



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1 Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

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The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2023/2024]	
End of validity	[2027/2028]	

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
HOCHSCHULE ZITTAU/GÖRLITZ (FH)	D ZITTAU01	Institutional Coordinator Dr. Lucie Koutková Leiterin International Office & Erasmus+ Hochschulkoordinatorin Theodor-Körner-Allee 16 D-02763 Zittau Tel.: +49 3583 612-4814 Lucie.Koutkova@hszg.de Contact Person: Alina Bulcsu Alina.bulcsu@hszg.de +49 3583 612-4814	https://www.hszg.de/ https://www.hszg.de/international/service/international-office https://www.hszg.de/international/wege-an-die-hszg/internationale-studierende/austauschstudium/erasmus-gaststudierende

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Technical University of Liberec	CZ LIBEREC01	Erasmus Coordinator: Viera Huličková Studentská 2 461 17 Liberec erasmus@tul.cz Faculty Coordinator: Martina Chvojková martina.chvojkova@tul.cz +420 48 535 2418 Contact person : Kateřina Maršíková katerina.marsikova@tul.cz +420 535 2344	http://www.tul.cz/en
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B. Mobility numbers³ per academic year

The agreement is signed temporarily for the academic years 2023/2024 to 2027/2028. Once the EWP IIA system is functional on both sides, the agreement will be approved through the EWP.

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 (optional)* [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of days]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
CZ LIBEREC01	D ZITTAU01	0410	Business and Administration	1,2,3	40x5 days	200 days		
D ZITTAU01	CZ LIBEREC01	0410	Business and Administration	1,2,3	40x5 days	200 days		

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM	TO	Number of staff mobility periods	
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³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
CZ LIBEREC01	D ZITTAU01	0410	Business and Administration	8x5 days	40 days	8x5 days	40 days
D ZITTAU01	CZ LIBEREC01	0410	Business and Administration	8x5 days	40 days	8x5 days	40 days

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D ZITTAU01	CZ LIBEREC01	German	English (for Staff only)	B1/C1	B2 to C1
CZ LIBEREC01	D ZITTAU01			B1	B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
D ZITTAU01	31 st May	30 th November
CZ LIBEREC01	30 th June (30 th May if the student needs a Visa)	30 th November (30 th October if the student needs a Visa)

Applications from incoming students must reach the institution by:

⁴ 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>

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
D ZITTAU01	31 st May	30 th November
CZ LIBEREC01	30 th June (30 th May if the student needs a Visa)	30 th November (30 th October if the student needs a Visa)

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
D ZITTAU01	International Office Simone Kunze Tel.: +49 3583 612-4263 s.kunze@hszg.de	https://www.hszg.de/international/wege-an-die-hszg/internationale-studierende/austauschstudium/ersasmus-gaststudierende https://www.hszg.de/international/service/international-office
CZ LIBEREC01	https://www.tul.cz/en/erasmus-2/incoming-students/	https://www.tul.cz/en/erasmus-2/incoming-students

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
D ZITTAU01			
CZ LIBEREC01			List of ECTS Coordinators and Course Catalogue: http://www.tul.cz/en/erasmus/incoming-international-students/course-catalogue https://www.tul.cz/en/erasmus-2/

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

<https://www.hszg.de/studium/campusleben/beratungsangebote>

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
D ZITTAU01			International Office	https://www.hszg.de/studium/campusleben/beratungsangebote

			Simone Kunze Tel.: +49 3583 612-4263 s.kunze@hszg.de	
CZ LIBEREC01	Special needs		erasmus@tul.cz	The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: http://apc.tul.cz/

F. Information

1. 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
D ZITTAU01	Studentenwerk Dresden Geschäftsbereich Zittau/Görlitz Bereich Wohnheime Zittau: Ralph Böhm Ralph.boehm@studentenwerk-dresden.de Tel.: +49 3583 6881-58 Bereich Wohnheime Görlitz: Lydia Glienke Lydia.glienke@studentenwerk-dresden.de Tel.: +49 3583 6881-59	https://www.hszg.de/hochschule/campusleben/wohnen-leben/wohnen?sword_list5B0%5D=studentenwerkno_cache=1
CZ LIBEREC01	erasmus@tul.cz us.koleje@tul.cz	https://www.tul.cz/en/erasmus-2/incoming-students/

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
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D ZITTAU01	International Office Simone Kunze Tel.: +49 3583 612-4263 s.kunze@hszg.de	https://www.hszg.de/international/service/international-office
CZ LIBEREC01	erasmus@tul.cz	https://www.tul.cz/en/erasmus-2/incoming-students/

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
D ZITTAU01	International Office Simone Kunze Tel.: +49 3583 612-4263 s.kunze@hszg.de	https://www.hszg.de/international/service/international-office
CZ LIBEREC01		https://www.tul.cz/en/erasmus-2/incoming-students/

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
D ZITTAU01	Academic calendar		Winter Semester: 1 st September – 28 th February Summer Semester: 1 st March – 31 st August
CZ LIBEREC01	Academic calendar		Winter Semester: Beginning of OCTOBER – Mid FEBRUARY Summer Semester: Mid FEBRUARY – End of JUNE https://www.tul.cz/en/erasmus-2/incoming-students/

A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.

CZ LIBEREC01: *Transcript of Records* will be issued by the respective Faculty at TU Liberec before the departure of the student.

D ZITTAU01: *Transcript of Records* will be issued by the central International Office once the examination results are published.

Any other information regarding the terms of the agreement:

1. Grading systems of the institutions

Termination of the agreement

In the event of unilateral termination to discontinue the exchanges, notified to the other party by 1 September 20XX, will take effect on 1 September 20XX+1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
D ZITTAU01	Dr. Lucie Koutková Head of Student Services and International Relations Head, International Office & Erasmus+ Institutional Coordinator		
CZ LIBEREC01	Doc. Kateřina Maršíková Vice-Rector for International Relations	4.3.2024	



⁵ Scanned signatures are accepted