

Erasmus+ Programme

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

Inter-institutional agreement 2018-2021 **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)
VYSOKÉ UČENÍ TECHNICKÉ V BRNĚ - 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>Jana Nosková</i> E-mail: noskova@feec.vutbr.cz Phone: +420 5 4114 6328, Department Coordinator for area 0713: <i>Doc. Ing. Petr Toman, Ph.D.</i> E-mail: toman@feec.vutbr.cz Department Coordinator for area 0714:	http://www.feec.vutbr.cz/studium/studenllp/index.php.en

		<i>Prof. Ing. Otakar Wilfert, CSc.</i> E-mail: wilfert@feec.vutbr.cz Phone: +420 5 4114 6565	
TECHNISCHE UNIVERSITÄT GRAZ – GRAZ UNIVERSITY OF TECHNOLOGY	A GRAZ02	Contact Person (International Relations and Mobility Programmes): <i>Birgit Steinkellner</i> E-mail: birgit.steinkellner@tugraz.at Phone: +43 316 873 6415 Fax: +43 316 8732 6421 Department Coordinator for area 0713: <i>Univ-Prof. Dr. Ing Anette Mütze</i> E-Mail: muetze@tugraz.at Department Coordinator for area 0714: <i>Prof. Erich Leitgeb</i> E-mail: erich.leitgeb@tugraz.at	http://www.tugraz.at/ http://www.tugraz.at/international/

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 *]	Student Mobility for Traineeships *
CZ BRNO01	A GRAZ02	0713/0714	Electricity and energy/Electronics and automation	1 st , 2 nd , 3 rd	2/10	--
A GRAZ02	CZ BRNO01	0713/0714	Electricity and energy/Electronics and automation	1 st , 2 nd , 3 rd	2/10	--

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>

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	A GRAZ02	0713	Electricity and energy	1 per 5 days	-
		0714	Electronics and automation	2 per 5 days	
A GRAZ02	CZ BRNO01	0713	Electricity and energy	1 per 5 days	-
		0714	Electronics and automation	2 per 5 days	

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
A GRAZ02		German	English	B2 or higher	B2 or higher

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>

				(either in English or German)	
http://www.tugraz.at/international/Incomings/IncomingExchangeStudents/Bewerbung/Sprachnachweis_Erasmus					
Proof of Language Level: Certificates should not be older than two years at the time of nomination					

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.

A GRAZ02

Incoming Exchange Students are required to attend the Orientation Sessions I & II and the Intercultural Orientation Sessions

Exchange students can request to perform a final degree project/Master's thesis, at TU Graz. However, there is no service provided to match student requests with research projects at TU Graz. Therefore students cannot be guaranteed to be accepted for a project. A student who wants to carry out a project must contact a relevant institute or professor directly and make the arrangements with them. If students receive a confirmation of approval, they are asked to contact the Office of International Relations and Programmes.

Teaching Assignments and staff training need to be discussed and agreed upon with the relevant institutes/ academic units at the partner institutions.

Graz University of Technology welcomes students and staff with disabilities.

Contact: Karin Krottmayer

Phone: +43 316 873 6599

email: karin.krottmayer@tugraz.at

www.tugraz.at/barrierefrei-studieren

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	Nomination: 1 March - 30 April	Nomination: 1 June - 15 October E-application: 15 September-15 November

	E-application: 31 March-31 May Delivery of appl. mat.: 30 June	Delivery of appl. mat.: 15 December
A GRAZ02	Online Application is closed on 1 June TU Graz needs to receive the signed & complete application package by <ul style="list-style-type: none"> ▪ 1 May (students who need a visa) ▪ 15 June (students who do not need a visa) 	Online Application is closed on 1 November TU Graz needs to receive the signed & complete application package by <ul style="list-style-type: none"> ▪ 1 October (students who need a visa) ▪ 15 November (students who do not need a visa)

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

CZ BRNO01

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.

A GRAZ02

2. The receiving institution will send its decision within 4 – 5 weeks after the application deadlines.
3. After the students have completed their last exam/ examination requirements (e.g. term paper), the transcript of transcript will be issued within approximately 5 weeks.
4. Termination of the agreement

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

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

A GRAZ02

Austrian Grading Scale

Grade	Definition
1	EXCELLENT: outstanding performance
2	GOOD: above the average standard but with some errors
3	SATISFACTORY: generally sound work with a number of notable errors
4	SUFFICIENT: performance meets the minimum criteria
5	UNSATISFACTORY: Substantial improvement necessary; requirement of further work

Overall classification of the qualification:

"mit Auszeichnung bestanden"	Pass with Distinction (in case of excellent performance)
"bestanden"	Pass (in case of positive assessment)
"nicht bestanden"	Fail (in case of negative assessment)

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		http://www.vutbr.cz/en/studies/information-on-visa http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx
A GRAZ02	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at Birgit Eggner (Outgoing Students) +43 316 873 6420 birgit.eggner@tugraz.at	http://www.tugraz.at/international/ https://oead.at/en/to-austria/ http://www.bmeia.gv.at/

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		http://www.vutbr.cz/en/studies/ects-catalogue/insurance
A GRAZ02	Gitte Cerjak (Incoming Students) +43 316 873 6422 gitte.cerjak@tugraz.at Birgit Eggner (Outgoing Students) +43 316 873 6420 birgit.eggner@tugraz.at	http://www.tugraz.at/international/ http://www.oeh.ac.at/studierenleben/studieren/oeh-versicherung/ http://www.stgkk.at https://oead.at/en/to-austria/


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/ http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals
A GRAZ02	Gitte Cerjak +43 316 873 6422 gitte.cerjak@tugraz.at OeAD Housing Office +43 316 950 200 9001 housing-graz@oead.at	http://www.tugraz.at/international/ http://www.housing.oead.at/graz_e/kontakt.asp

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
CZ BRNO01	Ass. Prof. Jiri Haze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	4.12.2017	
A GRAZ02	Prof. Dr. Harald Kainz Rector	19.11.17	



³ Scanned signatures are accepted