



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019/2020- 2020/2021² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Technical University of Liberec	CZ LIBEREC01	Institutional Coordinator Michaela Andělová Studentská 2, 461 17, Liberec, Czech Republic. erasmus@tul.cz	http://www.tul.cz/en
International Affairs Academic Contact		List of ECTS Coordinators and Course Catalogue: http://www.tul.cz/en/erasmus/incoming	

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		-international-students/course-catalogue	
Manisa Celal Bayar University (MCBU)	TR MANISA01	<p>Head of International Office Assist. Prof. Ms. Söhal Şemsit suhal.semsit@cbu.edu.tr</p> <p>Erasmus Ins. Coordinator: Devrim Zerengök devrim.zerengok@cbu.edu.tr erasmus@cbu.edu.tr</p> <p>Phone: +90 236 201 11 22-23 Fax : +90 236 201 14 48 Address : Manisa Celal Bayar University International Office Rektörlük Binası A Blok Şehit. Prof. Dr. İlhan Varank Yerleşkesi 45140 Manisa/ TÜRKİYE Erasmus Office</p> <p>Contact Person at Department: Res. Assist. Tuğçe Yağcı tugce.yagci@cbu.edu.tr Phone: +90 236 201 2417</p>	<p>Web-site www.cbu.edu.tr</p> <p>Course Catalogue http://ebs.cbu.edu.tr/</p>

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
TR MANISA 01	CZ LIBEREC01	x	x	x	x	x
CZ LIBEREC01	TR MANISA 01	x	x	x	x	x

[*Optional; subject area code & name and study cycle are optional. Inter-institutional agreements are not

⁵ 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>)

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.

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 *
TR MANISA 01	CZ LIBEREC01	0715	Metallurgy and Materials Engineering	2* 5 days	2* 5 days
CZ LIBEREC01	TR MANISA 01	0715	Metallurgy and Materials Engineering	2* 5 days	2* 5 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR MANISA 01		ENGLISH	TURKISH	B1	B2
CZ LIBEREC01		CZECH	ENGLISH	B1	B2

⁶ 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

[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]

<i>[Please</i>	
CZ LIBEREC01	In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website: http://www.tul.cz/en/erasmus/incoming-international-students or contact the Erasmus Office: erasmus@tul.cz .
TR MANISA 01	In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website: http://en.international.cbu.edu.tr/

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR MANISA01	15 th JUNE	15 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)
	1. TUL will send its decision within 6 weeks 2. A Transcript of Records will be issued by the respective Faculty at TU Liberec before the departure of the student.	

[to be adapted in case of a trimester system]*

- The receiving institution will send its decision within 2 weeks.
- A Transcript of Records will be issued by the receiving institution no later than 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]*
- Termination of the agreement

The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year prior to the academic year concerned. 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

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

TR MANISA 01:

http://www.cbu.edu.tr/international/english/?international=Grading_CBU

Course Grade	Percentage	Coefficient
AA	90-100	4
BA	85-89	3.5
BB	80-84	3
CB	75-79	2.5
CC	70-74	2
DC	65-69	1.5
DD	60-64	1
FD	50-59	0.5
FF	49 and below	0

CZ LIBEREC01:

*TUL uses the **ECTS credit system**.*

*The symbols of **course unit duration**: (Y) 1 full year academic year and (S) 1 semester.*

*In addition to ECTS, TUL uses the **local numeral grade** system as following:*

(1) Excellent, (1-) Excellent Minus, (2) Very Good, (2-) Very Good Minus, (3) Good and (4) Fail.

(R) Satisfactory Completion of Course – No Grade.

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
TR MANISA 01	Erasmus Office erasmus@cbu.edu.tr	International Office

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

		http://www.cbu.edu.tr/international/english/
CZ LIBEREC 01	erasmus@tul.cz	Students with non-EU nationality should inform by e-mail (erasmus@tul.cz) about the town where they have applied for the VISA in their home country. Acceptance letters in Czech and English languages will be sent to the International Office of the home university. http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx

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
TR MANISA 01	Erasmus Office erasmus@cbu.edu.tr	International Office http://www.cbu.edu.tr/international/english/
CZ LIBEREC01	erasmus@tul.cz	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. http://www.mzcr.cz/cizinci

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
TR MANISA 01	ESN CBU Erasmus Student Network esncbu@esnturkiye.org	http://www.cbu.edu.tr/international/english/
CZ LIBEREC01	erasmus@tul.cz	Accommodation is booked at Harcov Residence Halls by TU Liberec Erasmus Office upon acceptance of the student. There is no need to send a special application form or to register. To inform about the time of arrival: us.koleje@tul.cz

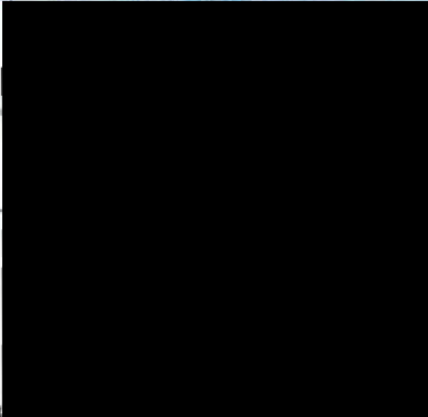
5. Academic Calendar

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR MANISA 01	International@cbu.edu.tr	Winter semester: Beginning of Mid September – Mid FEBRUARY Summer Semester: Mid FEBRUARY – End of JUNE http://erasmus.cbu.edu.tr/
CZ LIBEREC01	erasmus@tul.cz	Winter Semester: Beginning of OCTOBER – Mid FEBRUARY Summer Semester: Mid FEBRUARY – End of JUNE http://www.tul.cz/en/erasmus/incoming-international-students/academic-calendar

5. Special needs

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR MANISA 01	International@cbu.edu.tr	The facilities of the university are accessible for handicapped person. Please visit website: https://www.mcbu.edu.tr/
CZ LIBEREC01	erasmus@tul.cz	The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: http://www.tul.cz/akademicka-poradna-a-centrum-podpory_82

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR MANISA01	Prof. Birol KOVANCILAR, Vice Rector for International Relations	14/06 2019	
CZ LIBEREC 01	Michaela Andělová Head of the International office	19.6.2019	

Technical University of Liberec
Erasmus + Office
Studentská 1402/2, 461 17, Liberec
Czech Republic
erasmus@tul.cz

⁸ Scanned signatures are accepted