

Erasmus+ Programme

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

Inter-institutional agreement 2014/15-2020/21 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 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>Prof. Jiří Jan</i> Phone: +420 5 4114 6648 E-mail: Jan@feec.vutbr.cz	http://www.feec.vutbr.cz/studium/studenllp/index.php.en
Friedrich-Alexander-Universität Erlangen-Nürnberg	D ERLANGE01	Erasmus Institutional Coordinator: <i>Bianca Köndgen, M.A.</i> E-mail: bianca.koendgen@fau.de Phone: +49 9131 85 65165 Fax: +49 9131 85 65162	Course catalogue: http://univis.uni-erlangen.de

		Agreements: Boryana Klinkova, M.A. E-mail: boryana.klinkova@fau.de Phone: +49 9131 85 65164 Fax: +49 9131 85 65162 Departmental Coordinator: / Dr. Harald Köstler, Lehrstuhl für Informatik 10, Cauerstr. 11, 91058 Erlangen Email: harald.koestler@fau.de	
--	--	---	--

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.

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	Student Mobility for Traineeships *
CZ BRNO01	D ERLANGE01	CZ: 0714 D: 061	CZ: Electronics and automation D: Information and Communication Technologies	1 st , 2 nd , 3 rd	2 x 5 = 10 months total	/
D ERLANGE01	CZ BRNO01	CZ: 0714 D: 061	CZ: Electronics and automation D: Information and Communication Technologies	1 st , 2 nd , 3 rd	2 x 5 = 10 months total	/

UNESCO 2013 - ISCED Codes: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

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	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ BRNO01		English		B1	B2

D ERLANGE01	061	German	English	A2	/
----------------	-----	--------	---------	----	---

For more details on the language of instruction recommendations, see the course catalogue of each institution.

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.

D ERLANGE01: No comments

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	Application Deadline: Autumn semester/ Full academic year: May 31 th	Application Deadline: November 15 th
D ERLANGE01	15 May	15 November

2. The receiving institution will send its decision within 4 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.
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. 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 ERLANGE01: See Annex A

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		https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students
D ERLANGE01	Ms Maija Hocke incoming-students@fau.de	See Annex B (General Information Sheet)

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		https://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students
D ERLANGE01	Ms Maija Hocke incoming-students@fau.de	Information will be provided during orientation course at the receiving institution

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	E-mail: ubytovatelky@skm.vutbr.cz Tel. +420 541 142 930-3	http://www.kam.vutbr.cz/english/
D ERLANGE01	Ms Ursula Berg accommodation@fau.de	www.fau.eu/international/from-abroad/exchange-students/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
CZ BRNO01	Ass. Prof. Jiri Haze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	21.1.2014	
D ERLANGE01	Bianca Köndgen ERASMUS Institutional Co- ordinator, Deputy Head Central Office for International Affairs	20.01.2014	



¹ Scanned signatures are accepted

Annex A: FAU Grading System

ECTS-credits

ECTS, the *European Credit Transfer and Accumulation System*, was developed by the Commission of the European Community in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.

In ECTS, 60 credits represent the workload of a full year of study; normally 30 credits are given for a semester. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, and followed by home students under normal regulations. Credits are awarded only when the course has been completed and all necessary examinations have been successfully taken.

When the student has successfully completed the study programme agreed upon by the home and host institutions, transfer of credit will take place. The student will then continue his or her studies at the home institution without any loss of time or credit. Transfer of credit is realized with a form (Transcript of Records) and by applying a special grading system in addition to the local grading system.

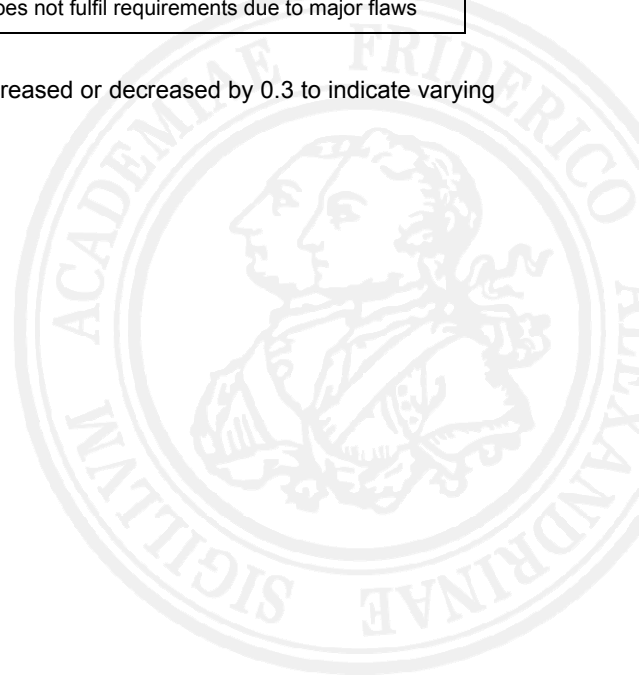
German Grading System

Grades at FAU are generally awarded according to the following scale; however, the grades awarded for a specific degree programme may differ depending on the respective examination regulations:

Grade	Designation	Explanation
1	Sehr gut (excellent)	an outstanding achievement
2	Gut (good)	an achievement that exceeds the average requirements considerably
3	Befriedigend (satisfactory)	an achievement that fulfils average requirements
4	Ausreichend (sufficient)	an achievement that fulfils the requirements despite flaws
5	Nicht ausreichend (unsatisfactory)	an achievement that does not fulfil requirements due to major flaws

The examination regulations can specify whether the grades can be increased or decreased by 0.3 to indicate varying performance.

