

**Mobility for learners and staff –  
Higher Education Student and Staff Mobility  
Inter-institutional agreement 2020<sup>1</sup>  
between institutions from  
Programme and Partner Countries<sup>2</sup>  
[Minimum requirements]<sup>3</sup>**

The institutions named below agree to cooperate for the exchange of students and/or staff. They commit to respect the quality requirements of the Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through sources for internationalizations.

**A. Information about higher education institutions**

| Full name of the institution / country | Erasmus code or city | Contact details<br>(email, phone)  | Website<br>(eg. of the course catalogue)                |
|--|----------------------|--|---|
| Technical University of Liberec        | CZ LIBEREC01         | <p>International office coordinator:<br/>Markéta Ševelová<br/>Studentská 2, 461 17, Liberec<br/>Czech Republic.<br/><a href="mailto:marketa.sevelova@tul.cz">marketa.sevelova@tul.cz</a><br/>Tel: 00420 485 353 749</p> <p>Faculty coordinator: Magda Nišpanská, Univerzitní náměstí, 1410/1, Liberec, Czech Republic<br/><a href="mailto:magda.nisponska@tul.cz">magda.nisponska@tul.cz</a><br/>Phone: 00420730595044</p> | <a href="http://www.tul.cz/en">http://www.tul.cz/en</a> |

<sup>1</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>2</sup> Programme Countries are the 28 EU countries, the EFTA countries and other European. Partner Countries are all other countries.

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

|                                     |   |  |  |
|-------------------------------------|---|--|--|
| University of Maine at Augusta, USA | UMA<br>(Erasmus+ PIC<br>code:9116152<br>16) | Prof. Gregory Fahy, Dean of<br>College of Art and Sciences,<br>150 Jewett Hall, Augusta<br>Campus, ME 04330, USA,<br><a href="mailto:gregory.fahy@maine.edu">gregory.fahy@maine.edu</a><br><br>Phone: +1(207)6213255 | <a href="http://www.uma.edu">www.uma.edu</a> |
|-------------------------------------|---|--|--|

## B. Mobility numbers<sup>4</sup> per academic year

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

| FROM<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED] | Subject area<br>name<br>*  | Number of staff mobility<br>periods   |  |
|--|--|---|--|---|--|
|  |  |   |  | Staff Mobility<br>for Teaching<br><br>[total number of<br>days of teaching<br>periods or average<br>duration *] | Staff<br>Mobility for<br>Training<br>* |
| CZ LIBREC01  | UMA  | 1) 04.0<br>2) 11.3                      | 1) Business Studies,<br>Management<br>Science<br><br>2) Informatics,<br>Computer Science | 12  | 12                                     |
| UMA  | CZ LIBREC01  | 1) 08.1<br>2) 05.0                      | 1) Philosophy<br><br>2) Education,<br>teacher training                                   |   | 24                                     |

## 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:

<sup>4</sup> 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>)



| Receiving institution<br>[Erasmus code or city] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level                       |  |
|---|------------------------|---------------------------|---------------------------|---|--|
|   |                        |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| CZ LIBEREC01                                    |                        | English                   | English                   |   | Native speakers  |
| UMA, Augusta, ME, USA                           |                        | English                   | English                   |   | B2   |

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

#### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** must respect the Charter for Higher Education of which it must be a holder. The charter can be found here: [https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

The higher education institution(s) located in a **Partner Country** must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** further undertakes to:

#### Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

#### **E. Additional requirements**

|                     |   |
|---------------------|---|
| CZ<br>LIBERECO<br>1 | In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website: |
|---------------------|---|



|     |   |
|-----|---|
|     | <a href="http://www.tul.cz/en/erasmus/incoming-international-students">http://www.tul.cz/en/erasmus/incoming-international-students</a> or contact the Erasmus Office: <a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a> .   |
| UMA | In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website: <a href="http://www.uma.edu">www.uma.edu</a> or contact UMA/TUL International Collaboration Coordinator: <a href="mailto:gregory.fahy@maine.edu">gregory.fahy@maine.edu</a> |

## F. Calendar

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

| Receiving institution<br>[Erasmus code or city] | Autumn term*<br>[month]                   | Spring term*<br>[month]   |
|---|---|---------------------------|
| CZ LIBEREC01                                    |   | 30 <sup>th</sup> November |
|   | TUL will send its decision within 6 weeks |                           |
| UMA   |   | 30 <sup>th</sup> November |
|   | UMA will send its decision within 6 weeks |                           |

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


2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.

