Erasmus+ Programme

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

Inter-institutional agreement 2017-2021
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	**Michaela Studena** studena@fit.vutbr.cz External Relations Office Michaela Studena Bozetechova 2 CZ-612 66 BRNO studena@fit.vutbr.cz +420 541 141 265 *Erasmus Institutional Coordinator Tomas Lady Antoninska 1, CZ-60190 Brno +420 541 145 145 lady@ro.vutbr.cz*	http://www.fit.vutbr.cz/admissions/short.php.en
ESIGELEC School of Engineering	F ROUEN07	**Cecilia Brunel** Cecilia.Brunel@esigelec.fr Deputy-Director International Relations ESIGELEC Technopôle du Madrillet Avenue Galilée 76800 Saint-Etienne du Rouvray, France +33 (0) 23291 5858	School of engineering: http://www.esigelec.fr/en Studying at ESIGELEC : http://www.esigelec.fr/en And http://www.esigelec.fr/en/master-msc-programmes

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	F ROUEN07	061	Computer Science	1st 2nd 3rd	2 x 10 months [= 20 total]	NA
F ROUEN07	CZ BRNO01	061	Computer Science	1st 2nd 3rd	5 x 10 months [= 50 total]	NA

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	F ROUEN07	061	Computer Science	2 [1 week each]	2 [1 week each]
F ROUEN07	CZ BRNO01	061	Computer Science	2 [1 week each]	2 [1 week 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[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
F ROUEN07	Computer Science	French	English	B1: French (courses in French) or English (courses in English)	C1: English

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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

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 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.

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

F ROUEN07

Applies to	Additional Requirements
SMS	Incoming Exchange Students are recommended to participate in an Orientation Week/Orientation Days organized by International Relations Office during the week before beginning of the semester. Students are required arrive in Rouen in advance and start studying from the first day of the semester.

ESIGELEC takes a special care for the first steps of exchange students in France and at ESIGELEC. For example : accommodation booked prior to arrival, personal welcome in Rouen, assistance for opening a bank account and subscribing appropriate insurances, etc.

ESIGELEC doesn't have its own medical centre, nor infirmary on campus. Nevertheless, ESIGELEC can accept persons with disabilities if the sending institution informs ESIGELEC during the application procedure and if the disability can be handled by ESIGELEC.

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	**Nomination:** 1 June - 15 October **E-application deadline:** 15 November
F ROUEN07	**Nomination:** until 31 May **E-application deadline:** 31 May http://www.esigelec.fr/en/apply	**Nomination:** Until 31 October **E-application deadline:** 31 October http://www.esigelec.fr/en/apply

[* 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 8 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)

F ROUEN07

The French marking scale, as well as Esigelec's, is from 0 to 20. The minimum mark to obtain ECTS credit is 10/20.

European Grade (ECTS)	ESIGELEC Mark	% of students attributed the mark	Definition
A	-	10 %	EXCELLENT – Outstanding performance with only minor errors
B	-	25 %	VERY GOOD – Above average but with some errors
C	-	30 %	GOOD – Generally sound work with a number of notable errors
D	-	25 %	SATISFACTORY – Fair but with significant shortcomings
E	-	10 %	SUFFICIENT – Performance meets the minimum criteria
Fx	$7.00 \leq N \leq 9.99$	-	FAIL – Some more work required before the credit can be awarded
F	$0 \leq N \leq 6.99$	-	FAIL – Considerable further work is required

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: studena@fit.vutbr.cz Tel.: +420 541 141 265	http://www.vutbr.cz/en/studies/information-on-visa http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx
F ROUEN07	E-mail: international@esigelec.fr Tel : +33 2 3291 5858	http://www.esigelec.fr/en/practical-information

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, Samuel Fleischman +420 222 254 442, +420 777 322 522 sam@VZPforForeigners.cz	http://www.vzpforforeigners.cz
F ROUEN07	E-mail: international@esigelec.fr Tel : +33 2 3291 5858	http://www.esigelec.fr/en/practical-information

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	ubytovatelky@skm.vutbr.cz Tel. +420 541 142 930-3	http://www.kam.vutbr.cz/english/
F ROUEN07	E-mail: international@esigelec.fr Tel : +33 2 3291 5858	http://www.esigelec.fr/en/practical-information

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

Institution [Erasmus code]	Name, function	Date	Signature[3]
CZ BRNO01	Prof. Pavel Zemčík, Dean	27.6.17	
F ROUEN07	Prof Etienne Craye, General Manager	19 Juin 2017	

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[2] Scanned signatures are accepted