

## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2019/2020-2020/2021 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>ESTACA</b>  Ecole Supérieure des Techniques Aéronautiques et de Construction Automobile	F LEVALLO01	<b>Head of Innovation and Partnerships:</b>  <b>International Partnerships Coordinator:</b>  <b>Coordinator International Relations (Outgoing)</b>  <b>International Relations (Incoming)</b> <a href="mailto:international@estaca.fr">international@estaca.fr</a>  12 avenue Paul Delouvrier – RD10 CS 20749 Montigny 78066 Saint-Quentin-en-Yvelines, FR	<a href="http://www.estaca.fr">www.estaca.fr</a>
<b>České vysoké učení technické v Praze</b> Czech Technical University in Prague  Faculty of Mechanical Engineering	CZ PRAHA10	<b>Erasmus+ Institutional Coordinator:</b> International Office, rectorate, Jugoslávských partyzánů 1580/3, CZ- 160 00 Prague 6  <b>Faculty Coordinator:</b>  Technická 4, CZ- 166 07 Prague 6,  <b>Departmental Academic Contact Person:</b>	<a href="https://international.cvut.cz">https://international.cvut.cz</a>

<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

[Paragraph to be added, if the agreement is signed for more than one 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 *
CZ PRAHA10	F LEVALLO01	071	Mechanical Engineering, Aeronautics, Automotive, Space, Guided-Transports	1 <sup>st</sup> – BA (3 <sup>rd</sup> year only) 2 <sup>nd</sup> – MA (4 <sup>th</sup> and 5 <sup>th</sup> year)	2/10	
			AAD Program	1 <sup>st</sup> – BA 2 <sup>nd</sup> – MA		
F LEVALLO01	CZ PRAHA10	071	Engineering and engineering trades	2 <sup>nd</sup> – MA (4 <sup>th</sup> and 5 <sup>th</sup> year)	2/10	

[\*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 *
CZ PRAHA10	F LEVALLO01	071	Mechanical Engineering, Aeronautics, Automotive, Space, Guided-Transports	1/5	
F LEVALLO01	CZ PRAHA10	071	Engineering and engineering trades	1/5	

1. Faculty, graduate students and well qualified undergraduate students from either institution may make, at the request or with the approval of the Host Institution, a visit to the other institution for the purpose of research, consultation and short-term teaching, subject to prior negotiation.
2. Travel and living expenses for visiting scholars are not normally paid by the Host Institution, unless specific arrangements are made and agreed to in advance.
3. The Host Institution will provide an institutional appointment and library access; efforts will be made, subject to prior negotiation, to provide office space and access needed facilities.
4. Visiting scholars must carry medical health insurance that meets the requirements of the Host Institution and/or the Host government.

<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>)

### 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]
F LEVALLO01	All fields	French	English (specific programs)	French: B2 English: B2	French: B2 English: B2
CZ PRAHA10		English	Czech	B2 English	B2 English

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

(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

CTU in Prague: Students with disabilities could be accepted after the consultation with International Office. There are non-barrier rooms available in some dorms.

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F LEVALLO01	Nominations: Before April 15 <sup>th</sup> Applications: Before May 15 <sup>th</sup>	Nominations: Before September 15 <sup>th</sup> Applications: Before October 15 <sup>th</sup>
CZ PRAHA10	<b>March 31<sup>st</sup></b> for admission to the winter semester and the whole academic year for students from <b>non-EU countries and with non-EU citizenship</b> <b>April 30<sup>th</sup></b> for admission to the winter semester and the whole academic year for the students <b>from EU and with EU citizenship</b>  <b>THE APPLICATION FORMS DELIVERED AFTER THE DEADLINE CAN'T BE ACCEPTED!</b>	<b>October 31<sup>st</sup></b> for admission to the summer semester for students from <b>non-EU countries and for students with non-EU citizenship</b> <b>November 30<sup>th</sup></b> for admission to the summer semester for the students <b>from EU and with EU citizenship</b>  <b>THE APPLICATION FORMS DELIVERED AFTER THE DEADLINE CAN'T BE ACCEPTED!</b>

2. The receiving institution will send its decision within 6 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
4. Termination of the agreement  
This agreement shall become effective from the academic year 2019/2020 and shall remain in effect until the academic year 2020/2021. The contracting institutions will review the exchange annually in

<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>

order to maintain a balance in number of students exchanged. The agreement may be terminated by either contracting party giving at least six (6) months' written notice. However, any exchange in progress will continue until completed. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Curriculum and Academic Information

The Host Institution need to list the different link to the courses or curriculum descriptions online with the language of instruction in the table below:

