

# Erasmus+ Programme

## Inter-institutional agreement 2014/15 - 2020/21



Between	Universität Ulm
Institutional coordinator	Erasmus Code: D ULM01 - ECHE Nr. : _____
Administrative contact	Dr. Sabine Habermalz, ERASMUS Institutional Coordinator Dr. Sabine Habermalz, ERASMUS Institutional Coordinator International Office Albert-Einstein-Allee 5, 89069 Ulm Phone: +49 731 50-22046, Fax: +49 731 50-22016 Email: erasmus@uni-ulm.de, sabine.habermalz@uni-ulm.de
and	Vysoké Učení Technické v Brně
Institutional coordinator	Erasmus Code: CZ BRNO01 - ECHE Nr. : _____
Administrative contact	Bc. Tomáš Lády, ERASMUS Institutional Coordinator JUDr. Jarmila Pončová, Administrative Contact Faculty of Electrical Engineering and Communication Research and Foreign Department Technická 3058/10, Královo Pole, CZ 61600 BRNO Phone: +420 541 146 328, Fax: +420 541 146 353 Email: poncova@feec.vutbr.cz

The institutions named above 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.

### Mobility numbers: Student mobility for studies

Subject area	Study cycle	Direction	Number	Months (total)	Departmental Coordinators
					D ULM01 / CZ BRNO01
523 - Electronics and automation	FS	DE > CZ	2	20	Prof. Ph.D. Carl Emil Krill / Doc. Ing. Roman Maršálek
523 - Electronics and automation	FS	CZ > DE	2	24	Prof. Ph.D. Carl Emil Krill / Doc. Ing. Roman Maršálek

### Mobility numbers: Staff mobility for teaching

Subject area	Direction	Number	Weeks (total)	Departmental Coordinators
				D ULM01 / CZ BRNO01
523 - Electronics and automation	DE > CZ	1	1	Prof. Ph.D. Carl Emil Krill / Doc. Ing. Roman Maršálek
523 - Electronics and automation	CZ > DE	1	1	Prof. Ph.D. Carl Emil Krill / Doc. Ing. Roman Maršálek

The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

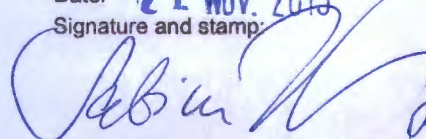

Further requirements and information for each institution are included in Annex 1 and Annex 2 to this Agreement ("Institutional fact sheets"). These annexes are an integral part of this Agreement. Both institutions agree to send an update of the institutional information to the other party if significant changes occur.

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### Signatures of the legal representatives/heads of institutions of both institutions

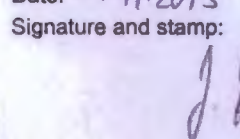

Universität Ulm  
Name and position of the official representative:  
Dr. Sabine Habermalz  
ERASMUS Institutional Coordinator

Date: 27 NOV. 2013  
Signature and stamp:

Vysoké Učení Technické v Brně  
Name and position of the official representative:  
Assoc. Prof. Jiří Haze  
Vice Dean

Date: 21.11.2013  
Signature and stamp:



# Contact details of departmental coordinators

Field	SMS	SMP	STA	Departmental coordinator - D ULM01	Departmental coordinator - CZ BRNO01
523	X			<p>Prof. Ph.D. Carl Emil Krill, (523) ERASMUS Departmental Coordinator Institut für Mikro- und Nanomaterialien Albert-Einstein-Allee 47 (47.2.212), 89081 Ulm Phone: +49 731 50-25476, Fax: +49 731 50-25488 Email: carl.krill@uni-ulm.de</p>	<p>Doc. Ing. Roman Maršálek, (523) Departmental Coordinator Department of Radio Electronics FEEC BUT Technická 3082/12, CZ 612 00 Brno-Královo Pole Phone: +420 5 4114 6582, Fax: +420 5 4114 6597 Email: marsaler@feec.vutbr.cz</p>
523			X	<p>Prof. Ph.D. Carl Emil Krill, (523) ERASMUS Departmental Coordinator Institut für Mikro- und Nanomaterialien Albert-Einstein-Allee 47 (47.2.212), 89081 Ulm Phone: +49 731 50-25476, Fax: +49 731 50-25488 Email: carl.krill@uni-ulm.de</p>	<p>Doc. Ing. Roman Maršálek, (523) Departmental Coordinator Department of Radio Electronics FEEC BUT Technická 3082/12, CZ 612 00 Brno-Královo Pole Phone: +420 5 4114 6582, Fax: +420 5 4114 6597 Email: marsaler@feec.vutbr.cz</p>

