



Erasmus+ Programme

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

Inter-institutional¹ agreement

2019/20 – 2020/21
between programme countries

[Minimum requirements]²

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.

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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)
Brno University of Technology (BUT) Faculty of Mechanical Engineering (FME) Faculty contact person	CZ BRNO01		http://www.fme.vutbr.cz/en/zo/
Department contact person			
BUT Mobility Programmes Department			
LUT University Lappeenranta-Lahden teknillinen yliopisto LUT	SF LAPPEEN01 Institutional Coordinator (name, address, phone, e-mail)		https://www.lut.fi/web/en/admissions/apply-to-lut/exchange-studies
	Academic contact (name, address, e- mail)		
	Administrative Contact (name, address, phone, fax, e- mail)		

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

B. Mobility numbers⁴ 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 st , 2 nd or 3 rd] *	Number of student mobility	
					Students (number)	Student Mobility for Studies [total number of months of the study periods or average duration*]
CZ BRNO01	SF LAPPEEN01	071	Engineering and engineering trades	2 nd	3	30
		0533	Physics			
SF LAPPEEN01	CZ BRNO01	071	Engineering and engineering trades	2 nd	3	30
		0533	Physics			

[*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			Staff Mobility for Training	
				Num ber of Staff	Duration number of weeks	Number of teaching hours per week	Staff number	Work ing days
CZ BRNO01	SF LAPPEEN01	071	Engineering and engineering trades	2	each 1	8	-	-
		0533	Physics					
SF LAPPEEN01	CZ BRNO01	071	Engineering and engineering trades	2	each 1	8	-	-
		0533	Physics					

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>)

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]
CZ BRNO01		English		B1	B2
SF LAPPEEN01		English		B2	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

AT CZ BRNO01: Meeting all pending obligations towards Faculty Campus Library (returning all borrowed books, pay potential late return fees or compensate for lost items) is a condition for a successful closure of your University exchange programme. Your documentation will not be sent if any such obligations are not fulfilled.

SF LAPPEEN01:

- Information for incoming exchange students: <https://uni.lut.fi/en/web/lut.fi-eng/incoming-exchange-students>
- SF LAPPEEN01** is committed to providing equal educational opportunity and participation for students and staff with disabilities. Practical procedures will be discussed together with the student/staff member to facilitate working solutions for everyday situations.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ BRNO01	Nomination: 15 th May E-application: 31 st May	Nomination: 31 st October E-application: 15 th November
SF LAPPEEN01	Nomination: 17 th April E-application: 15 th May	Nomination: 2 nd October E-application: 9 th October

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>

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

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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

SF LAPPEEN01	Grading system in use at LUT University	
	5 = excellent	1 = sufficient
	4 = very good	H = passed
	3 = good	0 = failed
	2 = satisfactory	Failed or discontinued courses do not appear in the transcript.
ECTS credits represents the workload of 26 hours including lessons, assignments, exam and homework. It is possible to study approximately 30 ECTS credits per one semester. Minimum number of credits per semester is 20. Course catalogue: www.lut.fi/exchange > study possibilities.		

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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		https://www.vutbr.cz/en/studies/information-on-visa
SF LAPPEEN01		www.migri.fi

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 BRNO 01		https://www.vutbr.cz/en/studies/ects-catalogue/insurance
SF LAPPEEN01		

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/
SF LAPPEEN01		

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
CZ BRNO01			
SF LAPPEEN01			

⁷ Scanned signatures are accepted