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**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2021-2023[[2]](#footnote-2)
between programme countries**

**[Minimum requirements][[3]](#footnote-3)**

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*** | ***Erasmus Code*** | ***Contact Details*** | ***Website*** |
| ***Fondation La Mache***  | ***LYON47*** | **Institutional Coordinator***(name, address, phone, fax, e-mail)* | xxxxx75 Boulevard Jean XXIII 69373 Lyon Cedex 08Tel : xxxxxFax : xxxxxxxxxx | Course offer<http://www.ecolelamache.org/international/program.html> |
| **Administrative Contact***(name, address, phone, fax, e-mail)* | xxxxx69 Boulevard Jean XXIII 69373 Lyon Cedex 08Tel : xxxxxFax : xxxxxxxxxx |
| Academic Contact*(name, address, phone, fax, E-mail)* | xxxxx 75 Boulevard Jean XXIII 69378 Lyon Cedex 08Tel : xxxxxFax : xxxxxxxxxx |
| **CZECH TECHNICAL UNIVERSITY IN PRAGUE (CTU)****Masaryk Institute of Advanced Studies** | **CZ Praha10** | Administrative Contact(name, address, phone, fax, e-mail) | **Erasmus Institutional Coordinator:** xxxxxRectorate of CTU / Jugoslávských partyzánů 1580/3, 160 00, Praha 6 / A 801, T: xxxxx, E: xxxxx**Faculty coordinator:**xxxxxMasaryk Institute of Advanced StudiesKolejní 2637/2a, Prague 6E : xxxxxT: xxxxx | Course offer:https://mobility.cvut.cz/prospectus/2020/MIAS.html<https://www.muvs.cvut.cz/wp-content/uploads/2020/10/BSc_study-plan-na-web.pdf><https://www.muvs.cvut.cz/en/> |

**B. Mobility numbers[[4]](#footnote-4) 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, 1st , 2nd or 3rd]\**** | **Number of student mobility periods** |
| Student Mobility for Studies*[total number of months of the study periods or average duration\*]* | *Student Mobility for Traineeships\** |
| LYON47 | CZ Praha10 | 04 |  business, management, finance, economicsengineering | 1st, 2nd | 3 x 6 months | 3 |
| CZ Praha10 | LYON47 | 0407 |  business, management, finance, economicsengineering | 1st, 2nd | 3 X 6 months | 3 |

 *[\*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\** |
| LYON47 | CZ Praha10 | 04 | business, management, finance, economicsengineering | 3 for 3 weeks | 3 for 3 weeks |
| CZ Praha10 | LYON47 | 0407 | business, management, finance, economicsengineering | 3 for 3 weeks | 3 for 3 weeks |

**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***  | **Languageof instruc­tion 1** | **Languageof instruc­tion 2** | **Recommended language of instruction level[[5]](#footnote-5)** |
| Student Mobility for Studies[*Minimum recommended level: B1*] | Staff Mobility for Teaching[*Minimum recommended level: B2*] |
| LYON47  |  | ENGLISH | English or French | B1/B2 | B1/B2 |
| CZ Praha10 |  | ENGLISH | 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**

The institutions intend to provide with the appropriate infrastructure to welcome students and staff with disabilities.

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Autumn term\*****[month]** | **Spring term\*****[month]** |
|  | for nominationfor application | for nominationfor application |
| CZ Praha10 | 30 AprilMarch 31th for admission to the winter semester and the whole academic year for students from non-EU countries and with non-EU citizenship | 30 NovemberOctober 31st for admission to the summer semester for students from non-EU countries and for students with non-EU citizenship  |
| LYON47 | June 30th for nomination and application | November 30th for nomination and application |

*[\* 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.

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**

**LYON47**

| **Échelle ECTS** | **Équivalence avec le système français**[1](http://fr.wikipedia.org/wiki/%C3%89chelle_de_notation_ECTS#cite_note-1) |
| --- | --- |
| A | 16/20 - 20/20 (Mention très bien) |
| B | 14/20 - 16/20 (Mention bien) |
| C | 12/20 - 14/20 (Mention assez bien) |
| D | 10+/20 - 12/20 |
| E | 10/20 (Mention passable) |
| F | < 8/20 (échec définitif) |
| FX | 8/20 - 10-/20 (oral de rattrapage) |

**CZ Praha 10**

**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** |
| LYON47 | xxxxx  | <http://www.ecolelamache.org/international/about-us.html> |
| CZ Praha10 | xxxxxT: + xxxxx | [www.cvut.cz/incomers/erasmus-exchange/visa](http://www.cvut.cz/incomers/erasmus-exchange/visa)  |

**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** |
| LYON47 | xxxxx  | <http://www.ecolelamache.org/international/about-us.html> |
| CZ Praha10 | xxxxxT: xxxxx | [www.cvut.cz/incomers/erasmus-exchange/checklist](http://www.cvut.cz/incomers/erasmus-exchange/checklist)  |

**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** |
| LYON47 | xxxxx  | <http://www.ecolelamache.org/international/about-us.html> |
| CZ Praha10 | xxxxxT: xxxxx | [www.cvut.cz/incomers/erasmus-exchange](http://www.cvut.cz/incomers/erasmus-exchange)  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** **[Erasmus code]** | **Name, function** | **Date** | **Signature[[6]](#footnote-6)** |
| LYON47 | xxxxx *Head of Fondation La Mache*  | 29/01/2021 |  |
| CZ Praha10 | xxxxxDirector MIAS |  |  |

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-2)
3. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-3)
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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-4)
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> [↑](#footnote-ref-5)
6. Scanned signatures are accepted [↑](#footnote-ref-6)