





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

Inter-institutional agreement for the academic years:
2020/2021-2021/2022

between programme countries

Based on the Memorandum of Understanding signed on 29.6.2020 the institutions named below agree to cooperate in 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. This agreement is additional annex to the Memorandum of Understanding signed on 29.6.2020, previous agreement, annex or annexes remain in force.

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)
<p style="text-align: center;">UNIVERSITE DE BOURGOGNE <i>(University of Burgundy)</i></p> 	F DIJON01	<p>Institutional Coordinator: xxxxx Head of International Office xxxxx Administrative Contact: Université de Bourgogne Maison de l'Université Pôle International BP 27877 - 21078 Dijon Cedex FRANCE xxxxx xxxxx</p> <p>Departmental Coordinator: xxxxx xxxxx</p>	<p>University webpage: www.u-bourgogne.fr</p> <p>Exchange Students Webpage: ub-link.u-bourgogne.fr/etudiants-internationaux/venir-dans-le-cadre-d-une-convention-de-cooperation.html</p> <p>Course catalogue: www.u-bourgogne.fr/formation.html</p>
<p style="text-align: center;">VYSOKÁ ŠKOLA CHEMICKO-TECHNOLOGICKÁ V PRAZE <i>(University of Chemistry and Technology, Prague)</i></p> 	CZ PRAHA01	<p>Head of International Relations Office: xxxxx UCT Prague Technická 5, 166 28 Praha 6, Czech Republic xxxxx xxxxx</p> <p>Incoming students: xxxxx xxxxx</p> <p>Outgoing students, agreements: xxxxx xxxxx</p> <p>Sponsor of the Agreement: xxxxx International Office Manager xxxxx</p>	<p>University webpage: www.vscht.cz</p> <p>Information for incoming Erasmus+ students: http://study.vscht.cz/erasmuspl.us</p>

B. Mobility numbers per academic year

FROM	TO	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]
F DIJON 01	CZ PRAHA01	0410	Business and Administration	1 st , 2 nd	3 students x 10 months (= total 30 months)
CZ PRAHA01	F DIJON01	0410	Business and Administration	1 st , 2 nd	3 students x 10 months (= total 30 months)
FROM	TO	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*]	
F DIJON01	CZ PRAHA01	0410	Business and Administration	1 teacher (2 days min; 8 teaching hours min.)	
CZ PRAHA01	F DIJON 01	0410	Business and Administration	1 teacher (2 days min; 8 teaching hours min.)	

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F DIJON 01		French	English	B2	C1
CZ PRAHA01		Czech	English	B2 Czech B1 English	B2

D. Additional requirement

F DIJON01:

Facilities for disabilities, please inform the International Office as soon as possible to discuss the available facilities: xxxxx.

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	Autumn term	Spring term	Nominations should be send to
F DIJON 01	Nomination: April 30 th Application: May 15 th	Nomination: October 30 th Application: November 15 th	xxxxx
CZ PRAHA01	Nomination: June 15 th Application: June 30 th	Nomination: November 15 th Application: November 30 th	xxxxx

2. After having received the printed online application the letter of admission will be send within a max. of 5 weeks by e-mail.
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. 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

F DIJON01:

Students' performances are graded individually and not on a statistical basis.

In general, the University of Burgundy uses the grading system charted below. For details please visit our webpage:

http://www.u-bourgogne-formation.fr/IMG/pdf/referentiel_etudes_lmd.pdf

DISTINCTION	POINTS (out of 20)
Très bien (very good)	≥ 16
Bien (good)	≥ 14 et < 16
Assez bien (quite good)	≥ 12 et < 14
Passable (sufficient)	≥ 10 et < 12
Ajourné (fail)	< 10
Défaillant (fail)	The student has not taken the exam

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	Contact details (email, phone)	Website for information
F DIJON01	XXXXX XXXXX	ub-link.u-bourgogne.fr/etudiants-internationaux/venir-dans-le-cadre-d-une-convention-de-cooperation.html
CZ PRAHA01	XXXXX XXXXX	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	Contact details (email, phone)	Website for information
F DIJON01	XXXXX XXXXX	ub-link.u-bourgogne.fr/etudiants-internationaux/venir-dans-le-cadre-d-une-convention-de-cooperation.html
CZ PRAHA01	XXXXX XXXXX	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	Contact details (email, phone)	Website for information
F DIJON01	XXXXX XXXXX	ub-link.u-bourgogne.fr/etudiants-internationaux/venir-dans-le-cadre-d-une-convention-de-cooperation.html
CZ PRAHA01	XXXXX XXXXX	study.vscht.cz/erasmusplus/before-arrival

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature (Scanned signatures are accepted)
F DIJON01	XXXXX President of the University of Burgundy		
CZ PRAHA01	XXXXX Vice-Rector for External Relations and Communication		