

**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 <sup>4</sup>	Contact details <sup>5</sup> (email, phone)	Website (eg. of the course catalogue)
Technical University of Liberec	CZ LIBREC01	International office coordinator: Markéta Ševelová Studentská 2, 461 17, Liberec, Czech Republic. <a href="mailto:marketa.sevelova@tul.cz">marketa.sevelova@tul.cz</a>	<a href="http://www.tul.cz/en">http://www.tul.cz/en</a>
Faculty of Mechatronics, Informatics and Interdisciplinary Studies		Faculty coordinator: Simona Kuncová Faculty of mechatronics, Informatics and Interdisciplinary Studies <a href="mailto:Simona.kuncova@tul.cz">Simona.kuncova@tul.cz</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.

<sup>4</sup> Higher Education Institutions (HEI) from Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

<sup>5</sup> Contact details to reach the senior officer in charge of this agreement.

Zhytomyr Polytechnic State University	ZHYTOMYR	<p><b>Administrative Coordinators:</b>  Head of International Relations Department  Vasyl Mamray  E-mail: <a href="mailto:mamrayv@ukr.net">mamrayv@ukr.net</a>  Tel: +38 0412 41 85 41</p> <p><b>Institutional Erasmus+ Coordinator:</b>  Anna Ostapchuk  E-mail: <a href="mailto:as.ostapchuk@ukr.net">as.ostapchuk@ukr.net</a>  Tel: +38 0412 41 85 41</p> <p><b>Departmental Coordinator:</b>  Bogdanovskyi Martin  E-mail: <a href="mailto:martin.bogdanovskiy@gmail.com">martin.bogdanovskiy@gmail.com</a></p>	<p><a href="https://ztu.edu.ua/ua/study/zstu-info-en.php">https://ztu.edu.ua/ua/study/zstu-info-en.php</a></p> <p><a href="https://ztu.edu.ua/en/study/foreign_students.php">https://ztu.edu.ua/en/study/foreign_students.php</a></p> <p><a href="https://ztu.edu.ua/en/structure/faculties/fim/index.php">https://ztu.edu.ua/en/structure/faculties/fim/index.php</a></p>
Faculty of Computer-Integrated Technologies, Mechatronics and Robotics			

## B. Mobility numbers<sup>6</sup> per academic year

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies Student Mobility for Traineeships *  [total number of months of the study periods or average duration*]	
ZHYTOMYR	CZ LIBEREC01	523	Electronics and automation	2 <sup>d</sup> , 3 <sup>rd</sup>	X	X
CZ LIBEREC01	ZHYTOMYR	523	Electronics and automation	2 <sup>d</sup> , 3 <sup>rd</sup>	X	X

<sup>6</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>)



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

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
CZ LIBEREC01	ZHYTOMYR	523	Electronics and automation	X	X
ZHYTOMYR	CZ LIBEREC01	523	Electronics and automation	X	1 x 12 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 or city]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>7</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ LIBEREC01	Electronics and automation	Czech	English	B1	B2
ZHYTOMYR	Electronics and automation	Ukrainian	English, Russian	B1	B2

<sup>7</sup> 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. 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 LIBEREC01	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> .
ZHYTOMYR	In case of additional requirements of academic, organisational or other aspects contact the International relations department: <a href="mailto:as.ostapchuk@ukr.net">as.ostapchuk@ukr.net</a>

### F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
CZ LIBEREC01	30 <sup>th</sup> June (15 <sup>th</sup> June if the student needs a Visa)	30 <sup>th</sup> November (15 <sup>th</sup> November if the student needs a Visa)
	1. TUL will send its decision within 6 weeks 2. The Transcript of Records will be issued by the respective Faculty at TU Liberec before the departure of the student.	
ZHYTOMYR	02.09 – 19.01: July 15 (dates are flexible)	03.02-14.06: December 15 (dates are flexible)

