Erasmus+ Programme

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

Inter-institutional agreement 2018-2021
between programme countries

[Minimum requirements]

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)
Faculty of Information Technology Brno University of Technology	CZ BRNO01	**XXX** Vice-dean for external relations xxx@fit.vutbr.cz External Relations Office XXX Bozetechova 2 CZ-612 66 BRNO xxx@fit.vutbr.cz +420 XXX *Erasmus Institutional Coordinator* *XXX* *Antoninska 1, CZ-60190 Brno* *+420 XXX* xxx@ro.vutbr.cz	http://www.fit.vutbr.cz/admissions/short.php.en
Università di Pisa Dipartimento di Informatica	I PISA01	XXX Dipartimento di Informatica Largo Bruno Pontecorvo, 3 Pisa, I-56127 Italy Ph.: +XXX	http://www.di.unipi.it/it/didattica/internazionale/erasm

		Fax: +XXX Email: xxx@di.unipi.it	us-plus/incoming http://www.unipi.it/index.php/ects-catalogue Undegraduate and Master Degrees https://www.di.unipi.it/en/education

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 [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 BRNO01	I PISA01	061	Computer Science	1st 2nd 3rd	2 x 5 months [= 10 total]	
I PISA01	CZ BRNO01	061	Computer Science	1st 2nd 3rd	2 x 5 months [= 10 total]	

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 teaching periods [average duration in weeks]	Staff Mobility for Training *
CZ BRNO01	I PISA01	061	Computer Science	2 [1 week each]	1 [1 week]
I PISA01	CZ BRNO01	061	Computer Science	2 [1 week each]	1 [1 week]

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]
CZ BRNO01	Computer Science	Czech	English	Recommended B1: Czech or English	Recommended B2: Czech or English
I PISA01	Computer Science	Italian (Bachelor)	English (Master)	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

CZ BRNO 01

Applies to	Additional Requirements
SMS	Incoming Exchange Students are recommended to take part in a Welcome week organized by International Student Club (www.isc.vutbr.cz) one week before beginning of the semester. Students are required arrive in Brno well in advance and start studying from the first day of the semester. Students are obliged to visit the FIT BUT international Office for enrolment within first 2 weeks of semester at the latest.

The campus of the Faculty of Information Technology of BUT is wheelchair accessible – ready to welcome students and staff with disabilities.

I PISA01

The institutions provide infrastructure for welcoming students and staff with disabilities.

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[1] 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

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	**Nomination:** 1 March - 30 April **E-application deadline:** 31 May **Delivery of appl. mat.:** 25 June	**Nomination:** 1 June - 15 October **E-application deadline:** 15 November **Delivery of appl. mat.:** 10 December
I PISA01	July, 1st	December, 1st

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

2. The receiving institution will send its decision within 6 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

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

CZ BRNO01 - the Grading Scale is available on:
http://www.fit.vutbr.cz/info/predpisy/study-and-examination-regulations.pdf
(Part two, Article 13, page 25)

I PISA01: http://www.unipi.it/index.php/students/item/2265-educational-system

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	E-mail: xxx@fit.vutbr.cz Tel.: +420 XXX	http://www.vutbr.cz/en/studies/information-on-visa http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx
I PISA01	xxx@unipi.it XXX (phone +XXX) XXX (phone +XXX)	http://www.unipi.it/index.php/welcome-and-support/itemlist/category/310-visa

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	VZP for Foreigners, XXX +420 XXX xxx@VZPforForeigners.cz	http://www.vzpforforeigners.cz
I PISA01	xxx@unipi.it XXX (phone +XXX) XXX (phone +XXX)	http://www.unipi.it/index.php/welcome-and-support/itemlist/category/311-insurance

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	xxx@skm.vutbr.cz Tel. +420 XXX	http://www.kam.vutbr.cz/english/
I PISA01	xxx@unipi.it XXX (phone +XXX)	http://www.unipi.it/index.php/students/item/2309-accommodation

G. SIGNATURES[2] OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
CZ BRNO01	Prof. Pavel Zemčík, Dean		
I PISA01	XXX, Coordinator of international relations for Computer Science xxx@di.unipi.it		

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[2] Scanned signatures are accepted