# Erasmus+ Programme Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2017-2021 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 | Website |
|---|---|---|---|
| **Brno University of Technology**<br><br>Faculty of Electrical Engineering and Communication Technicka 10 616 00 Brno Czech Republic | **CZ BRNO01** | Erasmus Institutional Coordinator: *Bc. Tomáš Lády* E-mail: lady@ro.vutbr.cz Phone: +420 5 4114 5145<br><br>Administrative Contact: *Jarmila Pončová* E-mail: poncova@feec.vutbr.cz Phone:+420 5 4114 6328, Fax: +420 5 4114 6353<br><br>Department Coordinator: Assoc. Prof. Jiří H, Ph.D. prodekan-zahranici@feec.vutbr.cz Tel: +420 5 4114 6102 | http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en |
| **Goce Delcev University** | **MK STIP01** | Institutional Erasmus + coordinator: Sanja Stefanova, M.A Krste Misirkov,v No.10-A,P.O. Box201, 2000 Stip, Macedonia sanja.stefanova@ugd.edu.mk +38932550843 | http://www.ugd.edu.mk/index.php/en/faculties |

## B. Mobility numbers 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] | Name | Study cycle [short cycle, 1st , 2nd or 3rd] * | 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 | MK STIP01 | 0713/0714 | Electricity and energy/Electronics and automation | 1st , 2nd, | 4x10 = 40 | -- |
| MK STIP01 | CZ BRNO01 | 0713/0714 | Electricity and energy/Electronics | 1st , 2nd, | 4x10 = 40 | -- |

| | | | and automation | | |
|---|---|---|---|---|---|

*[\*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* | | Number of staff mobility periods | |
|---|---|---|---|---|---|
| | | Code [ISCED] | Name | Staff Mobility for Teaching [total number of days of teaching periods or average duration *] | Staff Mobility for Training * |
| CZ BRNO01 | MK STIP01 | 0713/ 0714 | Electricity and energy/Electronics and automation | 2 staff x 1 week | ---- |
| MK STIP01 | CZ BRNO01 | 0713/ 0714 | Electricity and energy/Electronics and automation | 2 staff x 1 week | ---- |

## 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[1] | |
|---|---|---|---|---|---|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| CZ BRNO01 | | English | | B2 | B2 |
| MK STIP01 | | English | English | B2 | B2 |

For more details on the language of instruction recommendations, see the course catalogue of each institution

## D.   Additional requirements

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*
*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

**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/Whole academic year* [month] | Spring term* [month] |
|---|---|---|
| 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 |
| MK STIP01 | 30 June | 31 December |

2.   The receiving institution will send its decision within 5 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.

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[1] 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

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. 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 |

### MK STIP01

http://www.ugd.edu.mk/index.php/en/erasmus-plus/incoming-students

http://www.ugd.edu.mk/index.php/en/erasmus-plus/incoming-students/available-courses

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[2]. 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.]*

### 2. 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 |
| MK STIP01 | sanja.stefanova@ugd.edu.mk | http://www.ugd.edu.mk/index.php/en/erasmus-plus |

### 3. 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:

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[2] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

| 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 |
| MK STIP01 | sanja.stefanova@ugd. edu.mk | http://www.ugd.edu.mk/index.php/en/erasmus-plus |

**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 Tel. +420 541 142 930-3 | http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals http://www.kam.vutbr.cz/english/ |
| MK STIP01 | sanja.stefanova@ugd. edu.mk | http://www.ugd.edu.mk/index.php/en/erasmus-plus |

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

| Institution [Erasmus code] | Name, function | Date | Signature |
|---|---|---|---|
| CZ BRNO01 | **Ass. Prof. Jiri Haze, Ph.D.** Vice-Dean of FEEC BUT for External Relations and Foreign Affairs | 16.2.2017 | |
| MK STIP01 | PhD Blazo Boev Rector | | |

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