



Erasmus+ Programme

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

Inter-institutional agreement for the academic year: **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 ID code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
VRIJE UNIVERSITEIT BRUSSEL	B BRUSSEL01	International Relations Office E: xxxxx T: xxxxx	http://www.vub.ac.be/en/exchange

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Vysoká škola chemicko-technologická v Praze (University of Chemistry and Technology, Prague)</p> 	<p>CZ PRAHA01</p>	<p>xxxxx <i>Head of International Relations Office</i></p> <p>UCT Prague Technická 5 166 28 Praha 6, Czech Republic</p> <p>Phone: xxxxx</p> <p>xxxxx xxxxx (general IRO address)</p> <p><u>Incoming students:</u></p> <p>xxxxx xxxxx</p> <p><u>Outgoing students, agreements:</u></p> <p>xxxxx xxxxx</p> <p><u>Sponsor of the Agreement:</u></p> <p>xxxxx (International Relations Office)</p> <p>xxxxx Phone Nr.: xxxxx</p>	<p>General information: www.vscht.cz</p> <p>Information for incoming Erasmus+ students: http://study.vscht.cz/erasmusplus</p>
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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. Exceptional changes in mobility or in specific contract conditions can be discussed and adjusted via e-mail during the academic year if necessary.

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle			Number of student mobility periods		
				1 st (BA)	2 nd (MA)	3 rd (PhD)	Students (=sum)	months per student	Student months (=sum)
B BRUSSELO1	CZ PRAHA01	0711	Chemical Engineering and processes	-	yes	-	4	5	20
CZ PRAHA01	B BRUSSELO1	0711	Chemical Engineering and processes*	-	yes	-	4	5	20

*Courses can be found under [Chemicals and Materials Engineering](#) and [here for Energy](#) as part of Electromechanical Engineering

Staff Mobility for Teaching

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		
				Number of Teachers	Duration in days (per teacher)	Number of Teaching hours (min. 8)
B BRUSSELO1	CZ PRAHA01	0711	Chemical Engineering and processes	1	min. 2 days	min. 8h
CZ PRAHA01	B BRUSSELO1	0711	Chemical Engineering and processes	1	min. 2 days	min. 8h

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 ²		
				Student Mobility for Studies		Staff Mobility for Teaching [English]
				Niveau language 1	Niveau language 2	
B BRUSSELO1		English	Dutch	B2	-	-
CZ PRAHA01		Czech	English	B2	B1	B2

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 / information

a) *Vrije Universiteit Brussel (B BRUSSELO1):*

² 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>

Disability: A need for special arrangements are to be communicated as soon as possible (during nomination) so that VUB can explore the possibilities in accepting the student.

b) Vysoká škola chemicko-technologická v Praze (CZ PRAHA01):

Disability: Special arrangements are possible on a case-by-case basis when communicated in advance (during application process).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]	Nominations should be send to
B BRUSSELO1	Nomination: May 1	Nomination: October 1	XXXXX By using the VUB nomination excel
	Application: June 1	Application: November 1	
CZ PRAHA01	Nomination deadline: June 15 th	Nomination deadline: November 15 th	XXXXX
	Application deadline: June 30 th	Application deadline: November 30 th	

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

F. Information

1. Grading systems of the institutions

a) Grading system at Vrije Universiteit Brussel (B BRUSSEL01)

B BRUSSEL01

< 10: F

10: E

11 - 12: D

13 - 14: C

15 - 16: B

17 - 20: A

VUB is part of Egracons. We strongly encourage our partners to join!

b) Grading system at Vysoká škola chemicko-technologická v Praze (CZ PRAHA01):

ECTS Grade	Numerical conversion in %	Definition	
A	100 - 90	EXCELLENT	Outstanding performance with only minor errors
B	89 - 80	VERY GOOD	Above the average standard but with some errors
C	79 - 70	GOOD	Generally sound work with a number of notable errors
D	69 - 60	SATISFACTORY	Fair but with significant shortcomings
E	59 - 50	SUFFICIENT	Performance meets the minimum criteria
FX	< 50	FAIL	Some more work required before the credit can be awarded
F	< 50	FAIL	Considerable further work is required
Z	-	PASS	Course without examination Special UCT symbol

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
B BRUSSEL01	E: xxxxx	http://www.vub.ac.be/en/preparing-your-stay
CZ PRAHA01	<i>Incoming students:</i> xxxxx xxxxx	http://study.vscht.cz/erasmusplus/before-arrival

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
B BRUSSEL01	E: xxxxx	http://www.vub.ac.be/en/preparing-your-stay
CZ PRAHA01	<i>Incoming students:</i> xxxxx xxxxx	http://study.vscht.cz/erasmusplus/before-arrival

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
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B BRUSSEL01	E: XXXXX T: XXXXX	https://student.vub.be/en/housing#exchange-students
CZ PRAHA01	<i>Incoming students:</i> XXXXX XXXXX	http://study.vscht.cz/erasmusplus/before-arrival

5. Information on courses:

Vrije Universiteit Brussel:

Courses for incoming exchange students can be found on the following pages:

<http://www.vub.ac.be/en/exchange#study-fields>

An overview of the programmes and courses taught at VUB can be found here for [Chemicals and Materials Engineering](#) and here for [Energy](#) as part of Electromechanical Engineering

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
B BRUSSEL01	XXXXX Vice-Rector Internationalisation		
CZ PRAHA01	XXXXX <i>Head of International Relations Office</i>		

³ Scanned signatures are accepted