

Annex B to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet:

1. Institutional Information

1.1. Institutional details

Name of the institution	Brno University of Technology
Erasmus Code	CZ BRNO01
Postal Address	Antonínská 1, 602 00 Brno, República Txeca
Institution website	www.vutbr.cz/en/

1.2. Main contacts at International Office

Contact person	Bc. Tomáš Lády
Responsibility	Erasmus International Coordinator
Contact details	lady@ro.vutbr.cz +420 5 4114 5145

Contact person	Jarmilla Poncová
Responsibility	Administrative contact
Contact details	poncova@feec.vutbr.cz +420 5 4114 6328

1.3. Departmental Erasmus Coordinators:

In each department, there is a contact person for international affairs. Often it is a Chairman/Chairwoman of the departmental Study Board.

Contact person	Ing. Jiri Mekyska
Responsibility	Department Coordinator
Contact details	j.mekyska@phd.feec.vutbr.cz +420 5 4114 6962

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		English	B1
Staff Mobility for Teaching		English	B1

* 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> .

2.2 Calendar

The semester dates will be published on the website

2.2.1 Nomination Deadlines: Applications/information on students nominated must reach our institution by:

Autumn term	Nomination: 1 March - 30 April E-application: 31 March – 31 May Delivery of appl. Mat.: 30 June
Spring term	Nomination: 1 June - 15 October E- application: 15 September – 15 November Delivery of appl. Mat.: 15 December

2.2.2 Decision Response

We will send our decision normally not later than three weeks after we have received the complete application documents. When accepted, the student will receive a conformation and additional information about his/her stay in Brno University of technology by mail. The acceptance letter will be sent to the home institution by regular mail.

2.2.3 Transcripts of Records

A Transcripts of Records will be issued normally within 6 week after the assessment period has finished by the Examination Office. The original document will be sent to the home university by regular mail. It is the home university's responsibility to provide the student with this document.

3. Additional information

3.1 Grading system:

CZ BRNO01:

BUT Grading System		
A	(90-100)/100	Excellent
B	(80-89)/100	Very good
C	(70-79)/100	Good
D	(60-69)/100	Satisfactory
E	(50-59)/100	Sufficient
F	(0-49)/100	failed

3.2 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Website	http://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students
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3.3 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm .

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Website	http://www.vutbr.cz/en/studies/study-abroad/information-for-incoming-students
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3.4 Housing

Our institution will guide incoming student/staff 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:

Contact details	ubytovatelky@skm.vutbr.cz +420 541 412 930-3
Website	http://www.kam.vutbr.cz/english/