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Fact Sheet

### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution</b>	Vysoké učení technické v Brně – Brno University of Technology
<b>Erasmus Code</b>	CZ BRNO01
<b>EUC</b>	
<b>Institution website</b>	<a href="http://www.vutbr.cz">http://www.vutbr.cz</a>
<b>Faculty</b>	Faculty of Electrical Engineering and Communication (FEEC)
<b>Online course catalogue</b>	<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>

#### 1.2. Main contacts

<b>Contact person</b>	Bc. Tomáš Lády
<b>Responsibility</b>	Erasmus Institutional Coordinator
<b>Contact details</b>	Phone: +420 5 4114 5145 Email : lady@ro.vutbr.cz

<b>Contact person</b>	Dr. Jarmila Poncova
<b>Responsibility</b>	Administrative contact for FEEC, Erasmus+ inter-institutional agreements for FEEC, contact for incoming/outgoing students to/from FEEC
<b>Contact details</b>	Phone: +420 5 4114 6328, Fax: +420 5 4114 6353 Email: poncova@feec.vutbr.cz

### 2. Detailed requirements and additional information

#### 2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	English	B1
Staff Mobility for Teaching	Any	English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## 2.2. Additional requirements

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

## 2.3. Calendar

### 2.3.1. Application Deadlines

The nominated students must fill E-application (<http://www.vutbr.cz/eprhlaska/en/eprhlaska>) including learning agreement till:

<b>Autumn term, full academic year</b>	May 31th
<b>Spring term</b>	November 15 <sup>th</sup>

When the learning agreement of the student has been approved, he/she must print the E-application protocol and the Learning agreement from his/her E-application, sign form him/herself and ask the home institution to stamp and sign it as well and send scan of the confirmed documents by e-mail to the address: [poncova@feec.vutbr.cz](mailto:poncova@feec.vutbr.cz)

### 2.3.2. Decision Response

We will send our decision within 4 weeks.

### 2.3.3. Transcripts of Records

The faculty will issue Transcript of Records (documenting credits earned at the BUT). Every student must pick up the transcript him/herself before his/her departure from Brno. If the student's exam grades are not yet available when the student leaves, the FEEC BUT will send his/her ToR to the partner university no later than 4 weeks after the assessment period has finished.

### 2.3.4. Termination of Agreement

Information not necessary in this place – we have included it in the Main Page of the Agreement.

## 3. Additional information

### 3.1. Grading system

<b>BUT Grading System</b>		
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

### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

<b>Website</b>	<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>
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### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

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

We will inform incoming students/staff 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>Website</b>	<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>
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### 3.4. Housing

Our institution will guide incoming student/staff 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>Contact details</b>	Email: <a href="mailto:ubytovatelky@skm.vutbr.cz">ubytovatelky@skm.vutbr.cz</a> Tel. +420 541 142 930-3
<b>Website</b>	<a href="http://www.kam.vutbr.cz/english/">http://www.kam.vutbr.cz/english/</a>



## Annex to Erasmus+ Inter-Institutional Agreement

### Institutional Fact Sheet

#### 1. Institutional Information

##### 1.1. Institutional Details

<b>Name of the Institution</b>	Universität Ulm (Ulm University)
<b>Erasmus Code</b>	D ULM01
<b>EUC No.</b>	Nr. 29900
<b>Institution Website</b>	<a href="http://www.uni-ulm.de">http://www.uni-ulm.de</a>
<b>International Office Website</b>	<a href="http://www.uni-ulm.de/international">http://www.uni-ulm.de/international</a>
<b>Incoming Erasmus Student Website</b>	<a href="http://www.uni-ulm.de/io/exchange.html">http://www.uni-ulm.de/io/exchange.html</a>
<b>Online Course Catalogue</b>	<a href="http://campusonline.uni-ulm.de/qislsf/rds?state=wtree&amp;search=1">http://campusonline.uni-ulm.de/qislsf/rds?state=wtree&amp;search=1</a> <a href="http://www.uni-ulm.de/io/exchange/studies.html">http://www.uni-ulm.de/io/exchange/studies.html</a>

