



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018 – 2020/2021² 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 ³ (email, phone)	Website (eg. of the course catalogue)
Tallinn University of Technology School of Business and Governance	EE TALLINN 04	Ms Riina Potter ERASMUS+ Institutional Coordinator riina.potter@ttu.ee Ehitajate tee 5, Tallinn 19086, Estonia	http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/courses-in-english/
Brno University of Technology	CZ BRNO 01	Bc. Tomáš Lády, lady@ro.vutbr.cz	http://www.vutbr.cz/en/

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Mgr. Eliška Hošková hoskova@fbm.vutbr.cz	http://www.fbm.vutbr.cz/en/faculty
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B. Mobility numbers⁴ 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 *	Stud y 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 *
EE TALLINN 04	CZ BRNO 01	0413	Business Administration	3 rd	1x5 months	-
CZ BRNO 01	EE TALLINN 04	0413	Business Administration	3 rd	1x5 months	-

[*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.]

⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.unesco.org/education/Pages/international-standard-classification-of-education.aspx>)

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
EE TALLINN 04		English	Estonian	B2 English	B2 English
CZ BRNO 01		English		English B2	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

Tallinn University of Technology EE TALLINN04: Certificate of English language proficiency (minimum level is B2) is needed. Please find more information: https://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_application/

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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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://europa.eu/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]
EE TALLINN04	15 May	15 November
CZ BRNO 01	May 31st	November 15th

[* 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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

Tallinn University of Technology EE TALLINN04

Final assessment may be either graded or non-graded.

- 5 – excellent
- 4 – very good
- 3 – good
- 2 – satisfactory
- 1 – poor
- 0 – failing

In the instance of a non-graded assessment, a threshold shall be established. With a student's reaching or surpassing this threshold, the assessment shall be indicated as sufficient – **A (pass)**, or, in the case of a student's not reaching the threshold, the assessment shall be indicated as not sufficient – **M (fail)**.

CZ BRNO 01

At the end of the mobility the PhD student receive a Confirmation of study period confirming they have worked on a individual project/dissertation thesis approved in the Learning Agreement. The title of the thesis and signature of the supervisor will be included as well.

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
EE TALLINN 04	Kerti Sönmez Kerti.sonmez@ttu.ee +372 620 3517	http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_visa-living-permit/
CZ BRNO01		http://www.mzv.cz

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
EE TALLINN 04	Kerti Sönmez Kerti.sonmez@ttu.ee +372 620 3517	http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/health-insurance-4/

CZ BRNO01	http://www.cmu.cz/en?Itemid=224
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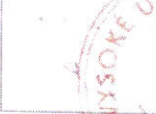
4. Housing

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
EE TALLINN 04	Kerti Sönmez Kerti.sonmez@ttu.ee +372 620 3517	http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_accommodation/
CZ BRNO 01		http://www.kam.vutbr.cz/english/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
EE TALLINN04	Ms Riina Potter ERASMUS+ Institutional Coordinator	07.01.2018	
CZ BRNO 01	Ass. prof. Ing. et Ing. Stanislav Škapa, Ph.D. dean	2-02-2018	

⁶ Scanned signatures are accepted