



# Erasmus+ Programme

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

## Inter-institutional agreement 2021-2027 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	Contact person XXX <a href="mailto:xxx@fit.vutbr.cz">xxx@fit.vutbr.cz</a> External Relations Office XXX Bozetechova 2 CZ-612 66 BRNO <a href="mailto:xxx@fit.vutbr.cz">xxx@fit.vutbr.cz</a> +420 XXX <i>Erasmus Institutional Coordinator</i> XXX <i>Antoninska 1, CZ-60190 Brno</i> +420 XXX <a href="mailto:xxx@vutbr.cz">xxx@vutbr.cz</a>	<a href="http://www.fit.vutbr.cz/admissions/short.php.en">http://www.fit.vutbr.cz/ admissions/short.php. en</a>
Universidad Pública de Navarra	E PAMPLON02	XXX Oficina de Relaciones Exteriores - Campus de Arrosadia 31006 Pamplona Spain Phone: XXX Fax: XXX Email: <a href="mailto:xxx@unavarra.es">xxx@unavarra.es</a>	<a href="http://www.unavarra.es">http://www.unavarra.es</a> <a href="http://bit.ly/upna-international">http://bit.ly/upna-international</a> <a href="http://bit.ly/upna-catalogue">http://bit.ly/upna-catalogue</a>

## 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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 PAMPLON02	061	Computer Science	1 <sup>st</sup>	2 x 5 months [= 10 total]	
E PAMPLON02	CZ BRNO01	061	Computer Science	1 <sup>st</sup>	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 PAMPLON02	061	Computer Science	1 [1 week each]	N/A
E PAMPLON02	CZ BRNO01	061	Computer Science	1 [1 week each]	N/A

### 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 <sup>1</sup>	
				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 PAMPLON02	Computer Science	Spanish	English	B1	B2 English

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 ESN VUT Brno ( <a href="http://but.esnbrno.cz">but.esnbrno.cz</a> ) – a 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; they must visit the FIT BUT international Office for enrolment within first two 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 PAMPLON 02: <http://bit.ly/upnaforeigninfo>

<sup>1</sup> 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>

## 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	<b>Nomination:</b> 1 March - 30 April <b>E-application deadline:</b> 31 May	<b>Nomination:</b> 1 June - 15 October <b>E-application deadline:</b> 15 November
E PAMPLON 02	June 15 th - University nomination. June 30th: Student application	October 15 th - University nomination. October 30th: Student application

*[\* 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:  
<https://www.vutbr.cz/uredni-deska/vnitri-predpisy-a-dokumenty/archiv-vnitri-predpisy-vut-studijni-a-zkusebni-rad-vut-d149085/studijni-a-zkusebni-rad-vut-en-pdf-p155247> (Part two, Article 14)

E PAMPLON 02: <http://bit.ly/upnaforeigninfo>

### 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: <a href="mailto:xxx@vutbr.cz">xxx@vutbr.cz</a> Tel.: +420 XXX	<a href="http://www.vutbr.cz/en/studies/information-on-visa">http://www.vutbr.cz/en/studies/information-on-visa</a> <a href="http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx">http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx</a>
E PAMPLON 02	<a href="mailto:xxx@unavarra.es">xxx@unavarra.es</a>	<a href="http://bit.ly/upnaforeigninfo">http://bit.ly/upnaforeigninfo</a>

### 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, E-mail: office@VZPforForeigners.cz Landline CZ: +420 XXX	<a href="http://www.vzpforforeigners.cz">http://www.vzpforforeigners.cz</a>
E PAMPLON 02	xxx@unavarra.es	<a href="http://bit.ly/upnaforeigninfo">http://bit.ly/upnaforeigninfo</a>

#### 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	<a href="mailto:xxx@skm.vutbr.cz">xxx@skm.vutbr.cz</a> Tel. +420 XXX	<a href="http://www.kam.vutbr.cz/english/">http://www.kam.vutbr.cz/english/</a>
E PAMPLON 02	xxx@unavarra.es	<a href="http://bit.ly/upnaforeigninfo">http://bit.ly/upnaforeigninfo</a>

#### **G. SIGNATURES<sup>2</sup> OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
CZ BRNO01	Prof. Dr. Ing. Pavel Zemčík Dean		
E PAMPLON 02	Jorge Elso Torralba Vicerrector for Internationalization and Cooperation		

<sup>2</sup> Scanned signatures are accepted

