Erasmus+ Programme

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

Inter-institutional agreement 2018-2020
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 (email, phone)	Website (eg. of the course catalogue)
Brno University of Technology, Faculty of Business and Management	CZ BRNO01	Bc. Tomáš Lády lady@ro.vutbr.cz +420 541 145 145 Mgr. Eliška Hošková international@fbm.vutbr.cz +420 541 142 508	http://www.vutbr.cz/en http://www.fbm.vutbr.cz/en/faculty
TAMPERE UNIVERSITY OF TECHNOLOGY	SF TAMPERE02	Minna Haka-Risku Head of International Office, Institutional Erasmus coordinator, Tampere University of Technology International Office	www.tut.fi/en www.tut.fi/admissions course catalogue: http://www.tut.fi/opinto-opas/wwwoppaat/opas2016-

		P. O. Box 553, FI-33101 TAMPERE, FINLAND Tel: +358 40 849 0483; Fax: +358 3 3115 2640 Email: minna.haka-risku@tut.fi / interoff@tut.fi	2017/kv/laitokset/index.html

B. Mobility numbers[1] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [number of students/total number of months of the study periods *]	Student Mobility for Traineeships *
CZ BRNO01	SF TAMPERE02	041	041 Business and administration	1st, 2nd, 3rd	2/20	--
SF TAMPERE02	CZ BRNO01	041	041 Business and administration	1st, 2nd, 3rd	2/20	--

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

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[1] 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 BRNO01	SF TAMPERE02	041	041 Business and administration	5	--
SF TAMPERE02	CZ BRNO01	041	041 Business and administration	5	--

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[2]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ BRNO01		English		B2 English	B2 English
SF TAMPERE02		English	Finnish	B1 English	B1 English

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

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[2] 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

D. Additional requirements

Tampere University of Technology: All incoming exchange students are required to attend the orientation week before their studies.

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

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	31 May	15 November
SF TAMPERE02	15 May	15 October

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

2. The receiving institution will send its decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 4 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

Tampere University of Technology:
https://www.tut.fi/en/admissions/studying-at-tut/grading-and-credit-system/index.htm

CZ BRNO 01

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

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
SF TAMPERE02	interoff@tut.fi Tel: +358 40 849 0351	http://www.tut.fi/admissions/studies/next-stop-tut

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
SF TAMPERE02	interoff@tut.fi Tel: +358 40 849 0351	http://www.tut.fi/admissions/studies/next-stop-tut

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		http://www.kam.vutbr.cz/english/
SF TAMPERE02	interoff@tut.fi Tel: +358 40 849 0351	http://www.tut.fi/admissions/studies/next-stop-tut

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
CZ BRNO01	Ass. prof. Ing. at Ing. Stanislav Škapa, Ph.D. dean	16 -03- 2018	
SF TAMPERE02	Tiina Äijälä Director of Administration	5.5.2018	

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[3] Scanned signatures are accepted