



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Aalborg Universitet</b> Institutional Coordinator	DK ALBORG0 1	Gitte. N. Jensen International Office <a href="http://www.internationaloffice.aau.dk/">http://www.internationaloffice.aau.dk/</a> <a href="mailto:gij@adm.aau.dk">gij@adm.aau.dk</a> +45 9940 7501	<a href="http://studyguide.aau.dk">studyguide.aau.dk</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Departmental Coordinator		Hanne Hrvring Pedersen <a href="mailto:hh@es.aau.dk">hh@es.aau.dk</a> Study Board: Electronics and IT	<a href="http://www.en.sict.aau.dk/Current+Students/Study+Curricula/Electronics+and+IT/">www.en.sict.aau.dk/Current+Students/Study+Curricula/Electronics+and+IT/</a>
Departmental Coordinator		Simonas Saltenis <a href="mailto:simas@cs.aau.dk">simas@cs.aau.dk</a> Study Board: Computer Science	<a href="http://www.en.sict.aau.dk/Current+Students/Study+Curricula/Computer+Science/">www.en.sict.aau.dk/Current+Students/Study+Curricula/Computer+Science/</a>
Departmental Coordinator		Jens Henrik Andreasen <a href="mailto:jha@m-tech.aau.dk">jha@m-tech.aau.dk</a> Study Board: Industry and Global Business Development	<a href="http://www.en.ses.aau.dk/Study+Boards/">www.en.ses.aau.dk/Study+Boards/</a>
<b>Brno University of Technology (BUT)</b> <b>Faculty of Mechanical Engineering (FME)</b> <b>Faculty of Information Technologies (FIT)</b> <b>Faculty of Electrical Engineering and Communication (FEEC)</b>  Faculty contact persons	CZ BRNO01	Mrs. Alena Cupáková, administrative officer of Study department of FME  <a href="mailto:cupakova@fme.vutbr.cz">cupakova@fme.vutbr.cz</a>  phone: +420 541 142 134  Mrs. Michaela Studená administrative officer of Study department of FIT  <a href="mailto:studena@fit.vutbr.cz">studena@fit.vutbr.cz</a>  phone: +420 541 141 265  Mrs. Jarmila Pončová administrative officer of Research and Foreign Department of FEEC <a href="mailto:poncova@feec.vutbr.cz">poncova@feec.vutbr.cz</a>  phone: +420 541 146 328	
BUT Mobility Programmes Office		Mr. Tomáš Lády, Institutional coordinator, <a href="http://www.but.vutbr.cz">BUT Rectorate</a>  Tel.+420 541 145 145  <a href="mailto:lady@ro.vutbr.cz">lady@ro.vutbr.cz</a>	

## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
DK ALBORG01	CZ BRNO01	0714 (523)	Electronics and automation (FEEC)	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 5	-
		061 (481)	Information and Communication Technologies (FIT)	2 <sup>nd</sup>	2 x 5	-
		071 (52)	Engineering and engineering trades (FME)	2 <sup>nd</sup>	2 x 5	-
CZ BRNO01	DK ALBORG01	0714 (523)	Electronics and automation (FEEC)	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 5	
		061 (481)	Information and Communication Technologies (FIT)	2 <sup>nd</sup>	2 x 5	-
		071 (52)	Engineering and engineering trades (FME)	2 <sup>nd</sup>	2 x 5	-

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

<sup>5</sup> 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>)

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			Staff Mobility for Training	
				Number of Staff	Duration number of weeks	Number of teaching hours per week	Staff number	Working days
DK ALBORG01	CZ BRNO01	071 (52)	Engineering and engineering trades	1	1	6	-	-
		061 (481)	Information and Communication Technologies (ICTs)	1	1	6		
CZ BRNO01	DK ALBORG01	071 (52)	Engineering and engineering trades	1	1	6	-	-
		061 (481)	Information and Communication Technologies (ICTs)	1	1	6		

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

<sup>6</sup>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>

DK ALBORG01		English	Danish	<a href="http://www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/entry-admission-requirements/">www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/entry-admission-requirements/</a>	
CZ BRNO01		English	English	B1	B2

**Note:** the recommended language of instruction level at AAU applies to **all** study programmes/courses.

#### D. Additional requirements

**DK ALBORG01:** Enrolment only if 30 ECTS per semester

**CZ Brno01:** Information for incoming exchange students

[https://www.vutbr.cz/edit/en/international/short-term-studies?aid\\_redir=1](https://www.vutbr.cz/edit/en/international/short-term-studies?aid_redir=1)

<http://www.vutbr.cz/en/>

<https://www.vutbr.cz/edit/en/international/practical-information>

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
DK ALBORG01	1 May	1 October
CZ BRNO01	31 <sup>st</sup> May	15 <sup>th</sup> November

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

2. The receiving institution will send its decision within

**DK ALBORG01:** 6-8 weeks

**CZ BRNO01:** Brno University of Technology sends notification on admission automatically within 5 weeks.

3. A Transcript of Records will be issued by the receiving institution

**DK ALBORG01:** only upon request from the student in question and

**CZ BRNO01:** Brno University of Technology sends transcripts approximately within 5 weeks after the examinations period 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

**DK ALBORG01:** *[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.]*

**CZ BRNO01:** If one or both parties wish to terminate the agreement a notice period 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."

