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**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2018-2021  
between programme countries**

**[Minimum requirements][[2]](#footnote-2)**

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]](#footnote-3)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| ČESKé VYSOKé UČENí TECHNICKé V PRAZE  Czech Technical University in Prague  Faculty of ELECTRICAL ENGINEERING | CZ PRAHA10 | Erasmus Institutional Coordinator: xxxxxxx, Head of International Office, CTU in Prague – Rectorate, Zikova 4, CZ-166 36 Prague 6  T : xxxxxxx, F : xxxxxxx,  Faculty coordinator : xxxxxxx, Department of External Affairs,  Technická 2, CZ-166 27 Prague 6 T : xxxxxxx,  F : xxxxxxx, xxxxxxx   xxxxxxx Deparment of Economics  and Management. xxxxxxx  tel : xxxxxxx | [**www.cvut.cz/en**](http://www.cvut.cz/en) |
| Université de Lorraine | F NANCY43 | **Institutional Coordinator:** xxxxxxx, Directrice des relations internationales et européennes  Contact and management of international mobility : xxxxxxx (assistant director)  Email : xxxxxxx  Academic contact :  xxxxxxx  Email :  xxxxxxx | <http://welcome.univ-lorraine.fr/> |
|  |  |  |  |

**B. Mobility numbers[[4]](#footnote-4) 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, 1st , 2nd or 3rd] \**** | **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 PRAHA10 | F NANCY43 | 071 | Engineering | 1st, 2nd | 2 x 9 months | - |
| FNANCY43 | CZ PRAHA10 | 071 | Engineering | 1st, 2nd | 2 x 9 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.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 PRAHA10 | F NANCY43 | 071 | Engineering (Industrial Technology and Management) | 1 teacher x 1 week (8 hours each) | - |
| F NANCY43 | CZ PRAHA10 | 071 | Engineering (Industrial Technology and Management) | 1 teacher x 1 week (8 hours each) | - |

**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]](#footnote-5)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| CZ PRAHA10 |  | English | Czech | B2 | B2 |
| F NANCY43 |  | French |  | 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]*

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

*Partner’s information :*

***Université de Lorraine :***

**Students with disabilities :** [***http://welcome.univ-lorraine.fr/en/living-at-ul/handicap***](http://welcome.univ-lorraine.fr/en/living-at-ul/handicap)

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| F NANCY 43 | Nominations deadline : May 15th (send nominations to : xxxxxxx  Application deadline on <https://mobilite.univ-lorraine.fr/incoming/> : May 31th  <http://welcome.univ-lorraine.fr/en/studies/exchange-programs> | Nominations deadline : October 15th (send nominations to : xxxxxxx  Application deadlines on <https://mobilite.univ-lorraine.fr/incoming/> : October 31th  (<http://welcome.univ-lorraine.fr/en/studies/exchange-programs>) |
| CZ PRAHA10 | 31 March- students from non-EU countries,  30 April – students from EU | 31 October – students from non-EU countries,  30 November – students from EU |

*[\* 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 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

*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**

CTU in Prague: <http://www.cvut.cz/en/ects-ds/brief/sr>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ECTS grade** | **points** | **mark** | **Czech-in words** | **English-in words** |
| A | 100-90 | 1.0 | VÝBORNĚ | EXCELLENT |
| B | 89-80 | 1.5 | VELMI DOBŘE | VERY GOOD |
| C | 79-70 | 2.0 | DOBŘE | GOOD |
| D | 69-60 | 2.5 | USPOKOJIVĚ | SATISFACTORY |
| E | 59-50 | 3 | DOSTATEČNĚ | SUFFICIENT |
| F | 49-0 | 4 | NEDOSTATEČNĚ | FAILED |

*Partner’s information :*

***Université de Lorraine grading system***

*In the French university system, each course unit is graded on a scale from 0 to 20 points, 0 being the lowest grade and 20 the highest grade.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rating scale**  The pass mark thresholds are as follows:   |  |  | | --- | --- | | **10< mark <12** | **Acceptable** | | **12< mark <14** | **Satisfactory** | | **14< mark <16** | **Good** | | **16< mark** | **Excellent** | |  |

**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 PRAHA10 |  | <http://www.cvut.cz/incomers/erasmus-exchange/visa> |
| F NANCY 43 |  | <http://welcome.univ-lorraine.fr/en/studies/students-helpdesk> |

**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 PRAHA10 |  | <http://www.cvut.cz/incomers/erasmus-exchange/checklist> |
| F NANCY 43 |  | <http://welcome.univ-lorraine.fr/en/studies/students-helpdesk> |

**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 PRAHA10 | xxxxxxx xxxxxxx,  T: +420 2 2435 3467 | <http://www.cvut.cz/incomers/erasmus-exchange/a> |
| F NANCY 43 | [international@crous-lorraine.fr](mailto:international@crous-lorraine.fr) | <http://welcome.univ-lorraine.fr/en/living-at-ul/housing> |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[6]](#footnote-6)** |
| CZ PRAHA10 | xxxxxxx  Vice-dean |  |  |
| F NANCY43 | xxxxxxx  Président |  |  |

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-2)
3. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-3)
4. 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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-4)
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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-5)
6. Scanned signatures are accepted [↑](#footnote-ref-6)