



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-2021² **between programme countries**

Addendum to the agreement from 28th of April 2014

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 details³ (email, phone)	Website (eg. of the course catalogue)
HOCHSCHULE EMDEN/LEER University of Applied Sciences Constantiaplatz 4 26723 Emden, Germany	D EMDEN02	International Office Andrea Meyenburg (head) Janine Hülsen (contact) International.office@hs-emden-leer.de Tel.: +49 4921 807 1372 Fax: +49 4921 807 1397	https://www.hs-emden-leer.de/en/institutions/international-office/
Faculty of Technology Department of Mechanical Engineering		Head of International Program: Prof. Dr. Jürgen Kirchhof Juergen.kirchhof@hs-	https://www.hs-emden-leer.de/en/faculties/faculty-of-technology/

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

		emden-leer.de Tel.: +49 4921 807 1469 Contact study program "Industrial and Business Systems": Katja Hakkarainen <a href="mailto:Katja.hakkarainen@hs-
emden-leer.de">Katja.hakkarainen@hs- emden-leer.de Tel.: +49 4921 807 1379	
TECHNICAL UNIVERSITY OF LIBEREC	CZ LIBEREC01	Erasmus Coordinator Viera Huličková Studentská 2, 461 17, Liberec, Czech Republic. erasmus@tul.cz Faculty Coordinator Marcela Válková marcela.valkova@tul.cz	http://www.tul.cz/en
International Affairs Academic Contact		List of ECTS Coordinators and Course Catalogue: <a href="http://www.tul.cz/en/er-
asmus/incoming-
international-
students/course-
catalogue">http://www.tul.cz/en/er- asmus/incoming- international- students/course- catalogue	

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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	

⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*):
<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

D EMDEN02	CZ LIBEREC01	0715	Mechanics and metal trade (Mechanical Engineering)	1 st , 2 nd	2 students à 5 months	
CZ LIBEREC01	D EMDEN02	0715	Mechanics and metal work (Mechanical Engineering)	1 st , 2 nd	1 student à 5 months	

[*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.]

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 *

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]

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 EMDEN02	0715 Mechanics and metal trade (Mechanical Engineering)	German	English	German: B1 English: B1 <i>Depends on the language of instruction.</i>	B2
CZ LIBEREC01	0715	Czech	English	B1	B2

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

Hochschule Emden/Leer welcomes students and staff members with disabilities. First contact Ms Griet Alberts griet.alberts@hs-empden-leer.de.

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.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D EMDEN02	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)

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

2. The receiving institution will send its decision within

D EMDEN02: 4 weeks

CZ LIBEREC01: TUL will send its decision within 6 weeks

3. A Transcript of Records will be issued by the receiving institution no later than

D EMDEN02: 5 weeks

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

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 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

D EMDEN02:

<https://www.hs-empden-leer.de/en/institutions/international-office/international-students/exchange-students-erasmus/>

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
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D EMDEN02	Ms Griet Alberts griet.alberts@hs-empden-leer.de Tel.: +49 4921 807 1378 Fax: +49 4921 807 1397	https://www.hs-empden-leer.de/en/institutions/international-office/international-students/
CZ LIBEREC01	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	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
D EMDEN02	Ms Griet Alberts griet.alberts@hs-empden-leer.de Tel.: +49 4921 807 1378 Fax: +49 4921 807 1397	https://www.hs-empden-leer.de/en/institutions/international-office/international-students/
CZ LIBEREC01	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. http://www.mzcr.cz/cizinci	http://www.mzcr.cz/cizinci

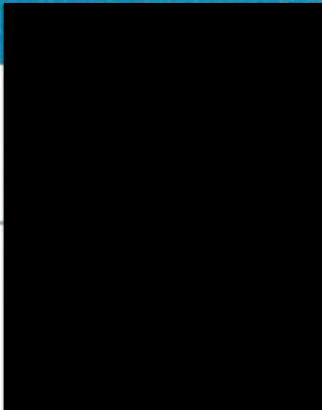
4. Housing

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
D EMDEN02	Ms Griet Alberts griet.alberts@hs-emden-leer.de Tel.: +49 4921 807 1378 Fax: +49 4921 807 1397	https://www.hs-emden-leer.de/en/institutions/international-office/international-students/
CZ LIBEREC01	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	us.koleje@tul.cz

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and stamp ⁶
D EMDEN02	Prof. Dr. Carsten Wilken Vice President	04. NOV. 2019	
CZ LIBEREC01	Michaela Andělová Head of the International Office	25.10.2019	

⁶ Scanned signatures are accepted