



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 (e. g. of the course catalogue)
VYSOKÉ UČENÍ TECHNICKÉ V BRNĚ BRNO UNIVERSITY OF TECHNOLOGY	CZ BRN001		
Institutional Contact		Bc. Tomáš LÁDY Erasmus Institutional Coordinator Phone: +420 5 4114 5145 lady@ro.vutbr.cz Jarmila PONČOVÁ Administrative Contact Phone: +420 5 4114 6328, Fax: +420 5 4114 6353 poncova@feec.vutbr.cz	http://www.feec.vutbr.cz/studiu/m/stud_en_llp/index.php.en
Academic Contact		Prof. Ing. František ZEZULKA, CSc Faculty of Electrical Engineering and Communication Department Coordinator Phone: +420 5 4114 6440 zezulka@feec.vutbr.cz	

HOCHSCHULE FÜR TECHNIK, WIRTSCHAFT UND KULTUR LEIPZIG LEIPZIG UNIVERSITY OF APPLIED SCIENCES	D LEIPZIG02		
Institutional Contact		Silke MÜHL Head of International Office Erasmus Institutional Coordinator Phone: +49 341 3076-6637 Fax: +49 341 3076-6415 internationales@htwk-leipzig.de HTWK Leipzig International Office Postfach 30 11 66 04251 Leipzig, Germany	www.htwk-leipzig.de www.htwk-leipzig.de/en http://www.htwk-leipzig.de/de/internationales
Academic Contact		Prof. Dr.-Ing. Tilo HEIMBOLD Faculty of Electrical Engineering and Information Technology Departmental Coordinator Phone: +49 341 3076-1178 tilo.heimbold@htwk-leipzig.de	

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 *]
CZ BRNO01	D LEIPZIG02	0713/ 0714	Electricity and energy/ Electronics and automation	1 st , 2 nd ,	3/15
D LEIPZIG02	CZ BRNO01	0713/ 0714	Electricity and energy/ Electronics and automation	1 st , 2 nd	3/15

¹ 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>

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

[* Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 LEIPZIG02	0713/0714	Electricity and energy/ Electronics and automation	1 (8 teaching hours)	-
D LEIPZIG02	CZ BRNO01	0713/0714	Electricity and energy/ Electronics and automation	1 (8 teaching hours)	-

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		English		B1	B2
D LEIPZIG02		German		B1/B2	B2

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:

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

² 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 LEIPZIG02:

Nomination and Application: Erasmus exchange students need to be nominated by the International Office of their home university for exchange studies at HTWK Leipzig. For all details regarding the application process, please refer to www.htwk-leipzig.de/en/apply/non-degree-students.

Introduction course and orientation: HTWK Leipzig offers a three-week introduction course to all exchange students from partner universities. The course includes orientation, intensive German language training, and an attractive additional programme (e. g. welcome-meeting, study trips, cultural events). Students may receive ECTS credits for successful completion of the course. For more information, please refer to www.htwk-leipzig.de/en/apply/non-degree-students.

Students and staff with disabilities: HTWK Leipzig has the infrastructure to welcome students and staff with disabilities. See the following link for contact details of the Commissioners for the Disabled: <http://www.htwk-leipzig.de/de/hochschule/organe-und-gremien/beauftragte/behinderte/>.

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	31 May Application deadline Autumn semester/Full Academic year	15 November Application deadline
D LEIPZIG02	15 June	15 December

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

D LEIPZIG02:

For the exact dates of the lecture period and the examination periods of the current academic year, please refer to <http://www.htwk-leipzig.de/de/studierende/aktuelles-kalender/akademischer-kalender/>.

The introduction course for international exchange students "German Language and Culture" takes place before the start of the lecture period, three weeks in September/October (autumn term) and three weeks in March/April (spring term).

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 LEIPZIG02:

1,0-1,5 (very good)

1,6-2,5 (good)

2,6-3,5 (satisfactory)

3,6-4,0 (sufficient)

4,1-5,0 (insufficient/fail)

The decimal comma in German corresponds to a decimal point in English, i. e. 1,5 = 1.5

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 LEIPZIG02	✉: internationales@htwk-leipzig.de Phone: +49 341 3076-6637	

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 LEIPZIG02	✉: internationales@htwk-leipzig.de Phone: +49 341 3076-6637	



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 Phone: +420 541 142 930-3	http://www.kam.vutbr.cz/english/
D LEIPZIG02	✉: internationales@htwk-leipzig.de Phone: +49 341 3076-6637	Studentenwerk Leipzig: http://www.studentenwerk-leipzig.de/en/housing

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³ , Stamp
CZ BRNO01	Ass. Prof. Jiri HAZE Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	24.3.2014	
D LEIPZIG02	Prof. Dr.-Ing. Markus KRABBES Acting Rector	12.03.2014	

³ Scanned signatures are accepted