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**Erasmus+ Programme**

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

**Inter-institutional agreement 2019/20-2020/21  
between programme countries**

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)** |
| České vysoké učení technické v Praze  Czech Technical University in Prague  Faculty of …. | CZ PRAHA10 | Erasmus+ Institutional Coordinator:  Mrs. Dana Mrkvičková, International Office, rectorate, Jugoslávských partyzánů 1580/3, CZ-160 00 Prague 6  T : +420 2 2435 3436,  dana.[mrkvickova@cvut.cz](mailto:mrkvickova@cvut.cz)  contact person: | <https://international.cvut.cz/>  course catalogue:  https://international.cvut.cz/for-incomers/erasmus-and-exchange/courses-for-ee-students-prospectus/ |
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**B. Mobility numbers[[1]](#footnote-1) 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  *[number of students/total number of months of the study periods \*]* | *Student Mobility for Traineeships \** |
| CZ PRAHA10 |  | 0732 | Building and Civil Engineering | 1st, 2nd | 1/10 | -- |
|  | CZ PRAHA10 |  |  |  |  | -- |

*[\*Optional: subject area code & name and study cycle are optional.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  | - | - |
|  | CZ PRAHA10 |  |  | - | - |

**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[[2]](#footnote-2)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| CZ PRAHA10 |  | English | Czech | B2 English | B2 English |
|  |  |  |  |  |  |

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**

*CTU in Prague: Students with disabilities could be accepted after the consultation with International Office. There are non-barrier rooms available in some dorms.*

**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 PRAHA10 | **March 31th** for admission to the winter semester and the whole academic year for students from **non-EU countries and with non-EU citizenship**  **April 30th** for admission to the winter semester and the whole academic year for the students **from EU and with EU citizenship**  **THE APPLICATION FORMS DELIVERED AFTER THE DEADLINE CAN’T BE ACCEPTED!** | **October 31st** for admission to the summer semester for students from **non-EU countries and for students with non-EU citizenship**  **November 30th** for admission to the summer semester for the students **from EU and with EU citizenship**  **THE APPLICATION FORMS DELIVERED AFTER THE DEADLINE CAN’T BE ACCEPTED!** |
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*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 4 weeks.

3. CZ PRAHA10 - A Transcript of Records will be issued no later than 4 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. 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

**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 | Ms Lucie Bilova, [lucie.bilova@cvut.cz](mailto:lucie.bilova@cvut.cz), T: +420 2 2435 3467 | https://international.cvut.cz/for-incomers/erasmus-and-exchange/student-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 PRAHA10 | Ms Lucie Bilova, [lucie.bilova@cvut.cz](mailto:lucie.bilova@cvut.cz),  T: +420 2 2435 3467 | https://international.cvut.cz/for-incomers/erasmus-and-exchange/checklist/ |
|  |  |  |

**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 | Ms.Lucie Bílová  **Sends username and password into the accommodation reservation system directly to students together with letter of acceptance**  E: [lucie.bilova@cvut.cz](mailto:lucie.bilova@cvut.cz)  T: +420 224353467 | **Students apply for accommodation directly on the web page of the Central Accommodation Service:**  <https://web.suz.cvut.cz/Login>  **Accommodation guide is here:** <https://international.cvut.cz/for-incomers/erasmus-and-exchange/accommodation/>  **Contact for questions regarding the accommodation:** [ubytovani@suz.cvut.cz](mailto:ubytovani@suz.cvut.cz) |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[3]](#footnote-3)** |
| CZ PRAHA10 |  |  |  |
|  |  |  |  |

1. 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-1)
2. 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-2)
3. Scanned signatures are accepted [↑](#footnote-ref-3)