



Erasmus+ Programme

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

Inter-institutional¹ agreement 2021-22
between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Bordeaux Institute of Technology (Bordeaux INP)	F BORDEAU54	Ms Claire Le Henaff– Head of International Relations of Bordeaux INP Claire.Le_Henaff@bordeaux-inp.fr	http://www.bordeaux-inp.fr/
Graduate School of Engineering in Electronics, Computer Sciences, Telecommunications, Mathematics and Mechanics of Bordeaux (ENSEIRB-MATMECA)		Mr François Rivet International Director Francois.Rivet@bordeaux-inp.fr Ms Flavie Dupouy International Officer iro@enseirb-matmeca.fr Mr Dominique Dallet Coordinator for Czech republic sri_central_europe@enseirb-matmeca.fr	https://ccc.ipb.fr/syllabus/
Brno University of Technology (BUT) Faculty of Electrical Engineering and	CZ BRNO01	Institutional Coordinator: Jana Sadílková International Office Antonínská 548/1 601 90 Brno	Erasmus+ – BUT (vutbr.cz) Courses – BUT (vutbr.cz)

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

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

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

Communication (FEEC)		sadilkova@vutbr.cz Faculty Coordinator: Assoc. Prof. Norbert Herencsár, Ph.D. herencsn@feec.vutbr.cz Phone: +420 541146102 Administrative Contact: Jana Nosková Technická 3058/10 616 00 Brno noskova@feec.vutbr.cz +420 5 4114 6328	
----------------------	--	---	--

B. Mobility numbers⁴ 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.]

Student Mobility for Studies or Traineeships

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 [total number of months of the study periods or average duration*]	
					Student Mobility for Studies*	Student Mobility for Traineeships*
F BORDEAU54 ENSEIRB-MATMECA/ Bordeaux INP	CZ BRNO01 Brno University of Technology (BUT) Faculty of Electrical Engineering and Communication	071 (523)	Engineering and Engineering Trades Mathematics	2 nd cycle (Master 1 & 2)	1 student for 12 months OR 2 students for 6 months	2 students for 12 months (6 months each - Master 2) OR 4 students for 12 months (3 months each - Master 1)
CZ BRNO01 Brno University of Technology (BUT) Faculty of Electrical Engineering and Communication	F BORDEAU54 ENSEIRB-MATMECA/ Bordeaux INP	071 (523)	Engineering and Engineering Trades Mathematics	2 nd cycle (Master 1 & 2)	1 student for 12 months OR 2 students for 6 months	2 students for 12 months (6 months each - Master 2) OR 4 students for 12 months (3 months each -

⁴ 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>)

Brno University						Master 1)
-----------------	--	--	--	--	--	-----------

[*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.]

Staff Mobility for Teaching or Training

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 [total number of days of teaching periods or average duration *]	
				Staff Mobility for Teaching*	Staff Mobility for Training*
F BORDEAU54 ENSEIRB-MATMECA/ Bordeaux INP	CZ BRNO01 Brno University of Technology (BUT) Faculty of Electrical Engineering and Communication	071 (523)	Engineering and Engineering Trades Mathematics	1 person x 1 week x min. 8 teaching hours	
CZ BRNO01 Brno University of Technology (BUT) Faculty of Electrical Engineering and Communication	F BORDEAU54 ENSEIRB-MATMECA/ Bordeaux INP	071 (523)	Engineering and Engineering Trades Mathematics	1 person x 1 week x min. 8 teaching hours	

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F BORDEAU54	Electronics Telecommunications Computer Sciences Mathematics and Mechanics	French	English	B1	B2
CZ BRNO01		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.]

F BORDEAU54 - ENSEIRB-MATMECA – Bordeaux INP:

Incoming students should provide a letter from proof of language proficiency (French B1 recommended).

Ms. Flavie Dupouy, International Officer, is in charge of incoming students iro@enseirb-matmeca.fr.

- Course Catalogue:

<http://www.enseirb-matmeca.fr/syllabus/>

[II EEL Engineer in Electronics](#)

[II EIN Engineer in Computer Sciences](#)

[II ETE Engineer in Telecommunications](#)

[II EMM Engineer in Mathematics and Mechanics](#)

- List of the International Department Coordinators:

- Electronics: resp_sri_elec@enseirb-matmeca.fr

⁵ 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>

- Computer sciences: resp_sri_info@enseirb-matmeca.fr
- Telecommunications: resp_sri_telecom@enseirb-matmeca.fr
- Mathematics & Mechanics: resp_sri_mmk@enseirb-matmeca.fr
- Our International student association "CluBee" welcomes and provides administrative support to incoming students: clubee@enseirb-matmeca.fr.