## G. Information

| About | CZ LIBEREC01                                    | UMA |
|-------|---|-----|
|       | (for up to date contact details, see web pages) |     |

|                   |   |  |
|-------------------|---|--|
| Grading system    | TUL uses the <b>ECTS credit system</b> described at:<br>The symbols of <b>course unit duration</b> : (Y) 1 full year academic year and (S) 1 semester.<br>In addition to ECTS, TUL uses the <b>local numeral grade</b> system as following:<br>(1) Excellent, (1-) Excellent Minus, (2) Very Good, (2-) Very Good Minus, (3) Good and (4) Fail.<br>(R) Satisfactory Completion of Course – No Grade.  | UMA accepts college credit for successful completion of a variety of CLEP, DSST, Challenge, and AP exams. We are also an open test center for CLEP and DANTES. Credits from outside the University of Maine System: Transfer credit may be given for coursework completed at a regionally accredited institution of higher education and grades of 'C-' or higher are considered for transfer credit.<br><a href="https://www.uma.edu/compliance/transfer-credits-policy/">https://www.uma.edu/compliance/transfer-credits-policy/</a> |
| Visa              | Students with non-EU nationality should inform by e-mail ( <a href="mailto:marketa.sevelova@tul.cz">marketa.sevelova@tul.cz</a> ) 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. <a href="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</a> | Students and teachers with EU nationality can apply for ESTA visa online.<br><a href="https://estagousavisas.com/?qclid=Cj0KCQIAw4ivBRCJARIsAHYewPMPCn7G1linXi8Vgtal-U_BadkSPH_2iLq30KI5SskydUXuY6kOoaAvKjEALw_wcB">https://estagousavisas.com/?qclid=Cj0KCQIAw4ivBRCJARIsAHYewPMPCn7G1linXi8Vgtal-U_BadkSPH_2iLq30KI5SskydUXuY6kOoaAvKjEALw_wcB</a>   |
| Insurance         | We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.<br><a href="http://www.mzcr.cz/prevence/uk/uk.html">http://www.mzcr.cz/prevence/uk/uk.html</a>  | We accept EU health insurance card.  |
| Housing           | 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: <a href="mailto:us.koleje@tul.cz">us.koleje@tul.cz</a>  | Accommodation is booked at UMA housing, Stevens Commons, Beech St, Hallowell, ME 04347. There is no need to send a special application form or to register. To inform about the time of arrival:<br><a href="https://www.uma.edu/student-life/housing/uma-housing/">https://www.uma.edu/student-life/housing/uma-housing/</a>  |
| Special needs     | The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: <a href="http://www.tul.cz/akademicka-poradna-a-centrum-podpory_82">http://www.tul.cz/akademicka-poradna-a-centrum-podpory_82</a>   | The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support of students: Richard Randall Student Center. <a href="https://www.uma.edu/location/augusta/">https://www.uma.edu/location/augusta/</a>  |
| Academic Calendar | Winter Semester: Beginning in OCTOBER – FEBRUARY<br>Summer Semester: Mid FEBRUARY – End of JUNE<br><a href="http://www.tul.cz/en/erasmus/incoming-international-students/academic-calendar">http://www.tul.cz/en/erasmus/incoming-international-students/academic-calendar</a>  | Winter Semester: Beginning in September – December, Spring Semester: January– May.<br><a href="https://www.uma.edu/academics/calendar/">https://www.uma.edu/academics/calendar/</a>  |

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

| Institution<br>[Erasmus code<br>or name and<br>city] | Name, function  | Date            | Signature   |
|--|---|-----------------|---|
| CZ LIBEREC01   | doc. RNDr. Miroslav Brzezina,<br>CSc., TUL Rector, Tel.: +420<br>485 353 451 e-mail:<br><a href="mailto:rektor@tul.cz">rektor@tul.cz</a>                        | - 6 -12- 2019   |  |
| UMA,<br>Augusta, ME,<br>USA                          | Joseph Szakas, TUL Provost,<br>Vice-President of Academic<br>Affairs Tel: +1(207) 621-<br>3360<br>email: <a href="mailto:szakas@maine.edu">szakas@maine.edu</a> | 28. 11.<br>2019 |   |