republic Tel: +420 5 4114 6328, Fax: +420 5 4114 6353 poncova@feec.vutbr.cz Departmental coordinator: Prof. Ing. František Zezulka, CSc. Tel.: +420 5 4114 6440 zezulka@feec.vutbr.cz	http://www.feec.vutbr.cz/studium/stud_en_llp/index.php/en
HOCHSCHULE FURTWANGEN UNIVERSITY	D FURTWAN01	Institutional coordinator Anette Kohler Deputy Director International Center Furtwangen University International Center Jakob-Kienzle Str. 17 78054 Villingen-Schwenningen, Germany Tel. + 49 7720 307 4290 Fax + 49 7720 307 3109	Website English: http://en.hs-furtwangen.de/ Website English Courses: http://en.hs-furtwangen.de/welcome/the-university/central-services/international-

		koa@hs-furtwangen.de Departmental coordinator: Prof. Dr. Ekkehard Batzies Computer & Electrical Engineering batz@hs-furtwangen.de	center/incoming-students/programmes-in-english.html
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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 [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 *
CZ BRNO01	D FURTWAN01	0714	Electronic and automation	1 st 2 nd	2 x 5 months [= 10 months total]	--
D FURTWAN01	CZ BRNO01	0714	Electronic and automation	1 st 2 nd	2 x 5 months [= 10 months total]	--

Staff

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	D FURTWAN01	0714	Electronic and automation	5 days (maximum)	0
D FURTWAN01	CZ BRNO01	0714	Electronic and automation	5 days (maximum)	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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ BRNO01		English	-	B1	B2
D FURWAN01		German	English (only some courses)	English B1 is recommended	-

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

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

D FURWAN01:

The International Center offers a special German Language Course free of charge for incoming students each semester in two different levels. In this way, the international students easily and quickly adapt to the daily life in Germany, as well as into the academic world of our university. Orientation Programme is organized for exchange students for having a better start to their studies in our university. Participation is mandatory.

¹ 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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term*/Whole academic year [month]	Spring term* [month]
CZ BRNO01	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
D FURTWAN01	1 May	1 November

[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:

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

D FURTWAN01:

At HFU grades are expressed in whole numbers, ranging from 1 for outstanding work to 5 for insufficient performance. Decimals are added for greater meaning.

Grade	Definition
1.0 - 1.5	very good (rarely achieved)
1.6 - 2.5	good (well above the average)
2.6 - 3.5	satisfactory (meets the normal requirements)
3.6 - 4.0	sufficient (pass)
4.1 - 5.0	fail (insufficient)

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		http://www.vutbr.cz/en/studies/information-on-visa http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx
D FURTWAN01	International-fu@hs-furtwangen.de International-vs@hs-furtwangen.de International-tut@hs-furtwangen.de	http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students.html

D FURTWAN01:

Non-EU students must apply for a visa in their resident country. Students from certain Non-EU countries can enter Germany without a visa (please check the websites of the German embassy in your home country for details).

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

D FURTWAN01	International-fu@hs-furtwangen.de	http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students.html
	International-vs@hs-furtwangen.de	
	International-tut@hs-furtwangen.de	

D FURTWAN01:

Health Insurance:

Non-EU students must take out a German compulsory health insurance or get an exemption letter issued by a German statutory health insurance company if their home insurance covers medical treatment in Germany.

We strongly recommend that students take out a travel insurance for their flight and the first days in Germany before enrolment.

EU students must bring their EHIC (European Health Insurance Card).

Accident and Liability Insurance:

We strongly recommend students to take out accident and liability insurance



4. Housing

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

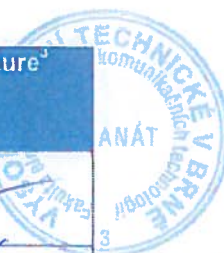
Information and assistance can be provided by the following persons and information sources:

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/
D FURTWAN01	International-fu@hs-furtwangen.de International-vs@hs-furtwangen.de International-tut@hs-furtwangen.de	http://en.hs-furtwangen.de/welcome/the-university/central-services/international-center/incoming-students/accommodation.html

G. SIGNATURES² 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	7. 8. 2014	
D FURTWAN01	Anette Kohler, Deputy Director International Center		

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Furtwangen University of Applied Sciences
Campus Villingen-Schwenningen
Jakob-Kienle-Str. 17
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² Scanned signatures are accepted