

**Erasmus+ Programme**  
**Key Action 1**  
**- Mobility for learners and staff -**  
**Higher Education Student and Staff Mobility**

**Inter-institutional agreement 2017/18 – 2020/21**

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
<b>Brno University of Technology</b>  Faculty of Civil Engineering Faculty of Electrical Engineering and Communication Faculty of Chemistry	<b>CZ BRNO01</b>	Institutional Erasmus Coordinator Tomáš Lády <a href="mailto:lady@ro.vutbr.cz">lady@ro.vutbr.cz</a>  Academic Contacts Faculty of Civil Engineering Assoc. Prof. Nikol Žižková <a href="mailto:Zizkova.n@fce.vutbr.cz">Zizkova.n@fce.vutbr.cz</a> + 420 54114 7515  Faculty of Electrical Engineering and Communication Assoc. Prof. Jiří Háze <a href="mailto:prodekan-zahranici@feec.vutbr.cz">prodekan-zahranici@feec.vutbr.cz</a> + 420 54114 6102  Faculty of Chemistry Prof. Martin Weiter <a href="mailto:weiter@fch.vutbr.cz">weiter@fch.vutbr.cz</a> +420 54114 9300  Administrative Contacts Ludmila Zelinková - FCE <a href="mailto:Zelinkova.l@fce.vutbr.cz">Zelinkova.l@fce.vutbr.cz</a> Tel.: +420 54114 7130	   <a href="https://www.vutbr.cz/en/">https://www.vutbr.cz/en/</a>  <a href="http://www.fce.vutbr.cz">www.fce.vutbr.cz</a>  <a href="http://www.fce.vutbr.cz/EN/relations/erasmus.asp">http://www.fce.vutbr.cz/EN/relations/erasmus.asp</a>  <a href="http://www.feec.vutbr.cz/fakulta/home.php.cz">http://www.feec.vutbr.cz/fakulta/home.php.cz</a>  <a href="http://www.fch.vut.cz/en.html">http://www.fch.vut.cz/en.html</a>

		Jarmila Pončová – FEEC <a href="mailto:poncova@feec.vutbr.cz">poncova@feec.vutbr.cz</a> +420 54114 6328  International Office - FCH <a href="mailto:international@fch.vut.cz">international@fch.vut.cz</a> +420 54114 9346	
<b>Ostfold University College</b>  Faculty of Engineering P.O. Box 700 1757 Halden Norway	<b>N HALDEN02</b>	Erasmus Institutional Coordinator Ellen Høy-Petersen <a href="mailto:ellen.hoy-petersen@hiof.no">ellen.hoy-petersen@hiof.no</a> Tel: + 47 69 60 80 13 International Office  Academic Coordinator Hong Wu <a href="mailto:hong.wu@hiof.no">hong.wu@hiof.no</a> Tel.: + 47 69 60 87 77  Administrative Contact Incoming Students Elise Ager <a href="mailto:elise.m.ager@hiof.no">elise.m.ager@hiof.no</a> Tel.: + 47 69 60 82 29 International Office	<a href="http://www.hiof.no">www.hiof.no</a>  <a href="http://www.hiof.no/english">www.hiof.no/english</a>

## 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.

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> [ISCED]	<b>Subject area name</b>	<b>Study cycle</b> [1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	<b>Number of student mobility periods</b> [total number of months]
CZ BRNO01	N HALDEN02	0732	Building and Civil Engineering	1 <sup>st</sup> ,2 <sup>nd</sup>	10 months (1 student x 10 months or 2 students x 5 months)
		0713/0714	Electricity and energy/Electronics and automation	1 <sup>st</sup> ,2 <sup>nd</sup>	15 months (3 students x 5 months)
		0531	Chemistry	1 <sup>st</sup> ,2 <sup>nd</sup>	10 months (2 students x 5 months)
N HALDEN02	CZ BRNO01	0732	Building and Civil Engineering	1 <sup>st</sup> ,2 <sup>nd</sup>	10 months (1 student x 10 months or 2 students x 5 months)

		0713/0714	Electricity and energy/Electronics and automation	1 <sup>st</sup> ,2 <sup>nd</sup>	15 months (3 students x 5 months)
		0531	Chemistry		10 months (2 students x 5 months)

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	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]					
CZ BRNO01	N HALDEN02	0732	Building and Civil Engineering	1 x 5 days	Upon individual request
		0531	Chemistry	2 x 5 days	
N HALDEN02	CZ BRNO01	0732	Building and Civil Engineering	1x 5 days	Upon individual request
		0531	Chemistry	2 x 5 days	

### 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:

Institution [Erasmus code]	Language required	Recommended language level
CZ BRNO01	English	B2
N HALDEN02	English	B2

Exchange students coming to Brno University of Technology must be able to understand lectures, do workgroup and write reports and exams, all in English.

