



Erasmus+ Programme Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2015-2021 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 Faculty of Electrical Engineering and Communication Technická 10 616 00 Brno Czech Republic	CZ BRNO01	Erasmus Institutional Coordinator: <i>Bc. Tomáš Lády</i> E-mail: lady@ro.vutbr.cz Phone: +420 5 4114 5145 Administrative Contact: <i>Jarmila Pončová</i> E-mail: poncova@feec.vutbr.cz Phone: +420 5 4114 6328, Fax: +420 5 4114 6353 Department Coordinator: Assoc. Prof. Jiří Háze, Ph.D. prodekan-zahranici@feec.vutbr.cz Tel: +420 5 4114 6102	http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en
TÉCNICO LISBOA	P LISBOA109	Promotor of the Agreement Prof. Luis M. Correia INOV-INESC Rua Alves Redol, 9, 7D 1000-029 Lisboa Tel.: +351-213 100 434 Email: luis.m.correia@tecnico.ulisboa.pt Departmental Coordinator Prof. António Rodrigues Department of Electrical Engineering and Computer Science Tel.: +351218418484 E-mail: antonio.rodrigues@lx.it.pt Student Mobility Coordinators Cristina Sousa & Paula Lopes NMCI, Av. Rovisco Pais, 1049-001 Lisboa Phone-+351218419245 & +35121841768 cristina.sousa@tecnico.ulisboa.pt paula.lopes@tecnico.ulisboa.pt	http://tecnico.ulisboa.pt/en/education/masters/

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*		Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
		Code [ISCED]	Name		Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships *
CZ BRNO01	P LISBOA109	0713/ 0714	Electricity and energy/Electronics and automation	2 nd	2x6 = 12	--
P LISBOA109	CZ BRNO01	0713/ 0714	Electricity and energy/Electronics and automation	2 nd	2x6 = 12	--

[*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	P LISBOA109	0713/ 0714	Electricity and energy/Electronics and automation	5	2x5 = 10
P LISBOA109	CZ BRNO01	0713/ 0714	Electricity and energy/Electronics and automation	5	2x5 = 10

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
P LISBOA109		English (2nd cycle)	Portuguese (1st cycle)	B2	B2

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

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>

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.

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- 1 Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- 2 The host university will provide Reception Days for incoming students.
- 3 Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
- 4 The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.

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
P LISBOA109	15 th May till 15 th June	15 th October till 15 th November

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.
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

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The IST classification scale ranges from 10 to 20, linearly, in which 10 is the minimum mark to obtain approval. The awarding of ECTS classification is based on the distribution of marks obtained by all the students approved in the course unit in the last three academic years (can be extended to the last four or five years, if necessary), according to the following overall distribution.

ECTS Classification	Mean % of achieving students in a course unit	Definition
A	10	10% - Highest classifications on the 10-20 mark scale
B	25	25% - Following classifications on the 10-20 mark scale
C	30	30% - Following classifications on the 10-20 mark scale
D	25	25% - Following classifications on the 10-20 mark scale
E	10	10% - Lowest classifications on the 10-20 mark scale

- 1- *Link to the online applications-<http://ai.tecnico.ulisboa.pt/en/programas-de-estudo/candidaturas/candidaturas-in/> - All documents must be submitted online. No hard copies are needed.*
- 2- *Técnico sends by mail notification on admission automatically within 5 weeks.*
- 3- *Técnico only sends Acceptance Letters to students that need Visa.*
- 4- *The host university will issue a Transcript of Records no later than 5 weeks after the assessment period has finished.*

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide². 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
P LISBOA109	Graduation Unit ngraduacao@tecnico.ulisboa.pt	

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:

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
P LISBOA109	Ana Barbosa-NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone:+315218417550 ana.barbosa@tecnico.ulisboa.pt	https://docs.google.com/spreadsheets/ccc?key=0AjXu63umi3n0dHRjM2xGalFPVFB6RzZtcXFzUXFKc0E#gid=0


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

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/
P LISBOA109	Graça Pereira - NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone: +315218419893 gracapereira@tecnico.ulisboa.pt	https://docs.google.com/spreadsheet/ccc?key=0AjXu63umi3n0dEhzdmZ6VXN3djhGWkJoSVpsZGFleHc#gid=0

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	6.1.2016	
P LISBOA109	Professor Arlindo Oliveira President of Técnico Lisboa	04-01-2016	