



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-20[21]² between programme countries

[Minimum requirements]³

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.

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
<p>BRNO UNIVERSITY OF TECHNOLOGY</p> <p>Faculty of Electrical Engineering and Communication</p> <p>Technika 10 616 00 Brno Czech Republic</p>	<p>CZ BRNO01</p>	<p>Erasmus Institutional coordinator: Bc. Tomáš Lady E-mail: lady@ro.vutbr.cz +420 5 4114 5145</p>	<p>http://www.feec.vutbr.cz</p>
<p>Administrative Contact: Jarmila Poncova poncova@feec.vutbr.cz +420 5 4114 6328, Fax: +420 5 4114 6353</p>			
<p>Department Coordinator: Ing. Jiri Mekyska, Ph. D. Phone: +420 5 4114 6962 mekyska@feec.vutbr.cz</p>			
<p>Escola Superior Politécnica (Fundació TecnoCampus Mataró – Maresme)</p>	<p>E MATARO01</p>	<p>Luz Fernández, International Coordinator. lfernandez@tecnocampus.cat Laura Garcia Llamas – International Office lgarcia@tecnocampus.cat TecnoCampus Mataró (Edifici Universitari) Avda. Ernest Lluch, 32. 08302 Mataró – Spain</p>	<p>www.tecnocampus.cat</p>

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

		Email: mobilitat.internacional@tecnocampus.cat Tel. 0034 93 169 65 01 Fax. 0034 93 169 65 05	
[...]			

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
CZ BRNO01	E MATARO01	0713/0714	Electricity and energy/Electronics and automation	1 st ,2 nd	2 x 10 months	--
E MATARO01	CZ BRNO01	0713/0714	Electricity and energy/Electronics and automation	1 st ,2 nd	2 x 10 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.]

⁵ 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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
CZ BRNO01	E MATARO01	0713/0714	Electricity and energy/Electronics and automation	1 teacher / 1 week / 8 h	--
E MATARO01	CZ BRNO01	0713/0714	Electricity and energy/Electronics and automation	1 teacher / 1 week / 8 h	--

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 ⁶	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
CZ BRNO01	E MATARO01	English		B1	B2
E MATARO01	CZ BRNO01	English	Spanish/Catalan	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

⁶ 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. Additional requirements

E MATARO01 can provide some support to welcome students and staff with disabilities; depending on the individual cases, with prior agreement between both institutions. There is a service to give general orientation to people with disabilities; but no additional personnel or economic support is provided.

CZ BRNO01: 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]
CZ BRNO01	Nominations: 1 st March – 30 April Applications: 31 st March – 31 st May Delivery of appl. Mat.: 30 th June	Nominations: 1 st June – 15 th October Applications: 15 th September – 15 th November Delivery of appl. Mat.: 15 th December
E MATARO01	15 th June	15 th November

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

2. The receiving institution will send its decision within [2] 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. [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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

E MATAR001 Grading System:

ECTS Conversion reference Table

ECTS Grade	Definition	ESUPT
		Quantitative Grade 0 - 10
A	EXCELLENT - outstanding performance with only minor errors	Matrícula de Honor is only awarded upon a decision made by the lecturer when the final grade is between 9 and 10. Only two students in 20 can be awarded the Matrícula de Honor grade
B	VERY GOOD -above the average standard but with some errors	7,0 – 8,9
C	GOOD -generally sound work with a number of notable errors	6,0 – 6,9
D	SATISFACTORY- fair but with significant shortcomings	5,5 – 5,9
E	SUFFICIENT - performance meets the minimum criteria	5,0 – 5,4
FX	FAIL, but available for compensation	Grades between 4,0 and 4,9
F	FAIL- considerable further work is required	< 4

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

CZ BRNO01 Grading System:

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

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.feec.vutbr.cz
E MATARO01	rrii@tecnocampus.cat Tel. 0034 93 169 65 01 Fax. 0034 93 169 65 05	http://tecnocampus.cat/en/university-studies/international-students/before-during-stay

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	VZP for Foreigners, Samuel Fleischman +420 222 254 442, +420 777 322 522 sam@VZPforForeigners.cz	http://www.vzpforforeigners.cz
E MATARO01	rrii@tecnocampus.cat Tel. 0034 93 169 65 01 Fax. 0034 93 169 65 05	http://tecnocampus.cat/en/university-studies/international-students/before-during-stay

4. Housing




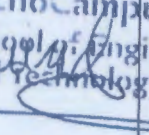
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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 +420 541 142 930-3	http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals http://www.kam.vutbr.cz/english
E MATARO01	rrii@tecnocampus.cat Tel. 0034 93 169 65 01 Fax. 0034 93 169 65 05	http://www.tecnocampus.cat/en/university-studies/international-students/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

VYSOKÉ UČENÍ TECHNICKÉ V BRNĚ
 Fakulta elektrotechniky a komunikačních technologií
 IČ: 00216305, DIČ: CZ00216305
 vědecké oddělení
 Technická 1a: 602 00 Brno

Institution [Erasmus code]	Name, function	Date	Signature ⁸
CZ BRNO01	Ass. Prof. Jiri Haze, Ph.D. Vice-Dean of FEEC BUT For External Relations and Foreign Affairs	1.10.2015	 
E MATARO 01	Dr. Marcos Faúndez Director	20/11/15	 TechnoCampus School of Engineering and Technology  Affiliated center

 Universitat
Pompeu Fabra
Barcelona

⁸ Scanned signatures are accepted