Grade	Designation	Explanation
1.0	Sehr gut (excellent)	Pass
1.3	Sehr gut (excellent) -	Pass
1.7	Gut (good) +	Pass
2.0	Gut (good)	Pass
2.3	Gut (good) -	Pass
2.7	Befriedigend (satisfactory) +	Pass
3.0	Befriedigend (satisfactory)	Pass
3.3	Befriedigend (satisfactory) -	Pass
3.7	Ausreichend (sufficient) +	Pass
4.0	ausreichend (sufficient)	Pass
4.3	Nicht ausreichend (unsatisfactory)	Fail
4.7	Nicht ausreichend (unsatisfactory)	Fail
5	Nicht ausreichend (unsatisfactory)	Fail



Furthermore, for modules requiring regular attendance but no exam, there is a special grade “TN” = **Teilnahme** = attendance which is a “pass” grade. If a student participates in a module that requires an exam but does not take it – that is, only his/her attendance is certified – no credits can be awarded.

1S = 1 semester; 2S = 2 semesters/academic year

Common US-American Mark Equivalences*:

(1.0) – excellent, seldom achieved (A+)

(2.7 to 3.3) – satisfactory (B- to C)

(1.3) – very good (A)

(3.7 to 4.0) – sufficient (D)

(1.7 to 2.3) – good, considered a (rather) good result (A- to B)
awarded (F)

(5.0) – deficient/fail, no course certificate

Common Mark Equivalences for Law and Legal Subjects*:

German points	0	1–3	4–6	7–9	10–12	13–15	16 – 18
Assessment	ungenügend: an entirely insufficient achievement	mangelhaft: an unsatisfac- tory achieve- ment with significant flaws	ausreichend: an achievement that fulfils the requirements despite flaws	befriedigend: an achieve- ment that fulfils average requirements in every re- spect	vollbefriedi- gend: an achievement that exceeds average requirements	gut: an achieve- ment that exceeds average require- ments considera- bly	sehr gut: an out- standing achieve- ment
Equivalent English	fail	fail	satisfactory	good	very good	excellent	excellent
Equivalent French	insuffisant	insuffisant	passable	satisfaisant	très satis- faisant	bien	très bien

* These equivalences are for guidance only!

Annex B: General Information Sheet for Incoming Exchange Students Academic year 2014/15

University	
Name of University	Friedrich-Alexander-Universität Erlangen-Nürnberg
Country	Germany
Erasmus Code	D ERLANGE01

Contact Information	
Postal address	Central Office for International Affairs, Schlossplatz 4, 91054 Erlangen, Germany
Visitor address	Central Office for International Affairs, Helmstr. 1A, 91054 Erlangen, Germany
Fax number	+49 (0) 9131-85-65151
Head	(Mrs) Dr Brigitte Perlick
Phone number	+49 (0) 9131-85-65170
Email address	brigitte.perlick@fau.de
University homepage (in German)	www.fau.de
University homepage (in English)	www.fau.eu
Homepage of the Central Office for International Affairs	www.fau.eu/international
Homepage for exchange students (Incomings)	www.fau.eu/international/from-abroad/exchange-students
Advisor for exchange students- ERASMUS- Incomings and CsF-Scholars	(Mrs) Maija Hocke, majja.hocke@fau.de +49 (0) 9131-85-65146
Advisor for exchange students- Non-ERASMUS- Incomings and Incoming Internship Students	(Mr) Peter Forna, peter.forna@fau.de +49 (0) 9131-85-65144 From 01.02.2014 on – Ms.Christine Kalla (Non-ERASMUS-Students and CsF- Scholars)
Bilateral agreements	(Mrs) Boryana Klinkova, boryana.klinkova@fau.de +49 (0) 9131-85-65164

Academic Information	
Language of instruction	German, some programmes in English – the offer on courses in German is much bigger than the offer in other languages

Degree programmes available in English	Master in Advanced Materials and Processes, Master in Advanced Optical Technologies (MAOT), Master in Computational Engineering, Master in Chemical and Bioengineering, Master in Molecular Science, Master in Physical Activity and Health, Master in Systems of Information and Multimedia Technology, MA Development Economics and International Studies, MA North American Studies: Culture and Literature, MA English Studies
Modules in English	Some modules are taught in English in different departments: Political Science, Social Sciences, Economics, Engineering
Information about degree programmes	www.fau.eu/studying/degree-programmes
Syllabi	http://univis.uni-erlangen.de , click "Vorlesungsverzeichnis"
Course registration for exchange students	Will be clarified upon arrival
Credits generally required for one semester of studies	30 ECTS
Credits generally required for one year of studies	60 ECTS
Information about European Credit Transfer System ECTS	www.fau.eu/international/from-abroad/exchange-students/ects
Transcript of Records	Not delivered automatically. Incoming students should ask for a transcript before leaving Germany
Language courses during the semester (cost, credits, etc.)	German language courses for international students are free of charge. For all other courses costs are possible.
(Strongly recommended) Pre-semester Intensive German Language Course	The three-week Intensive German Language Course takes place in March and September. It costs €250 (the price includes the books used). 5 ECTS credits can be obtained. www.sz.uni-erlangen.de/abteilungen/daf/kursangebot/aiferienkurs_english.html