##### 1.2. Main Contacts

<b>Contact Person</b>	Dr. Sabine Habermalz
<b>Responsibility</b>	ERASMUS+ Institutional Coordinator Central management of the ERASMUS+ programme Contact person for Erasmus+ partners and inter-institutional agreements Contact person for incoming/outgoing staff Contact person for incoming/outgoing students (applicants)
<b>Contact Details</b>	Phone: +49 731 5022046 - Fax: +49 731 5022016 Email: <a href="mailto:sabine.habermalz@uni-ulm.de">sabine.habermalz@uni-ulm.de</a> , <a href="mailto:erasmus@uni-ulm.de">erasmus@uni-ulm.de</a>

<b>Contact Person</b>	Ms. Julia Vogt-Hochheimer
<b>Responsibility</b>	ERASMUS Assistant Contact person for nominated incoming/outgoing students
<b>Contact Details</b>	Phone: +49 731 5022022 - Fax: +49 731 5022016 Email: <a href="mailto:julia.vogt-hochheimer@uni-ulm.de">julia.vogt-hochheimer@uni-ulm.de</a> , <a href="mailto:erasmus@uni-ulm.de">erasmus@uni-ulm.de</a>

<b>Contact Person</b>	Ms. Margit Kast
<b>Responsibility</b>	International Office Assistant Contact person for incoming students (housing, arrivals)
<b>Contact Details</b>	Phone: +49 731 5022022 - Fax: +49 731 5022016 Email: <a href="mailto:margit.kast@uni-ulm.de">margit.kast@uni-ulm.de</a>

## 2. Detailed Requirements and Additional Information

### 2.1. Recommended Language Skills

The sending institution, following agreement with our 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:

Type of Mobility	Subject Area	Language(s) of Instruction	Recommended Level in Language of Instruction*
Staff Mobility for Teaching	Any	<b>German, English</b>	Minimum recommended level: B2
Student Mobility for Studies	<ul style="list-style-type: none"> <li>721: Medicine</li> </ul>	<b>German</b>	Minimum recommended level: B2 Minimum required level: B1  <i>Students must have completed their pre-clinical studies at the beginning of their ERASMUS period</i>
	<ul style="list-style-type: none"> <li>311: Psychology</li> <li>314/340: Business &amp; Economics</li> <li>421: Biology &amp; Biochemistry</li> <li>429: Life Science (Biotechnology)</li> <li>441: Physics</li> <li>442: Chemistry</li> <li>461: Mathematics</li> <li>469: Mathematics (others)</li> <li>481: Computer Science</li> <li>523: Electronics &amp; Automation</li> </ul>	All our Bachelor programs are taught <b>German</b>  Most of our Master programs are taught in <b>German</b>	Minimum recommended level: B2 Minimum required level: B1
		Some Master programs are taught in <b>English</b> : <ul style="list-style-type: none"> <li>Communications Technology (523)</li> <li>Advanced Materials (441/442/532)</li> <li>Finance (314/340/361)</li> <li>Energy Science and Technology (441/442/532)</li> <li>Molecular Medicine (429)</li> <li>Biology (421)</li> </ul>	Minimum recommended level: B2 Minimum required level: B1  <i>Students must have Master level in order to take courses from Master programs, i.e. completed</i> <ul style="list-style-type: none"> <li>a Bachelor degree or</li> <li>3 years of study or</li> <li>180 ECTS</li> </ul> <i>at the beginning of their ERASMUS period.</i>
		Proof of German language proficiency not required from students who only want to do a Master thesis. English sufficient.	Minimum recommended level: B2 Minimum required level: B1

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

For more information on language issues (proof of language competence, language courses), see <http://www.uni-ulm.de/io/exchange/lang.html>

## 2.2. Additional Requirements

### 2.2.1. Arrangements for Clinical Electives / Hospital Rotations for Students in Medicine (Subject Area Code 721)

The Medical Faculty arranges hospital rotations / clinical electives for Erasmus students in the following fields:

- Internal Medicine
  - Cardiology
  - Gastroenterology
  - Hema-Oncology
  - Infectiology
  - Nephrology
  - Pulmo-Pneumology
- Surgery
  - Vascular and Thorax Surgery
  - General, Visceral and Transplantation Surgery
- Dermatology
- Gynecology
- Ophtalmology
- Neurology
- Orthopedics
- Pediatrics
- Radiology
- Urology

Please note: due to high demand, particularly in internal medicine and surgery, we cannot guarantee that all students can be placed in the field of specialization of their first choice. Students are therefore advised to indicate an alternative on their learning agreement! Very often, departments will give preference to students who have a higher level of German. Level B2 is therefore recommended for students who want to do clinical electives / hospital rotations.

