

## Erasmus+ Programme

### Key Action 1

#### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> 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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University of Białystok</b>	<b>PL BIALYST04</b>	International Cooperation Office <a href="mailto:erasmus@uwb.edu.pl">erasmus@uwb.edu.pl</a> , <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> Phone/Fax: +48 857457089 Erasmus Institutional Coordinator: <b>dr hab. Anna Piszcz, prof. UWB</b> <a href="mailto:piszcz@uwb.edu.pl">piszcz@uwb.edu.pl</a> Faculty Coordinator Dr. Jarosław Kotowicz <a href="mailto:kotowicz@uwb.edu.pl">kotowicz@uwb.edu.pl</a> Departmental Coordinator: Dr. Tomasz Czyżycki, <a href="mailto:tomczyk@math.uwb.edu.pl">tomczyk@math.uwb.edu.pl</a>	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a>  (English version)
<b>BRNO UNIVERSITY OF TECHNOLOGY</b>  <b>Faculty of Electrical Engineering and Communication</b>	<b>CZ BRNO01</b>	Erasmus Institutional Coordinator: Bc. Tomáš Lády E-mail: <a href="mailto:lady@ro.vutbr.cz">lady@ro.vutbr.cz</a> Phone: +420 5 4114 5145 Administrative Contact: Jana Nosková E-mail: <a href="mailto:noskova@feec.vutbr.cz">noskova@feec.vutbr.cz</a> Phone: +420 5 4114 6328  Department Coordinator: Assoc. Prof. Jiří Háze, Ph.D. <a href="mailto:prodekan-zahranici@feec.vutbr.cz">prodekan-zahranici@feec.vutbr.cz</a> Phone: +420 5 4114 6102	<a href="http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en">http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en</a>
<b>Department contact person</b>		Doc. RNDr. Jaromír Baštinec, CSc. <a href="mailto:bastinec@feec.vutbr.cz">bastinec@feec.vutbr.cz</a> Phone: +420 5 4114 6081	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</sup> 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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
PL BIALYST04	CZ BRNO01	-	-	1 <sup>st</sup> , 2 <sup>nd</sup>	-	-
CZ BRNO01	PL BIALYST04	-	-	1 <sup>st</sup> , 2 <sup>nd</sup>	-	-

[\*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 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 *
PL BIALYST04	CZ BRNO01	0541	Mathematics	2x5 days	Up to individual request
CZ BRNO01	PL BIALYST04	0541	Mathematics	2x5 days	Up to individual request

## 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL BIALYST04	Mathematics	Polish for all programs	English for courses offered to	English B2	English B2

<sup>3</sup> 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>)

<sup>4</sup> 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>

			exchange students		
CZ BRNO01	Mathematics	English		English B2	English B2

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

### PL BIALYST04

Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.

Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Please contact International Programmes and Relations Office in order to get more information.

*[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]*

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL BIALYST04	June 30 <sup>th</sup>	November 30 <sup>th</sup>
CZ BRNO01	May 31 <sup>st</sup>	November 15 <sup>th</sup>

2. The receiving institution will send its decision within **six weeks**.
3. A Transcript of Records will be issued by the receiving institution no later than **four weeks** after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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

**PL BIALYST04** - <http://uwb.edu.pl/grading-system> (English version)

*In case of additional questions, please contact Erasmus Coordinator.*

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>5</sup>. 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.]*

<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## **CZ BRNO01**

- 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

### **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
<b>PL BIALYST04</b>	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)
<b>CZ BRNO01</b>		<a href="http://www.vutbr.cz/en/studies/information-on-visa">http://www.vutbr.cz/en/studies/information-on-visa</a> <a href="http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx">http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx</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.

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
<b>PL BIALYST04</b>	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)
<b>CZ BRNO01</b>		<a href="http://www.vutbr.cz/en/studies/ects-catalogue/insurance">http://www.vutbr.cz/en/studies/ects-catalogue/insurance</a>

### **4. Housing**


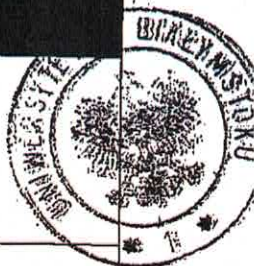


The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>PL BIALYST04</b>	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)

<b>CZ BRNO01</b>	E-mail: <a href="mailto:ubytovatelky@skm.vutbr.cz">ubytovatelky@skm.vutbr.cz</a> Tel. +420 541 142 930-3	<a href="http://www.kam.vutbr.cz/english/">http://www.kam.vutbr.cz/english/</a> <a href="http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals">http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals</a>
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
<b>PL BIALYST04</b>	<b>dr hab. Mariusz Popławski, prof. UwB</b> Vice-Rector for Development and International Cooperation	30.05. 18	 
<b>CZ BRNO01</b>	<b>Ass. Prof. Jiri Haze</b> Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	25.6.18	 

<sup>6</sup> Scanned signatures are accepted