



Erasmus+ Programme

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

Inter-institutional¹ agreement

2017-18-2020-21

between programme countries

[Minimum requirements]

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 ² (email, phone)	Website (eg. of the course catalogue)
University College London School or Department: {Engineering Sciences}	UK LONDON029	Lucy Gaunt <i>Student Mobility Manager</i> +44 (0) 203 108 8944 l.gaunt@ucl.ac.uk Conor Rickford, <i>Partnership Manager (Europe)</i> <i>{contract management only}</i> +44 (0) 203 108 7785 c.rickford@ucl.ac.uk Departmental Contact: Simon Banks s.t.banks@ucl.ac.uk	Course catalogue: http://www.ucl.ac.uk/sag

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

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

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	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
UK LONDON029	CZ BRNO01	0713/0714	Electricity and energy/Electronics and automation	1, 2, 3	1 (2) students x 10 (5) months EEE modules run for a full year. Please check module term on website.	0 students x 0 months
CZ BRNO01	UK LONDON029	0713/0714	Electricity and energy/Electronics and automation	1, 2, 3	1 (2) students x 10 (5) months	0 students x 0 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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
UK LONDON029	CZ BRNO01	0713/0714	Electricity and energy/Electronics and automation	1 staff x 5 days days	0 staff x 0 days
CZ BRNO01	UK LONDON029	0713/0714	Electricity and energy/Electronics and automation	1 staff x 5 days days	0 staff x 0 days

UK LONDON029: Please note that outgoing staff mobility for UK LONDON029 is not guaranteed and is subject to available funding.

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
UK LONDON029		English	-	See below	
CZ BRNO01		English		B2	B2

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

⁴ 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>

UK LONDON029 Further information on UCL's recommended English language skills for students see:

<http://www.ucl.ac.uk/prospective-students/international/affiliate/erasmus/>

D. Additional requirements

UK LONDON029 UCL welcomes students and staff member with disabilities. In order to identify whether any special provisions need to be made for students, see www.ucl.ac.uk/disability. Staff should refer to contact www.ucl.ac.uk/hr/equalities/disability/index.php.

UK LONDON029 Students nominated from CZ BRN001 should be currently studying in a similar area to the nominated department of admission. UCL Admission Tutors need to be confident that the student will have sufficient academic background in their subject (and enthusiasm for it) to enable them to take classes alongside regular degree students. There may also be admission requirements (including pre-requisites) specific to individual subject areas and courses. Students or partners should contact the relevant Affiliate Tutor/Contact directly. Their contact details can be found in the relevant departmental entry in the Study Abroad Guide. <http://www.ucl.ac.uk/prospective-students/study-abroad-guide>

Applications to study at UCL should be submitted via:

<http://www.ucl.ac.uk/prospective-students/study-abroad-ucl/study-abroad-guide/how-to-apply>

UK LONDON029: Students nominated from CZ BRN001 should currently have a minimum cumulative GPA of 3.3/4.0 (or equivalent, such as 2.1 in UK terms).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
UK LONDON029	31 March	30 September
CZ BRN001	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

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

2. UK LONDON029 aims to send its decision within 4 weeks of receiving all application materials.
3. CZ BRN001 aims to send its decision with 4 weeks of receiving all application materials.

4. 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. (UCL endeavours to meet this target, however it may not always be possible). See www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
5. Termination of the agreement: this agreement will remain in effect for the above determined period of validity or until the involved institutions both agree in the discontinuation of the exchanges. 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. NB: 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

Institution	Grading system																		
UK LONDON029	http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts																		
CZ BRNO01	<table> <tr> <td>A</td> <td>(90-100)/100</td> <td>Excellent</td> </tr> <tr> <td>B</td> <td>(80-89)/100</td> <td>Very good</td> </tr> <tr> <td>C</td> <td>(70-79)/100</td> <td>Good</td> </tr> <tr> <td>D</td> <td>(60-69)/100</td> <td>Satisfactory</td> </tr> <tr> <td>E</td> <td>(50-59)/100</td> <td>Sufficient</td> </tr> <tr> <td>F</td> <td>(0-49)/100</td> <td>failed</td> </tr> </table>	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
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
UK LONDON029	internationalsupport@ucl.ac.uk +44 (0)20 8103 4043 studentvisa@ucl.ac.uk	www.ucl.ac.uk/iss/immigration-visa
CZ BRNO01		http://www.vutbr.cz/en/studies/information-on-visa http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx

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
UK LONDON029	internationalsupport@ucl.ac.uk +44 (0)20 8103 4043	http://www.ucl.ac.uk/iss/before-you-arrive/health
CZ BRNO01		http://www.vutbr.cz/en/studies/ects-catalogue/insurance



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
UK LONDON029	UCL Student Residences +44(0)20 7679 6322 residences@ucl.ac.uk	http://www.ucl.ac.uk/prospective-students/study-abroad-ucl/summer-school/accommodation
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/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁵
CZ BRNO01	Jiří Háze Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	19 December 2016	
UK LONDON029	Dame Nicola Brewer, Vice- Provost (International)	19 December 2016	

⁵ Scanned signatures are accepted