Erasmus+ Programme

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

Inter-institutional agreement 2019/20 – 2020/21
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)
BRNO UNIVERSITY OF TECHNOLOGY Faculty of Electrical Engineering and Communication	CZ BRNO01	Erasmus Institutional Coordinator: Bc. Tomáš Lády E-mail: lady@ro.vutbr.cz Phone: +420 5 4114 5145 Administrative Contact: Jana Nosková E-mail: noskova@feec.vutbr.cz Phone:+420 5 4114 6328 Faculty Coordinator: Assoc. Prof. Jiří Háze Phone:+420 5 4114 6102 E-mail: prodekan-zahranici@feec.vutbr.cz	http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en
UNIVERSITY OF PORTO Faculty of Engineering	P PORTO02	Institutional Coordinator: Bárbara Costa Faculty of Engineering Coordinator: Prof. João Pedro Pêgo Phone: +351225081900; Administrative Contact:	www.fe.up.pt/admissions

		Cooperation Unit, Rua Dr. Roberto Frias, 4200-465 Porto Phone: +351225081411; email: international@fe.up.pt , incoming@fe.up.pt Programme(s) involved: Integrated Master in Electrical and Computers Engineering Exchange Coordinator: Prof. Rui Araújo, raraujo@fe.up.pt	

B. Mobility numbers[1] 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, 1st , 2nd or 3rd] *	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	P PORTO02	0713/ 0714*	Electricity and energy/Electronics and automation*	2nd	2/10 (5M each)	
P PORTO02	CZ BRNO01	0713/ 0714*	Electricity and energy/Electronics and automation*	2nd	2/10 (5M each)	--

UNESCO 2013 - ISCED Codes: http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx

*Involved programmes:

At P PORTO02:

Integrated Master in Electrical and Computers Engineering:

https://sigarra.up.pt/feup/en/CUR_GERAL.CUR_PLANOS_ESTUDOS_VIEW?pv_plano_id=2639&pv_ano_lectivo=2018&pv_tipo_cur_sigla=MI&pv_origem=CUR

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[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)

*[*Optional: subject area code & name and study cycle are optional.]*

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	P PORTO02	0713/ 0714	Electricity and energy/Electronics and automation	1 per 5 days (8h)	-
P PORTO02	CZ BRNO01	0713/ 0714	Electricity and energy/Electronics and automation	1 per 5 days (8h)	-

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		B2	B2
P PORTO02		Portuguese	English/Suitable for English Speaking Students	B1 Portuguese/English (no certification required)	B2 Portuguese/English (no certification required)

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[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

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.

P PORTO02
Information for Disabled Students:
https://sigarra.up.pt/feup/en/web_base.gera_pagina?P_pagina=31549
Online application form:
https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122272

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 **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
P PORTO02	May 15th	October 15th

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

2. The receiving institution will send its decision between 4 to 6 weeks.

   P PORTO02: as soon as the application is approved by the Faculty of Engineering, it will be validated by the central International Office of the University of Porto, which will send the Acceptance Letter + Approved Learning Agreement to the student, together with other relevant information.

3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.

   P PORTO02: in case of master's thesis/dissertation/project courses, the deadline for issuing the Transcript of Records starts counting after the students have complied with all required internal procedures and formalities.

4. Termination of the agreement

   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

P PORTO02:

The University of Porto uses the ECTS Grading system. The number of ECTS credits for each course reflects the total number of hours a student is expected to devote to the course (in the form of lectures, homework, reading, essays, consultations, seminars, etc.). 60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. At the University of Porto, one credit corresponds to 27 hours of student total work.

1 full academic year = 60 credits

1 semester = 30 credits

Local Grades awarded on a scale of 0-20 (pass mark 10)

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient

The ECTS grading scale is based on the percentile (similar but not identical to the class rank) of a student in a given assessment, that is how was his/her performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Therefore, ECTS grade does not have a direct fixed correspondence to the local grade.

ECTS Grade / Nota ECTS	% of students who have achieved this grade / % de alunos que obtiveram esta nota
A	10
B	25
C	30
D	25
E	10
FX	-

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		https://www.vutbr.cz/en/international/info/visa
P PORTO02	Tel: +351 22 040 80 56 E-mail: international@reit.up.pt	http://sigarra.up.pt/up_uk/web_base.gera_pagina?p_pagina=122271

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		https://www.vutbr.cz/en/international/info/insurance

P PORTO02	Tel: +351 22 040 80 56 E-mail: international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.g era_pagina?p_pagina=122275

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	https://www.vutbr.cz/en/internationa l/info/accommodation http://kam.vutbr.cz/english/
P PORTO02	Tel: +351 22 040 80 56 E-mail: international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.g era_pagina?p_pagina=122274

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	31.10.2018	
P PORTO02	Prof. João Pedro PÊGO ERASMUS Coordinator – Faculty of Engineering		

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[3] Scanned signatures are accepted