Application for Exchange Students	
Application deadlines for exchange students	15th May for coming winter semester 15th November for coming summer semester
Application procedure (5 steps)	<ol style="list-style-type: none"> 1. The home university selects the exchange students and sends the nominations (name, duration of stay, field of study and email address of the nominated students) by email to majja.hocke@fau.de (ERASMUS and CsF-Scholars) or peter.forna@fau.de /Ms. Kalla (Non-ERASMUS). 2. All nominated students will receive information explaining how to apply online. 3. The students complete and submit the online application first. 4. The students then print out the online form, sign it and send it together with the required documents as a SCAN VIA EMAIL to the person in charge (Mr. Fornal/ Ms. Kalla or Mrs. Hocke) (before the 15th of May or 15th of November). 5. When we receive the completed application, we will process the admission. The students will be informed about their admissions by email and by post (letter of admission). The letter of admission must be brought to Germany.

Documents required for incoming student applications	<ul style="list-style-type: none"> • Printed application form • Copy of Secondary School Certificate (no translation) • Transcripts of Records for all academic years (university): in German or English • Proof of German language knowledge – in accordance to the partnership agreement with the FAU • Proof of English language knowledge – in accordance to the partnership agreement with the FAU • Certificate of Enrolment at home university (no translation) • Actual photo • Application form for the Help by the Housing Search (the form can be found: www.fau.de/internationales/aus-dem-ausland/programmstudierende/Bewerbungsbogen_Austausch_SS2014_ausfb.pdf) <p>If the students would like to write a thesis at the FAU, they have to send together with the application documents a confirmation from a professor of the FAU, that he will supervise the thesis. The form for the confirmation can be found: www.fau.de/internationales/aus-dem-ausland/programmstudierende/Betreuungszusage_Inc_Stud_Juli2013.pdf</p>
German knowledge required	German language knowledge – in accordance with the partnership agreement with the FAU
English language knowledge required	English language knowledge – in accordance with the partnership agreement with the FAU
Application information	www.fau.eu/international/from-abroad/exchange-students/application
Application	Complete applications must be sent as a SCAN VIA EMAIL.
Courses/Programmes not available to exchange students	Limited access to Medicine and Law; consultation required

Academic Calendar	
Compulsory orientation courses for exchange incoming	www.fau.eu/international/from-abroad/exchange-students/orientation-course
Winter semester Orientation course	First ten days of: September (if the student attends the language course) or October (if the student does not attend the language course)
Winter semester Lecture period	Middle of October to Middle of February
Winter semester Examination period	Middle of February to End of February
Summer semester Orientation course	First ten days of: March (if the student attends the language course) or April (if the student does not attend the language course)
Summer semester Lecture period	Middle of April (depending on Easter holidays) to Middle of July

Summer semester Examination period	Middle of July to End of July
Link to academic calendar (in German)	www.fau.de/studium/zulassung/formulare/semesterplan.shtml

Housing	
General information about accommodation for exchange students	www.fau.eu/international/from-abroad/exchange-students/accommodation

Additional Information	
<u>Compulsory</u> enrolment fees	€42 a semester for the University Social Services (when the student comes from a partner university)
Buddy programme	www.fau.eu/international/from-abroad/exchange-students/buddyprogramme
Faculties	<ul style="list-style-type: none"> - Faculty of Humanities, Social Sciences and Theology - Faculty of Business, Economics and Law - Faculty of Medicine - Faculty of Sciences - Faculty of Engineering
Travel health insurance	Recommended for non-EU citizens
Health insurance during the exchange stay	EU citizens keep their national (European) health insurance. Non-EU citizens have to buy a German statutory health insurance for students (approx. €78 monthly – registration after arrival in Germany).
Proof of finance	Non-EU citizens have to prove that they have at their disposal at least €760 monthly (scholarship + parents' support + [can be combined])
Visa for exchange students	<p>EU citizens do not need any visa for Germany. Non-EU citizens need a visa <u>except when</u>:</p> <ol style="list-style-type: none"> 1. They are citizens of one of the following countries: Australia, Brazil, Canada, Israel, Japan, Korea (South), New Zealand, USA 2. They live in a Schengen country and possess a valid residence permit for this Schengen country
Day nursery	Students with children can apply for the university day nurseries. Please inform us in advance.
Special facilities for disabled persons	Please inform us in advance.

Complete Information Package	www.uni-erlangen.org/international/from-abroad/exchange-students/downloads/Infopack_Austauschstud_EN_Jan13.pdf
-------------------------------------	--