



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-2020/21² 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 ³ (email, phone)	Website (eg. of the course catalogue)
Institut Polytechnique des Sciences Avancées (IPSA)	F PARIS342	Institutional Coordinator 63 boulevard de brandebourg Ivry-sur-seine 94200, France Exchange coordinator 63 boulevard de brandebourg Ivry-sur-seine 94200, France	www.ipsa.fr
České vysoké učení technické v Praze CZECH TECHNICAL UNIVERSITY IN PRAGUE -----	CZ PRAHA10	Erasmus+ Institutional Coordinator , International Office, Jugoslávských partyzánů 1580/3, CZ 160 00 Prague 6 T : E : ----- Faculty Coordinator	https://international.cvut.cz/ course catalogue: https://international.cvut.cz/for-incomers/erasmus-and-exchange/courses-

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Faculty of Mechanical Engineering		Technická 4, 160 00 Prague 6, Tel.:	for-ee-students-prospectus
----- Faculty of Transportation Sciences		----- Faculty Coordinator : T	

B. Mobility numbers⁴ 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 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 *
F PARIS342	CZ PRAHA10	0716	Motor vehicles, ships and aircraft	2 nd	4 x 5 (2 x 5 for Faculty of Mechanical Eng. 2 x 5 for Faculty of Transportation Sciences)	
CZ PRAHA10	F PARIS342	0716	Motor vehicles, ships and aircraft	2 nd	4 x 5 (2 x 5 for Faculty of Mechanical Eng. 2 x 5 for Faculty of Transportation Sciences)	

[*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. 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 *

⁴ 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>)

F PARIS342	CZ PRAHA10	0716	Motor vehicles, ships and aircraft	4 weeks	10 days (2*5 days)
CZ PRAHA10	F PARIS342	0716	Motor vehicles, ships and aircraft	4 weeks	10 days (2*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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F PARIS342	0716	FR	EN	B2	B2
CZ PRAHA10	0716	EN	CZ	B2	B2

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 PARIS 342	MAY 15th	NOVEMBER 30 th
CZ PRAHA10	<p>March 31th for admission to the winter semester and the whole academic year for students from non-EU countries and with non-EU citizenship</p> <p>April 30th for admission to the winter semester and the whole academic year for the students from EU and with EU citizenship</p> <p>THE APPLICATION FORMS DELIVERED AFTER THE DEADLINE CANNOT BE ACCEPTED!</p>	<p>October 31st for admission to the summer semester for students from non-EU countries and for students with non-EU citizenship</p> <p>November 30th for admission to the summer semester for the students from EU and with EU citizenship</p> <p>THE APPLICATION FORMS DELIVERED AFTER THE DEADLINE CANNOT BE ACCEPTED!</p>

⁵ 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>

2. The receiving institution will send its decision within [2] 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
In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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

F PARIS342:

Each course is graded on a scale from 1 to 20.

The French grades can be read as follows:

- Between 16 and 20: outstanding/high honours (this is scarcely used and can be considered as a A+ in an American grading system)
- Between 14 and 15,9: very good (this is fairly used and correspond to an A in the American grading system)
- Between 12 and 13,9: Satisfactory/ Quite good (can be compared to a B in the America grading system)
- Between 10 and 11,9: Fairly pass / quite good (can be compared to a B- in the American grading system)
- Between 8 and 9,9: Correct passing (can be compared to a C in the American grading system)
- Under 8: resitting exams (failed)

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

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
CZ PRAHA10		https://international.cvut.cz/for-incomers/erasmus-and-exchange/student-visa/
F PARIS342		https://www.ipsa.fr/en/admissions/exchange-students

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
CZ PRAHA10		https://international.cvut.cz/for-incomers/erasmus-and-exchange/checklist/
F PARIS342		PDF documents are sent to the nominated students.

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 PRAHA10	<p>Sends username and password into the accommodation reservation system directly to students together with letter of acceptance</p> <p>E:</p> <p>T:</p>	<p>Students apply for accommodation directly on the web page of the Central Accommodation Service: https://web.suz.cvut.cz/Login</p> <p>Accommodation guide is here: https://international.cvut.cz/for-incomers/erasmus-and-exchange/accommodation/</p> <p>Contact for questions regarding the accommodation: ubytovani@suz.cvut.cz</p>
F PARIS342		Students apply and send their IPSA application form, learning agreements to international@ipsa.fr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
F PARIS342	Erasmus + coordinator	17/09/2019	

⁶ Scanned signatures are accepted

CZ PRAHA10	Erasmus + Institutional Coordinator		
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