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

## F. Information

### 1. Grading systems of the institutions

**DK ALBORG01:** <http://studyindenmark.dk/study-in-denmark/the-danish-way-of-teaching-1/the-danish-grading-system>

**CZ BRNO01:** In the BUT Brno, the numeric scale is from A (excellent) to F (fail). Look on web site <https://www.vutbr.cz/en/studies/ects-catalogue>

Grades and credits at Brno University of Technology

<http://www.vutbr.cz/en/studies/ects-catalogue/main-university-regulations>

<http://www.vutbr.cz/en/studies/ects-catalogue/ects-credit-allocation-based-on-the-student>

### 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.

**CZ Brno01:** 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
DK ALBORG01	<a href="mailto:incoming-student@adm.aau.dk">incoming-student@adm.aau.dk</a> +45 9940 7504	<a href="http://www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/residence-permit-visa/">www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/residence-permit-visa/</a>
CZ BRNO01	<p>Mrs. Alena Cupáková, administrative officer of Study department of FME <a href="mailto:cupakova@fme.vutbr.cz">cupakova@fme.vutbr.cz</a> phone: +420 541 142 134</p> <p>Mrs. Michaela Studená administrative officer of Study department of FIT <a href="mailto:studena@fit.vutbr.cz">studena@fit.vutbr.cz</a> phone: +420 541 141 265</p> <p>Mrs. Jarmila Pončová administrative officer of Research and Foreign Department of FEEC <a href="mailto:poncova@feec.vutbr.cz">poncova@feec.vutbr.cz</a> phone: +420 541 146 328</p>	<a href="http://www.fme.vutbr.cz/en/zo/">http://www.fme.vutbr.cz/en/zo/</a>

### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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DK ALBORG01	<a href="mailto:incoming-student@adm.aau.dk">incoming-student@adm.aau.dk</a> +45 9940 7504	<a href="http://www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/insurance/">www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/insurance/</a>
CZ BRNO 01	<a href="mailto:lady@ro.vutbr.cz">lady@ro.vutbr.cz</a> phone: +420 54114 5145	<a href="https://www.vutbr.cz/en/faculties-and-constituent-parts/rectorate/student-affairs-office/mobility-programmes-department">https://www.vutbr.cz/en/faculties-and-constituent-parts/rectorate/student-affairs-office/mobility-programmes-department</a>

#### **4. Housing**

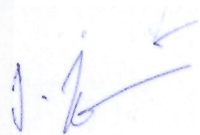
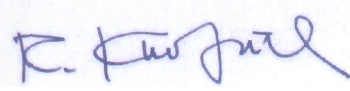
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
DK ALBORG01	Lene Møller <a href="mailto:lm@adm.aau.dk">lm@adm.aau.dk</a> +45 9940 9658	<a href="http://www.internationaloffice.aau.dk/international_accommodation_office/">www.internationaloffice.aau.dk/international_accommodation_office/</a>
CZ BRNO01	Brno University of Technology Halls of Residence and Dining Services of BUT Kolejní 2 612 00 Brno <b>BUT switchboard:</b> +420 541 141 111 <b>Student accommodation office:</b> Tel.: +420 541 142 930-3 Fax: +420 541 142 935 E-mail: <a href="mailto:ubytovatelky@skm.vutbr.cz">ubytovatelky@skm.vutbr.cz</a>	<a href="http://www.kam.vutbr.cz/english/">http://www.kam.vutbr.cz/english/</a>



**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
DK ALBORG01	<b>Eskild Holm Nielsen</b> Dean		
CZ BRNO01 FEEC	Assoc. Prof. <b>Jiří Háze</b> Vice-dean for External Relations	21.1.2014	
CZ BRNO01 FIT	Assoc. Prof. <b>Jaroslav Zendulka</b> Dean of the Faculty		
CZ BRNO01 FME	Assoc. Prof. <b>Radek Knoflíček</b> Vice-dean of FME and Faculty Erasmus coordinator	15/11/2013	

<sup>7</sup>Scanned signatures are accepted