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**	**CZ BRNO01**	**Erasmus Institutional Coordinator:** Bc. Tomas Lady, Antoninska 1, 601 90 Brno, Czech Republic.(: +420 541 145 145 ☏: +420 541 145 115 – : lady@ro.vutbr.cz **Administrative Contact:** Jarmila Pončová, Research and Foreign Department FEEC BUT, Technicka 10 616 00 Brno, Czech Republic poncova@feec.vutbr.cz Tel.:+420 5 4114 6328, ☏: +420 5 4114 6353 **Department Coordinator:** Assoc. Prof. Jiří Háze, Ph.D. prodekan-zahranici@feec.vutbr.cz Tel: +420 5 4114 6102	www.vutbr.cz http://www.feec.vutbr.cz/studium/stud_en_llp/index.php.en
TTK UNIVERSITY OF APPLIED SCIENCES	**EE TALLINN06**	Hedi Pehme Head of International Relations (Erasmus + coordinator) Hedi.pehme@tktk.ee Tel: +372 666 4512	http://tktk.ee/?id=1568

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, 1st , 2nd or 3rd] *	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	EE TALLINN06	071	Engineering and Engineering Trades	1st	3x10= 30	--
EE TALLINN06	CZ BRNO01	071	Engineering and Engineering Trades	1st	3x10= 30	--

[*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	EE TALLINN06			--	--
EE TALLINN06	CZ BRNO01			--	--

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	EE TALLINN06	EN		B1	B2
EE TALLINN06	CZ BRNO01	EN	EST	B1	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.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ BRNO01	May 31st	November 15th
EE TALLINN06	May 15th	November 1st

2. The receiving institution will send its decision within 5 weeks.

3. A Transcript of Records will be issued by the receiving institution at the end of August at the latest.

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.

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[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

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

TTK UAS: Grading scale can be found: http://tktk.ee/?id=2199

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
EE TALLINN06	Hedi.pehme@tktk.ee	http://tktk.ee/?id=1568

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
EE TALLINN06	Hedi.pehme@tktk.ee	http://tktk.ee/?id=1568

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	http://www.kam.vutbr.cz/english/	http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals
EE TALLINN06	Hedi.pehme@tktk.ee	http://tktk.ee/?id=1568

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
CZ BRNO01	Assoc. Prof. Jiří Háze, Ph.D. Vice-Dean of FEEC BUT for External Relations and Foreign Affairs	5.5.2015	
EE TALLINN06	Prof. Enno Lend, Rector		