CZ BRNO01 Brno University of Technology (BUT) FEEC

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]
F BORDEAU 54 ENSEIRB-MATMECA/ Bordeaux INP	1 May	15 October
CZ BRNO 01 Brno University of Technology (BUT) FEEC	June 15	November 30

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

2. **Bordeaux INP:** as the receiving institution will send its decision within 6 weeks.
Brno University of Technology: The receiving institution will send its decision within 6 weeks.
3. **Bordeaux INP:** A Transcript of Records will be issued by the graduate schools of Bordeaux INP no later than 5 weeks after the first assessment period has finished. The scanned document will be sent to the International Office of the partner university and to the student. The original document will be sent by regular post to the student.
Brno University of Technology: 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.
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. 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' guide⁶. 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.]

F BORDEAU54 - ENSEIRB-MATMECA/Bordeaux INP grading system:

Extract of the Academic Rules Bordeaux INP Enseirb-Matmeca 2018-2019:

"Part 2. Graduation Requirements - Titre 1 - Article 2 I-1 Evaluation of TU (Teaching Units) and modules, validation of TU:

Each teaching unit has a corresponding evaluation. Evaluation can take different forms: written examination, oral examination, continuous assessment, practical work, individual or group project reports etc.

The student is evaluated with a mark /20 or an appreciation. The average mark of the TU is obtained through the different marks attributed to each course within the TU and the corresponding weight or coefficient.

Except for TUs related to placements/internships, an average equal to or superior to 10/20 is required to obtain the TU and the corresponding ECTS credits."

Generally speaking, grades correspond to the following:

(A) Average Mark ≥ 16 = very good

$14 \leq A < 16$ = good

$12 \leq A < 14$ = quite good

$A < 12-10$ = pass

CZBRNO01 Brno University of Technology (BUT) FEEC

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

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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
F BORDEAU54 Bordeaux Institute of Technology (Bordeaux INP)	International Officer for ENSEIRB-MATECA /INP Ms. Flavie Dupouy iro@enseirb-matmeca.fr	European students do not need a visa. Non-European students need to follow visa procedure: http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/etudier-en-france-12794/demarches-administratives/article/visas-etudiants
CZ BRNO01 Brno University of Technology (BUT) FEEC		https://www.vutbr.cz/en/life/guide

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
F BORDEAU54 Bordeaux Institute of Technology (Bordeaux INP)	International Officer for ENSEIRB-MATECA /INP Ms. Flavie Dupouy iro@enseirb-matmeca.fr	http://www.enseirb-matmeca.fr/international/student The student will not be required to pay social security contributions. He will need to register on the dedicated website for students in order to be covered for his medical expenses, except if he has a European health insurance card. More information about French social: https://www.ameli.fr/assure/droits-demarches/etudes-emploi-retraite/etudiant/french-social-security-

		registration-process-foreign-students Every student needs to pay the compulsory civil liability Insurance (around 17€ in 2019-2020) before registration at ENSEIRB-MATMECA.
CZ BRNO01 Brno University of Technology (BUT) FEEC		https://www.vutbr.cz/en/life/guide

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
F BORDEAU54 Bordeaux Institute of Technology (Bordeaux INP)	Accommodation Information Department of ENSEIRB-MATECA /INP Ms. Boian Stefania info_logement@enseirb-matmeca.fr	Accommodation provided is in a room in a CROUS dormitory. CROUS has a very limited number of rooms. ENSEIRB-MATMECA cannot guarantee a room. Students are strongly advised to book an accommodation well in advance. Students coming for 1 semester have to apply via: https://trouverunlogement.lescrous.fr/ (no deadline) Students coming for at least 2 semesters have to apply for an International Student Accommodation Form (DSE) before 30 April via: https://www.messervices.etudiant.gouv.fr/envole/
CZ BRNO01 Brno University of Technology (BUT) FEEC	ubytovatelky@skm.vutbr.cz +420541142930-3	https://www.vutbr.cz/en/international/info/accommodation http://www.kam.vutbr.cz/english/Default.aspx?p=PPV

F BORDEAU54 - ENSEIRB-MATMECA/IPB - FAQ (Frequently asked questions):

- If the agreement is for 2 students for 10 months (example), will you allow 4 students for 5 months each instead?

Yes

- Are there any restrictions for Erasmus students when it comes to course selection?

YES, a student has to attend all courses of the semester in the department where he/she is registered, e.g. a Master 1 student registered in Computer Science Department, has to follow all courses of the semester in the Computer Science Department.

Course Catalogue: <http://www.enseirb-matmeca.fr/syllabus/>



- Are Erasmus students allowed to sign up for courses outside the subject area of the exchange agreement?

No

- When are the examinations?

The examination periods are: January – beginning of February and April – June

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
F BORDEAU54 Bordeaux Institute of Technology (Bordeaux INP)	Marc Phalippou General Director	26-02-2021	
CZ BRNO01 Brno University of Technology (BUT) FEEC	Assoc. Prof. Jiri Haze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	28-01-2021	

⁷ Scanned signatures are accepted