Host institution	Subject area	Language of instruction	Website for information
F LEVALLOU1	Mechanical Engineering	French	<a href="http://www.estaca.fr/formation-automobile/cursus-ingenieur-automobile.html">http://www.estaca.fr/formation-automobile/cursus-ingenieur-automobile.html</a>
	Aeronautics	French	<a href="http://www.estaca.fr/formations/ingenieur-aeronautique.html">http://www.estaca.fr/formations/ingenieur-aeronautique.html</a>
	Automotive	French	<a href="http://www.estaca.fr/formation-automobile/cursus-ingenieur-automobile.html">http://www.estaca.fr/formation-automobile/cursus-ingenieur-automobile.html</a>
	Space	French	<a href="http://www.estaca.fr/formations/ingenieur-spatial.html">http://www.estaca.fr/formations/ingenieur-spatial.html</a>
	Guided-Transports	French	<a href="http://www.estaca.fr/formations/une-formation-pour-devenir-ingenieur-transports-urbains-et-ferroviaires.html">http://www.estaca.fr/formations/une-formation-pour-devenir-ingenieur-transports-urbains-et-ferroviaires.html</a>
	AAD Program	English	<a href="http://www.estaca.fr/en/programs/automotive-aeronautics-design-programme.html">http://www.estaca.fr/en/programs/automotive-aeronautics-design-programme.html</a>
	Summer program	English	<a href="http://www.estaca.fr/en/programs/summer-program-computational-fluid-dynamics-aeronautical.html">http://www.estaca.fr/en/programs/summer-program-computational-fluid-dynamics-aeronautical.html</a>
CZ PRAHA10	Mechanical Engineering	English	<a href="https://international.cvut.cz/for-incomers/erasmus-and-exchange/courses-for-ee-students-prospectus">https://international.cvut.cz/for-incomers/erasmus-and-exchange/courses-for-ee-students-prospectus</a>

### 2. Grading systems of the institutions

#### F LEVALLOU1

Grading is based on a 20 points mark scheme as follows:

ECTS Scale	Definition	ESTACA Marks
A	Outstanding performance with only minor errors	Above 15
B	Above the average standard but with some errors	13-14
C	Generally sound work with a number of notable errors	12
D	Fair but with significant shortcomings	11
E	Performance meets the minimum criteria	10
F	Fail - considerable further work is required	Below 10

#### CZ PRAHA10

ECTS grade	points	mark	Czech-in words	English-in words
A	100-90	1.0	VÝBORNĚ	EXCELLENT
B	89-80	1.5	VELMI DOBŘE	VERY GOOD
C	79-70	2.0	DOBŘE	GOOD
D	69-60	2.5	USPOKOJIVĚ	SATISFACTORY
E	59-50	3	DOSTATEČNĚ	SUFFICIENT
F	49-0	4	NEDOSTATEČNĚ	FAILED

### 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
F LEVALLO01	<b>Incoming Study Abroad</b> Email: <a href="mailto:International@estaca.fr">International@estaca.fr</a> Tel: +33 (0)1 76 52 11 76	<a href="http://www.estaca.fr/en/">http://www.estaca.fr/en/</a>
CZ PRAHA10		<a href="https://international.cvut.cz/for-incomers/erasmus-and-exchange/student-visa/">https://international.cvut.cz/for-incomers/erasmus-and-exchange/student-visa/</a>

### 4. 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
F LEVALLO01	<b>Incoming Study Abroad</b> Email: <a href="mailto:International@estaca.fr">International@estaca.fr</a> Tel: +33 (0)1 76 52 11 76	<a href="http://www.estaca.fr/en/">http://www.estaca.fr/en/</a>
CZ PRAHA10		<a href="https://international.cvut.cz/for-incomers/erasmus-and-exchange/student-visa/">https://international.cvut.cz/for-incomers/erasmus-and-exchange/student-visa/</a>

### 5. 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
F LEVALLO01	<b>Incoming Study Abroad</b> Email: <a href="mailto:International@estaca.fr">International@estaca.fr</a> Tel: +33 (0)1 76 52 11 76	<a href="http://www.estaca.fr/en/">http://www.estaca.fr/en/</a>
CZ PRAHA10	Sends username and password into the accommodation reservation system directly to students together with letter of acceptance	<b>Students apply for accommodation directly on the web page of the Central Accommodation Service:</b> <a href="https://web.suz.cvut.cz/Login">https://web.suz.cvut.cz/Login</a> <b>Accommodation guide is here:</b> <a href="https://international.cvut.cz/for-incomers/erasmus-and-exchange/accommodation/">https://international.cvut.cz/for-incomers/erasmus-and-exchange/accommodation/</a> <b>Contact for questions regarding the accommodation:</b> <a href="mailto:ubytovani@suz.cvut.cz">ubytovani@suz.cvut.cz</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
F LEVALLO01			
CZ PRAHA10			

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<sup>5</sup> Scanned signatures are accepted