Students are expected to work full days. Part-time assignments are not possible in our clinical system. Minimum duration per rotation/elective: 6 weeks. Due to administrative structures, arrangements can only be made for students under the Erasmus SMS (student mobility studies) program. Currently, we are unable to accept students in the framework of SMP (student mobility placements).

Clinical electives / hospital rotations can be arranged outside the regular semester rhythm, but only during these time windows:

<b>3 Months:</b>	January – March	March – May	May – July
<b>4 Months:</b>	January – April	May - August	
<b>6 Months:</b>	March – August	September – February	

### 2.2.2. Students and Staff with Disabilities

In principle, Ulm University is open to accepting students or staff with disabilities, however, we do not yet have an overall infra-structure to accommodate all conceivable needs.

The student housing agency provides especially designed rooms for students with disabilities, however, availability is limited and cannot be guaranteed.



The main university building is mostly barrier-free (doors, elevators, bathrooms) and thus wheelchair accessible, while other university buildings are not. Thus, it depends very much on the type of disability a student may have and which subjects s/he is planning to study to evaluate potential problems and solutions on an individual basis.

Therefore, partners are advised to contact us well before the application deadline to ensure that all necessary arrangements can be made.

## 2.3. Calendar

### 2.3.1. Nomination/Application Deadlines – Decision Response

Advance nominations are not required. Complete application documents of nominated students must reach our institution in hardcopy by:

	Winter Semester	Summer Semester	Individual Periods e.g. clinical rotations, project, thesis
<b>Application Deadline</b>	May 15th	November 15th	Minimum: full three calendar months in advance
<b>Decision Response</b>	June 30 <sup>th</sup>	January 15th	Within 6 weeks
<b>Orientation Period</b>	Beginning of September until mid-October	Beginning of March until mid-April	
<b>Lecture Period</b>	Mid-October until Mid-February	~ Easter – mid-July / end of July	
<b>Exam Period I</b>	Last week during lecture period + the following three weeks after lecture period		
<b>Exam Period II</b>	3 weeks before the beginning of the next semester lecture period + first week of next semester lecture period		

### 2.3.2. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution. Please note that in many cases, exams are scheduled on an individual basis. In such cases, please allow for 5 weeks after the date of the last exam.

## 3. Additional information

### 3.1. Grading System

Passing Grades											Fail
Very Good			Good			Satisfactory			Sufficient		Fail
Sehr gut			Gut			Befriedigend			Ausreichend		Ungenügend Nicht bestanden
	1	1-	2+	2	2-	3+	3	3-	4+	4	5
	1.0	1.3	1.7	2.0	2.3	2.7	3.0	3.3	3.7	4.0	5.0

#### Distribution:

(based on statistical evaluation of all final Bachelor grades across all subjects including the academic years 2010/11 – 2012/13):

ECTS Grade	A	B	C	D	E	F
UULm Grade	1.0 – 1.4	1.5 – 1.8	1.9 – 2.3	2.4 – 2.8	2.9 – 4.0	Not included in query

### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

<b>Contact Persons</b>	Dr. Sabine Habermalz, Ms. Julia Vogt-Hocheimer, Ms. Margit Kast
<b>Contact Details</b>	<a href="mailto:erasmus@uni-ulm.de">erasmus@uni-ulm.de</a>
<b>Website</b>	<a href="http://www.uni-ulm.de/io/exchange/accepted/visa.html">http://www.uni-ulm.de/io/exchange/accepted/visa.html</a>

### 3.3. Insurance

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

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<b>Contact Details</b>	<a href="mailto:erasmus@uni-ulm.de">erasmus@uni-ulm.de</a>
<b>Website</b>	<a href="http://www.uni-ulm.de/io/exchange/accepted/insurance.html">http://www.uni-ulm.de/io/exchange/accepted/insurance.html</a>

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<b>Contact Details</b>	Phone: +49 731 5022022 - Fax: +49 731 5022016 Email: <a href="mailto:margit.kast@uni-ulm.de">margit.kast@uni-ulm.de</a>
<b>Website</b>	<a href="http://www.uni-ulm.de/io/exchange/housing.html">http://www.uni-ulm.de/io/exchange/housing.html</a>