



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2019 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 code	Contact details ² (email, phone)	Website (eg. of the course catalogue)
Brno University of Technology, Faculty of Business and Management	CZ BRNO 01	Bc. Tomáš Lády, lady@ro.vutbr.cz Mgr. Eliška Horová horova@vutbr.cz	http://www.vutbr.cz/en/ http://www.fbm.vutbr.cz/en/faculty
Artevelde University College Ghent	B GENT39	Administrative contact Mira De Moor mira.demoor@arteveldehs.be P +32(0)9 234 90 27	http://www.arteveldehogeschool.be/en

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

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Erasmus Coordinator Inge Piryns inge.piryns@arteveldehs.be P +32(0)9 234 90 62 Departmental Coordinator Business Management Griet Naeyaert griet.naeyaert@arteveldehs.be +32(0)9 234 74 23	
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B. Mobility numbers³ 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 periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
CZ BRNO 01	B GENT39	041	Business Administration	1 st	2 students *5 months	--
B GENT39	CZ BRNO 01	041	Business Administration	1 st	2 students *5 months	--

*[*Optional: subject area code & name and study cycle are optional.]*

³ 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>)

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 *
CZ BRNO 01	B GENT39	041	Business Administration	2 persons *5 days	1 persons 5 days
B GENT39	CZ BRNO 01	041	Business Administration	2 persons * 5 days	1 person 5 days

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ BRNO 01		English		English B2	English B2
B GENT39		English		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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

⁴ 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>

CZ BRNO 01: CTU in Prague: Students with disabilities could be accepted after the consultation with International Office. There are non-barrier rooms available in some dorms.

B GENT39: We welcome students and staff with disabilities. For more information, please contact nele.pierlet@arteveldehs.be

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 BRNO 01	May 31st	November 15th
B GENT39	May 15th	November 15 th October 15 th for Healthcare studies

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

2. The receiving institution will send its decision within BRNO: 5 weeks/ GENT: 4 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

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. 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.]

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

CZ BRNO 01

ECTS grade	Evaluation
A	EXCELLENT
B	VERY GOOD
C	GOOD
C	FAIR
D	SATISFACTORY
E	PASS
FX/F	FAIL

Each incoming student at Artevelde University College Ghent is provided with an AHS ECTS grading table, accompanying the Transcript of Records. The study contract can be consulted online and gives an overview of a wide variety of important topics such as: enrolment regulations, rules pertaining to a study programme or course, examination regulations, complaints and appeals, grading conversion table, ... For more information see, <http://www.arteveldehogeschool.be/en/practical-information/study-contract>

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		http://www.mzv.cz
B GENT39	international@arteveldehs.be	http://www.arteveldehogeschool.be/en/visa-and-registration-upon-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
CZ BRNO01		http://www.cmu.cz/en?Itemid=224
B GENT39	Van De Velde, Ann verzekerings@arteveldes.be P + 32 (0) 9 234 91 37	http://www.arteveldeshogeschool.be/en



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 BRNO 01		http://www.kam.vutbr.cz/english/
B GENT39	Elena Beellaert huisvesting@arteveldes.be P + 32 (0) 9 234 92 16	http://www.arteveldeshogeschool.be/en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
CZ BRNO 01	Ass. prof. Ing. et Ing. Stanislav Škapa, Ph.D. dean	6 - 11- 2017	
B GENT39	Institutional Erasmus Coordinator Inge Piryns	06/11/2017	

⁶ Scanned signatures are accepted