



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2015-21

### between programme countries

### [Minimum requirements]<sup>2</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>3</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF MARIBOR Slomškov trg 15 2000 Maribor Slovenija	SI MARIBOR01	<b>prof. dr. Tatjana Welzer</b> Institutional Erasmus Coordinator <a href="mailto:erasmus@um.si">erasmus@um.si</a>  <b>Mladen Kraljić</b> Head of International Relations Office +386 2 2355 342 <a href="mailto:erasmus@um.si">erasmus@um.si</a>  <b>Eva Škruba</b> Erasmus Incoming Coordinator <a href="mailto:eva.skruba@um.si">eva.skruba@um.si</a>	<a href="http://www.um.si/en/international/erasmus/Pages/Faculties-information.aspx">http://www.um.si/en/international/erasmus/Pages/Faculties-information.aspx</a>
<b>Brno University of Technology</b>  Faculty of Electrical Engineering and Communication  Technická 10 616 00 Brno Czech Republic	CZ BRNO01	Erasmus Institutional Coordinator: <i>Bc. Tomáš Lády</i> E-mail: <a href="mailto:lady@ro.vutbr.cz">lady@ro.vutbr.cz</a> Phone: +420 5 4114 5145  Administrative Contact: <i>Jarmila Pončová</i> E-mail: <a href="mailto:poncova@feec.vutbr.cz">poncova@feec.vutbr.cz</a> Phone: +420 5 4114 6328, Fax: +420 5 4114 6353  Department Coordinator: <i>Assoc. Prof. Jiří Háze</i> Phone: +420 5 4114 6102, E- mail: <a href="mailto:prodekan-zahranici@feec.vutbr.cz">prodekan-zahranici@feec.vutbr.cz</a>	<a href="http://www.feec.vutbr.cz/studium/stud_en/lp/index.php/en">http://www.feec.vutbr.cz/studium/stud_en/lp/index.php/en</a>

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

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>4</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 *
SI MARIBOR01	CZ BRNO01	0713/0714	Electricity and energy/Electronics and automation	1 <sup>st</sup> 2 <sup>nd</sup>	1 student x 5 months	--
CZ BRNO01	SI MARIBOR01	0713/0714	Electricity and energy/Electronics and automation	1 <sup>st</sup> 2 <sup>nd</sup>	1 student x 5 months	--

[\*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.]

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 *
SI MARIBOR01	CZ BRNO01	0713/0714	Electricity and energy/Electronics and automation	1 person(s) x min. 8 teaching hrs. each	To be determined
CZ BRNO01	SI MARIBOR01	0713/0714	Electricity and energy/Electronics and automation	1 person(s) x min. 8 teaching hrs. each	To be determined

<sup>4</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>)

### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI MARIBOR01	-	EN	-	B1	B2
CZ BRNO01	-	English	-	B1	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

**SI MARIBOR01:** For admission to the University of Maribor in the framework of the Erasmus+ programme, students must follow the application procedure published at the following web page: <http://www.um.si/en/international/erasmus/Pages/Application-procedure-for-Erasmus-students-.aspx>

#### CZ BRNO01:

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

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI MARIBOR01	July 1 – students from EU June 1 - students from non - EU countries	December 1– students from EU November 1 – students from non - EU countries
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

<sup>5</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>

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 **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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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**

**SI MARIBOR01:** The ECTS users' guide of University of Maribor is published at the following web page: <http://www.um.si/en/international/erasmus/Pages/ECTS-users-guide.aspx>

CZ BRNO01:

<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

### **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
SI MARIBOR01	Mladen Kraljić <a href="mailto:erasmus@um.si">erasmus@um.si</a> tel.: +386 2 23 55 342	<a href="http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx">http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx</a>
CZ BRNO01		<a href="http://www.vutbr.cz/en/studies/information-on-visa">http://www.vutbr.cz/en/studies/information-on-visa</a> <a href="http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx">http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx</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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
SI MARIBOR01	Mladen Kraljić <a href="mailto:erasmus@um.si">erasmus@um.si</a> tel.: +386 2 23 55 342	<a href="http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx">http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx</a>
CZ BRNO01	VZP for Foreigners, Samuel Fleischman +420 222 254 442, +420 777 322 522 <a href="mailto:sam@VZPforForeigners.cz">sam@VZPforForeigners.cz</a>	<a href="http://www.vzpforforeigners.cz">http://www.vzpforforeigners.cz</a> <a href="http://www.cmu.cz/en/temp-in-cr/eu-insured-temporary">http://www.cmu.cz/en/temp-in-cr/eu-insured-temporary</a>

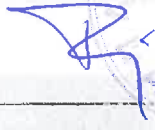

### **4. Housing**

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

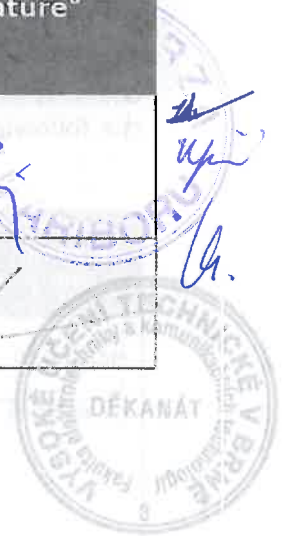
Information and assistance can be provided by the following persons and information sources:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
SI MARIBOR01	Mladen Kraljić <a href="mailto:erasmus@um.si">erasmus@um.si</a> tel.: +386 2 23 55 342	<a href="http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx">http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx</a>
CZ BRNO01	<a href="mailto:ubytovatelky@skm.vutbr.cz">ubytovatelky@skm.vutbr.cz</a> Tel. +420 541 142 930-3	<a href="http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals">http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals</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>6</sup>
SI KA2130R01	Prof. Dr. Denje Rehel, Rector	08. 01. 2015	
CZ BRND01	Asst. Prof. Jitka Hrad, Ph.D., Vice Dean of FETEC BTM for External Relations and Foreign Affairs	5.1.2015	

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<sup>6</sup> Scanned signatures are accepted