



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2018-2021 between programme countries

The institutions named below: Rochester Institute of Technology, Croatia and Brno University of Technology, Czech Republic 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 (email, phone)	Website (eg. of the course catalogue)
RIT Croatia	HR DUBROVN02	Christina Petrović Don Frana Bulića 6, 20000 Dubrovnik Phone: +385.20.433.000 Fax: + 385.20.433.001 Email:erasmus@croatia.rit.edu	http://www.croatia.rit.edu/important-documents/
Brno University of Technology, Faculty of Business and Management	CZ BRNO 01	Bc. Tomáš Lády, lady@ro.vutbr.cz Mgr. Eliška Hošková hoskova@fbm.vutbr.cz	http://www.vutbr.cz/en/ http://www.fbm.vutbr.cz/en/faculty

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	TO	Subject area code	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*]	Student Mobility for Traineeships *
HR DUBROVNO 2	CZ BRNO 01	0410	Business and Administration	1 st	10 (2 students x 5 months)	-
CZ BRNO 01	HR DUBROVNO 2	0410	Business and Administration	1st	10 (2 students x 5 months)	-

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 *
HR DUBROVNO2	CZ BRNO 01	0410	Business and Administration	1x7 days	1x7 days
CZ BRNO 01	HR DUBROVNO2	0410	Business and Administration	1x7 days	1x7days

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR DUBROVN02	All	English	-	B1	B2
CZ BRNO 01		English	-	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

HR DUBROVN02: The partner agrees to abide by ECTS Guidelines and use the ECTS transparency and recognition tools. The buildings are adapted for people with minor handicaps.

Application for incoming students:

<http://www.croatia.rit.edu/datoteke/Application%20form%20incoming%20students.pdf>

Administrative contact to which Transcript of Record and Attendance certificate have to be sent

Name of the institution (and department, where relevant)	Erasmus code	Contact details for Transcript of Records and attendance certificate (email, phone)	Website (eg. of the course catalogue)
RIT Croatia	HR	Christina Petrović Don Frana Bulića 6, 20000	www.croatia.rit.edu/important-documents/

¹For 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>

	DUBROVN02	Dubrovnik Phone: +385.20.433.000 Fax: + 385.20.433.001 Email: erasmus@croatia.rit.edu	
BUT, Faculty of Business and Management	CZ BRNO 01	Mgr. Eliška Hošková Kolejní 4/2906 612 00, Brno Czech Republic hoskova@fbm.vutbr.cz	http://www.fbm.vutbr.cz/en/faculty

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR DUBROVN02	15 th May	30 th November
CZ BRNO 01	May 31st	November 15th

2. The receiving institution will send its decision within 3 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

Any unilateral or bilateral decision to discontinue or modify the exchanges will be notified to the other party by 1 September 20XX and it 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

HR DUBROVN02:

Grade	Quality Points Earned	Percentage
A	4.000 Grade Points	94.00—100.00
A-	3.667 Grade Points	90.00—93.99
B+	3.333 Grade Points	87.00—89.99
B	3.000 Grade Points	83.00—86.99

B-	2.667 Grade Points	80.00—82.99
C+	2.333 Grade Points	77.00—79.99
C	2.000 Grade Points	73.00—76.99
C-	1.667 Grade Points	70.00—72.99
D	1.000 Grade Points	60.00—69.99
F	0.0 Grade Points	0.00—59.99

CZ BRNO 01

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

2. Visa

Partner data

According to the requirements of the Erasmus Charter for Higher Education, the sending and receiving institutions will assist those of its incoming mobile staff/students who need a visa by issuing in a timely manner, upon request, the necessary documentation for the visa application (i.e. letters confirming staff/students status at the institution)

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR DUBROVN02	HR DUBROVN02	Christina Petrović Don Frana Bulića 6, 20000 Dubrovnik Phone: +385.20.433.000 Fax: + 385.20.433.001 Email: christina.petrovic@croatia.rit.edu
CZ BRNO01		http://www.mzv.cz

3. Insurance

According to the requirements of the Erasmus Charter for Higher Education, the sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants. In cases in which insurance cover is not automatically provided, the receiving institution will inform and assist mobile participants.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR DUBROVN02	Christina Petrović Don Frana Bulića 6, 20000 Dubrovnik Phone: +385.20.433.000 Fax: + 385.20.433.001 Email: christina.petrovic@croatia.rit.edu	www.croatia.rit.edu/important-documents/
CZ BRNO01		http://www.cmu.cz/en?Itemid=224



4. Housing

According to the requirements of the Erasmus Charter for Higher Education the receiving institution will guide incoming mobile participants in finding accommodation.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR DUBROVN02	Christina Petrović Don Frana Bulića 6, 20000 Dubrovnik Phone: +385.20.433.000 Fax: + 385.20.433.001 Email: christina.petrovic@croatia.rit.edu	www.croatia.rit.edu/important-documents/
CZ BRNO 01		http://www.kam.vutbr.cz/english/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
HR DUBROVN02	Don Hudspeth Dean & President	24.01.18	 
CZ BRNO 01	Ass. prof. Ing. et Ing. Stanislav Škapa, Ph.D. dean	- 2 -02- 2018	