



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-20 **between programme countries**

[Minimum requirements]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.

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

2 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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)
Brno University of Technology (BUT) Faculty of Mechanical Engineering (FME) Faculty contact person	CZ BRNO01	Mr. Vladimír Fuis, vice-dean of FME, Erasmus coordinator FME, Technická 2896/2, 616 69 Brno, Czech Republic Tel.+420 541 14 2891 fuis@fme.vutbr.cz	http://www.fme.vutbr.cz/en/zo/
Department contact person		Assoc.prof. Zuzana Hübnerová, Institute of Mathematics FME BUT, Technická 2896/2, 616 69 Brno, Czech Republic Tel.+420 541 14 25 50 hubnerova@fme.vutbr.cz	
BUT Mobility Programmes Department		Mr. Tomáš Lády, Chef of Foreign Department BUT, Antonínská 1, 601 90 Brno, Czech Republic Tel.+420 541 145 145 lady@ro.vutbr.cz	
Universität Salzburg PIC: 999868047	A SALZBUR01	Institutional Coordinator: Sylvia Humer INTERNATIONAL RELATIONS OFFICE Kapitelg. 6, A-5020 Salzburg sylvia.humer@sbg.ac.at	www.uni-salzburg.at course catalogue: https://online.uni-salzburg.at/plus_online/webnav.ini
Department contact person		Ass.Prof. Volker Ziegler, FB Mathematik, Hellbrunner Str. 34, 5020 Salzburg, Austria/Europe Tel +43 662 8044 5318 Volker.Ziegler@sbg.ac.at	

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

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 *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility	
					Students (number)	Student Mobility for Studies [total number of months of the study periods or average duration*]
CZ BRNO01	A SALZBUR01	054	Mathematics and Statistic	1,2	1 x 5	
A SALZBUR01	CZ BRNO01	054	Mathematics and Statistic	1,2	1 x 5	

[*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		Staff Mobility for Training		
				Number of Staff	Duration number of weeks	Number of teaching hours per week	Staff number	Working days
CZ BRNO01	A SALZBUR01	054	Mathematics and Statistic	1	1	8		

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>)

A SALZBUR01	CZ BRNO01	054	Mathematics and Statistics	1	1	8		
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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 <i>Minimum recommended level: B1</i>	Staff Mobility for Teaching <i>Minimum recommended level: B2</i>
CZ BRNO01	054	English		B1	B2
A SALZBUR01	054	German	English	B 2 German and English recommended, no language certificate required	B 2 German and English recommended, no language certificate required

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

Disabilities:

A Salzburg01: The University of Salzburg welcomes students with disabilities. More information: <http://www.uni-salzburg.at/index.php?id=105&MP=105-45424>

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 st May	15 th November

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>

A SALZBUR01	1 st May	1 st November
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[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 by August after 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

A Salzbur01:

Austrian grading scheme	Definition
1	EXCELLENT: Outstanding performance
2	GOOD: Generally good, but with some errors
3	SATISFACTORY: Generally sound work with a number of substantial errors
4	SUFFICIENT: Performance meets the minimum criteria
successfully completed	Positive performance, where a strict differentiation is not adequate
5	UNSATISFACTORY: Substantial improvement necessary; requirement of further work
not completed	Negative performance, where a strict differentiation is not adequate

BUT: <https://www.vutbr.cz/en/studies/ects-catalogue>

Local grade	Notice
A	EXCELLENT 90 – 100 points
B	VERY GOOD 80 – 89 points
C	GOOD 70 – 79 points
D	SATISFACTORY 60 – 69 points
E	SUFFICIENT 50 – 59 points
F	FAIL 0 – 49 points
P	PASS 50 – 100 points

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	Mrs. Alena Cupáková, administrative officer of Study department of FME cupakova@fme.vutbr.cz phone: ++420 541 142 134	http://www.fme.vutbr.cz/en/zo/
A SALZBUR01	Erasmus-incoming@sb.g.ac.at Tel: +43-662-8044-2042	http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/

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 BRNO 01	lady@ro.vutbr.cz phone: +420 54114 5145	https://www.vutbr.cz/en/faculties-and-constituent-parts/rectorate/student-affairs-office/mobility-programmes-department
A SALZBU R01	Erasmus- incoming@sbg.ac.at Tel: +43-662- 8044-2042	http://www.oead.at/welcome to austria/legal practical issues/entry to austria/EN/ http://www.uni-salzburg.at/index.php?id=23802&L=1&MP=23802-45350;

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	Brno University of Technology Halls of Residence and Dining Services of BUT Kolejní 2 612 00 Brno BUT switchboard: +420 541 141 111 Student accommodation office: Tel.: +420 541 142 930-3 Fax: +420 541 142 935 E-mail:	http://www.kam.vutbr.cz/english/

	ubytovatelky@skm.vutbr.cz	
A SALZBUR01	Erasmus- incoming@sbg.ac.at Tel: +43-662-8044-2042	http://www.uni-salzburg.at/index.php?id=23788&MP=23788-45355 http://www.housing.oead.at/index_e.asp

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
CZ BRNO01	Assoc.Prof. Vladimír Fuis, vice-dean of FME, faculty Erasmus coordinator	30. 03. 2015	 
A SALZBUR01	Prof. Sylvia Hahn Vice rector International Relations p.p. Sylvia Humer. Inst. Coord.	26.3.2015	 

⁶ Scanned signatures are accepted