### D. Additional requirements

#### N HALDEN02:

- The International Office organises welcome activities for all exchange students including an orientation week and a buddy scheme.

- Students with disabilities are welcome to apply. The necessary arrangements need to be discussed in advance.
- Norwegian language course is offered for incoming students during the semesters.

#### **CZ BRNO01:**

- Exchange students can request to do a final degree project/Master's thesis at FCE. A student who wants to carry out a project must contact International Office of FCE to find out a topic. A student has to make the arrangement with an appropriate professor.
- Services for incoming students:
  - Welcome Week is organized for international students each semester where students get information about the university in general, administrative issues, student activities, language course, and other services. The integration of incoming students is fostered also in the areas of education and social life.
  - Czech language course is offered for incoming students during the semesters.
- Faculty of Civil Engineering of BUT has barrier free access; students on wheelchair can attend courses at the faculty. We can guarantee individual approach to such a student. Acceptance and further arrangements need to be agreed in advance.

#### **E. Calendar**

Applications/information on nominated students must reach the receiving institution by:

<b>Institution</b> [Erasmus code]	<b>Autumn term</b> [month]	<b>Spring term</b> [month]
CZ BRNO01	31 <sup>st</sup> May	15 <sup>th</sup> November
N HALDEN02	June 1 <sup>st</sup>	November 15 <sup>th</sup>

The receiving institution will send its decision on admission within 5 weeks.

The host university will issue a Transcript of Records no later than 5 weeks after the assessment period has finished.

The host university will report the transcript of records from each visiting student to the home university using the English language.

#### **Termination of the agreement**

If one or both parties wish to terminate the agreement a notice period 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."

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

## F. Information

### 1. Grading systems of the institutions

Institution [Erasmus code]	Website for information
CZ BRNO01	Brno University of Technology uses the ECTS grading scale – more information is available on the following links <a href="http://www.vutbr.cz/en/studies/ects-catalogue/ects-credit-allocation-based-on-the-student">http://www.vutbr.cz/en/studies/ects-catalogue/ects-credit-allocation-based-on-the-student</a> <a href="http://www.vutbr.cz/en/studies/ects-catalogue/main-university-regulations">http://www.vutbr.cz/en/studies/ects-catalogue/main-university-regulations</a>
N HALDEN02	Østfold University Colleges uses the ECTS grading scale: <a href="http://www.hiof.no/studies/exchange-students/practical-information/credit-system-and-grading">http://www.hiof.no/studies/exchange-students/practical-information/credit-system-and-grading</a>

### 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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO01	Anna Pospíšilová <a href="mailto:Pospisilova.a@fce.vutbr.cz">Pospisilova.a@fce.vutbr.cz</a> +420 54114 7133	<a href="http://www.vutbr.cz/en/studies/information-on-visa">http://www.vutbr.cz/en/studies/information-on-visa</a>
N HALDEN02	<a href="mailto:international@hiof.no">international@hiof.no</a>	<a href="http://www.hiof.no/studies/exchange-students/practical-information/residence-permits">http://www.hiof.no/studies/exchange-students/practical-information/residence-permits</a>

### 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.

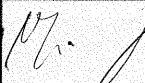



Institution [Erasmus code]	Website for information
CZ BRNO01	<a href="http://www.vutbr.cz/en/studies/ects-catalogue/insurance">http://www.vutbr.cz/en/studies/ects-catalogue/insurance</a> Anna Pospíšilová <a href="mailto:Pospisilova.a@fce.vutbr.cz">Pospisilova.a@fce.vutbr.cz</a> +420 54114 7133
N HALDEN02	<a href="http://www.hiof.no/studies/exchange-students/practical-information/health-insurance">http://www.hiof.no/studies/exchange-students/practical-information/health-insurance</a> <a href="mailto:international@hiof.no">international@hiof.no</a>

#### 4. Housing

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO01	<a href="mailto:ubytovatelky@skm.vutbr.cz">ubytovatelky@skm.vutbr.cz</a>	<a href="http://www.kam.vutbr.cz/english/">http://www.kam.vutbr.cz/english/</a>
N HALDEN02	<a href="mailto:international@hiof.no">international@hiof.no</a>	<a href="http://www.hiof.no/studies/exchange-students/practical-information/accommodation">http://www.hiof.no/studies/exchange-students/practical-information/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
CZ BRNO01	Prof. Ing. Rostislav Drochytka, CSc., MBA Dean of the Faculty of Civil Engineering	22-06-2017	
	Doc. Ing. Jiří Háze, Ph.D. Vice-dean of the Faculty of Electrical Engineering and Communication	26.6.17	
	Prof. Ing. Martin Weiter, Ph.D. Dean of the Faculty of Chemistry	28.6.17	
N HALDEN02	Dr. Kamil Dursun, Dean Faculty of Engineering  Østfold University College	12.6.17	