



Erasmus+ Programme

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

Inter-institutional agreement 2019-2021 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 (email, phone)	Website (eg. of the course catalogue)
Faculty of Information Technology Brno University of Technology	CZ BRNO01	XXX Academic contact xxx@fit.vutbr.cz External Relations Office XXX Bozetechova 2 CZ-612 66 BRNO xxx@fit.vutbr.cz +420 XXX Erasmus Institutional Coordinator XXX Antoninska 1, CZ-60190 Brno +420 XXX xxx@ro.vutbr.cz	http://www.fit.vutbr.cz/ admissions/short.php. en
Universidad Autonoma de Madrid	E MADRID04	XXX Vicerrectorado de Relaciones Internacionales e- mail: xxx@uam.es XXX Subdirector de Internacionallzación de la Escuela Politécnica Superior Ciudad Universitaria Cantoblanco C/ XXX Valiente, 11 28049 Madrid, Spain. Ph.+ XXX email: xxx@uam.es	www.uam.es

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 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 *
CZ BRNO01	E MADRID04	061	Computer Science	1 st 2 nd	2 x 5 months [= 10 total]	
E MADRID04	CZ BRNO01	061	Computer Science	1 st 2 nd	2 x 5 months [= 10 total]	

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 teaching periods [average duration in weeks]]	Staff Mobility for Training *
CZ BRNO01	E MADRID04	061	Computer Science	2 [1 week each]	1 [1 week]
E MADRID04	CZ BRNO01	061	Computer Science	2 [1 week each]	1 [1 week]

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	Computer Science	Czech	English	Recommended B1: Czech or English	Recommended B2: Czech or English
E MADRID04	Computer Science	Spanish	English	Recommended B1: Spanish or English	Recommended B2: Spanish or English

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>

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

CZ BRNO 01

Applies to	Additional Requirements
SMS	Incoming Exchange Students are recommended to take part in a Welcome week organized by International Student Club (www.isc.vutbr.cz) one week before beginning of the semester. Students are required arrive in Brno well in advance and start studying from the first day of the semester. Students are obliged to visit the FIT BUT international Office for enrolment within first 2 weeks of semester at the latest.

The campus of the Faculty of Information Technology of BUT is wheelchair accessible – ready to welcome students and staff with disabilities.

E MADRID04:

Applies to	Additional Requirements
	Incoming Exchange Students are recommended to start studying from the first day of the semester. Students are obliged to visit the ORi international Office for enrolment before the beginning of the semester. <i>More information for Incoming Students : www.uam.es / eps / International / Incoming Students.</i> <i>There is an office in charge of counseling and helping disabled students that can be contacted by email at programa.discapacidad@uam.es</i>

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	Nomination: 1 March - 30 April E-application deadline: 31 May	Nomination: 1 June - 15 October E-application deadline: 15 November
E MADRID04	Nomination: 1-1 March -3Q1h May E-application deadline: 15th of June	Nomination: 31'1 October E-application deadline: 15 October

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

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

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. 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."

F. Information

1. Grading systems of the institutions

CZ BRNO01 - the Grading Scale is available on:

<http://www.fit.vutbr.cz/info/predpisy/study-and-examination-regulations.pdf>

(Part two, Article 13, page 25)

E MADRID04: The International Relations and Mobility Office recommends the following grading equivalence:
Spanish Grading System

In Spanish universities the grading system consists in a grade between 0 and 10, normally recorded in one of the following six criteria:
Matrícula de Honor (With Honors / A+)

9 to 10. It is the highest grade and only given to exceptional students. It implies a free subject (fee exemption) for the next year.

Even though it is officially established that only one of every 20 students may obtain this grade, UAM acts different. At best, and depending on the area, this ratio is around 2% (UAM Data Center). Frequently, there are courses in which this grade is not given.

Sobresaliente (Outstanding / A)

9 to 10. This grade is given to excellent students that have completely met the needs of the course.

Notable (Above-average / B)

7 to 8.9. This grade is given to good students that have positively met the needs of the course.

Aprobado (Pass / C-D)

5 to 6.9. This grade shows that the student has met the needs of the course at a sufficient level.

Suspenso (Fail / F)

0 to 4.9. This grade implies that the student has not met the needs of the course and must retake the subject.

NP: No Presentado (Absent) / NE: No Evaluado (Not examinable)

The student, having attended class regularly or not, has not taken the exam or evaluation examination set by the teacher, and therefore does not pass the subject nor obtain any ECTS credits.

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 BRNO01	E-mail: xxx@fit.vutbr.cz Tel.: +420 XXX	http://www.vutbr.cz/en/studies/information-on-visa http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx
E MADRID04	Oficina de Acogida (Reception Office) Edificio Plaza Mayor Planta Baja, Isla F 28049 Madrid Telf. XXX xxx@uam.es	https://www.uam.es/UAM/Oficina-de-Acogida/1242652242790.htm?idenlace=1234886376451&1anguage=es&nodepath=%3Cp/ %3E

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 BRNO01	VZP for Foreigners, XXX +420 XXX XXX@VZPforForeigners.cz	http://www.vzpforforeigners.cz
E MADRID04	Oficina de Acogida (Reception Office)	http s://www.uam.es/UAM/Oficina-de-Acogida/1242652242790.htm?idenlace=1234886376451&language=es&nodepath=%3Cp/%3E

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	xxx@skm.vutbr.cz Tel. +420 XXX	http://www.kam.vutbr.cz/english/
E MADRID04	Oficina de Acogida (Reception Office)	https://www.uam.es/UAM/Oficina-de-Acogida/1242652242790.htm?idenlace=1234886376451&language=es&nodepath=%3Cp/%3E

G. SIGNATURES² OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
CZ BRNO01	Prof. Pavel Zemčík, Dean		
E MADRID04	XXX Institutional Coordinator		

² Scanned signatures are accepted