



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/15 -2020/21 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.

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 Faculty of Civil Engineering Veveri 331/95, 602 00 Brno Czech Republic	CZ BRN001	Institutional Coordinator: Tomas Lady lady@ro.vutbr.cz Faculty of Civil Engineering Academic Contact: Vlastimil Hanzl Tel. +42 5 4114 7222 hanzl.v@fce.vutbr.cz Administrative Contact: Mrs. Ludmila Zelinkova Tel.: + 420541147130 zelinkova.l@fce.vutbr.cz	www.fce.vutbr.cz
Wroclaw University of Environmental and Life Sciences ul. C.K. Norwida 25 50-375 Wrocław, Poland	PL WROCLAW04	Mrs. Jadwiga Bolechowska Erasmus Institutional Coordinator , International Relations Office, Incoming Students Tel. +48 71 320 5478	http://www.up.wroc.pl/studies_and_students/

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.

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

		Fax: +48 71 320 5115 jadwiga.bolechowska@up.wroc.pl Krzysztof Kafarski International Relations Office Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 krzysztof.kafarski@up.wroc.pl	https://www.student.up.wroc.pl/lista/
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B. Mobility numbers⁴ 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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships S *
CZ BRNO01	PL WROCLAW04	4436	Geodesy, Cartography, Remote Sensing	1 st , 2 nd	1 x 10 = 10	
PL WROCLAW04	CZ BRNO01	4436	Geodesy, Cartography, Remote Sensing	1 st , 2 nd	1 x 10 = 10	

[*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.]

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>)

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	PL WROCLAW04	4436	Geodesy, Cartography, Remote Sensing	1 x 1week	
PL WROCLAW04	CZ BRNO01	4436	Geodesy, Cartography, Remote Sensing	1 x 1week	

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 Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
CZ BRNO01	4436	English		B1 – B2	
PL WROCLAW04	4436	English	Polish	B2	

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

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>

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.]

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
PL WROCLAW04	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December

[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 no later than 5 weeks after the assessment period has finished at the receiving HEI. The host university will report the transcript of records from each visiting student to the home university using the English language.
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

PL WROCLAW04: http://www.up.wroc.pl/studies_and_students/9312/local_grades.html

CZ BRNO01: Brno University of Technology uses the ECTS grading scale – more information is available on the following links:

<http://www.vutbr.cz/en/studies/ects-catalogue/ects-credit-allocation-based-on-the-student>

<http://www.vutbr.cz/en/studies/ects-catalogue/main-university-regulations>

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	zelinkova.l@fce.vutbr.cz	http://www.vutbr.cz/en/studies/information-on-visa
PL WROCLAW04	jadwiga.bolechowska@up.wroc.pl	http://www.up.wroc.pl/studies_and_students/

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.vutbr.cz/en/studies/ects-catalogue/insurance
PL WROCLAW04	_____	http://www.up.wroc.pl/studies_and_students/

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	http://www.kam.vutbr.cz/english/
PL WROCLAW04	jadwiga.bolechowska@up.wroc.pl	http://www.up.wroc.pl/studies_and_students/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶	
CZ BRNO01	Prof. Ing. Rostislav Drochytka, CSc., MBA Dean	- 5 -12- 2013		
PL WROCLAW04	Prof. Dr. hab. Alina Wieliczko Vice-Rector Vice-Rector for International Relations and Regional Cooperation	04.12.2013	 Prorektor ds. współpracy z zagranicą / regionem <i>prof. dr. hab. Alina Wieliczko</i>	UNIWERSYTET PRZYRODNICZY we Wrocławiu 50-375 Wrocław, ul. Norwida 25/27

⁶ Scanned signatures are accepted