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

2. The receiving institution will send its decision within 6 weeks.
3. The 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	ZHYTOMYR																																		
	(for up to date contact details, see web pages)																																			
Grading system	<p>TUL uses the <b>ECTS credit system</b> described at: The symbols of <b>course unit duration</b>: <b>(Y)</b> 1 full year academic year and <b>(S)</b> 1 semester. In addition to ECTS, TUL uses the <b>local numeral grade</b> system as following: <b>(1)</b> Excellent, <b>(1-)</b> Excellent Minus, <b>(2)</b> Very Good, <b>(2-)</b> Very Good Minus, <b>(3)</b> Good and <b>(4)</b> Fail. <b>(R)</b> Satisfactory Completion of Course – No Grade.</p>	<table><tr><th rowspan="2">ECTS</th><th rowspan="2">Description</th><th colspan="2">National System</th></tr><tr><th>5-point scale</th><th>100-point scale</th></tr><tr><td>A</td><td>Excellent - outstanding performance with only minor errors.</td><td>5 (Excellent)</td><td>90-100</td></tr><tr><td>B</td><td>Very good- above the average standard but with some errors</td><td>4 (Very good)</td><td>80-89</td></tr><tr><td>C</td><td>Good - generally sound work with a number of notable errors</td><td>4 (Good)</td><td>65-79</td></tr><tr><td>D</td><td>Satisfactory - fair but with significant shortcomings</td><td>3 (Satisfactory)</td><td>55-64</td></tr><tr><td>E</td><td>Sufficient - performance meets the minimum criteria</td><td>3 (Sufficient)</td><td>50-54</td></tr><tr><td>FX</td><td>Fail - some more work required before the credit can be awarded</td><td>2 (Fail)</td><td>35-49</td></tr><tr><td>F</td><td>Fail - considerable further work is required</td><td>2 (Fail)</td><td>1-34</td></tr></table>	ECTS	Description	National System		5-point scale	100-point scale	A	Excellent - outstanding performance with only minor errors.	5 (Excellent)	90-100	B	Very good- above the average standard but with some errors	4 (Very good)	80-89	C	Good - generally sound work with a number of notable errors	4 (Good)	65-79	D	Satisfactory - fair but with significant shortcomings	3 (Satisfactory)	55-64	E	Sufficient - performance meets the minimum criteria	3 (Sufficient)	50-54	FX	Fail - some more work required before the credit can be awarded	2 (Fail)	35-49	F	Fail - considerable further work is required	2 (Fail)	1-34
ECTS	Description	National System																																		
		5-point scale	100-point scale																																	
A	Excellent - outstanding performance with only minor errors.	5 (Excellent)	90-100																																	
B	Very good- above the average standard but with some errors	4 (Very good)	80-89																																	
C	Good - generally sound work with a number of notable errors	4 (Good)	65-79																																	
D	Satisfactory - fair but with significant shortcomings	3 (Satisfactory)	55-64																																	
E	Sufficient - performance meets the minimum criteria	3 (Sufficient)	50-54																																	
FX	Fail - some more work required before the credit can be awarded	2 (Fail)	35-49																																	
F	Fail - considerable further work is required	2 (Fail)	1-34																																	
Visa	<p>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></p>	<p>International Relations Department will provide assistance, when required, in securing visas for incoming and outbound mobile participants. Information and assistance can be provided by the following contact points and information sources: Tel: +38 0412 418541; +380675245545 Email: <a href="mailto:as.ostapchuk@ukr.net">as.ostapchuk@ukr.net</a> <a href="https://ztu.edu.ua/en/structure/departments/worldwork/">https://ztu.edu.ua/en/structure/departments/worldwork/</a></p>																																		
Insurance	<p>We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. <a href="http://www.mzcr.cz/prevence/uk/uk.html">http://www.mzcr.cz/prevence/uk/uk.html</a></p>	<p>We assist, if necessary, incoming and outbound mobile participants in obtaining insurance. Information and assistance can be provided by the International Relations Department expert: Tel: +38 0412 418541; +380675245545 Email: <a href="mailto:as.ostapchuk@ukr.net">as.ostapchuk@ukr.net</a> <a href="https://ztu.edu.ua/en/structure/departments/worldwork/">https://ztu.edu.ua/en/structure/departments/worldwork/</a></p>																																		
Housing	<p>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></p>	<p>The incoming mobile participants are assisted in their finding accommodation and being settled down. Information and assistance can be provided by the following persons and information sources: Tel: +38 0412 418541; +380675245545 Email: <a href="mailto:as.ostapchuk@ukr.net">as.ostapchuk@ukr.net</a> <a href="https://ztu.edu.ua/en/structure/departments/worldwork/">https://ztu.edu.ua/en/structure/departments/worldwork/</a></p>																																		



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>	
Academic Calendar	<p>Winter Semester: Beginning of OCTOBER – Mid FEBRUARY</p> <p>Summer Semester: Mid FEBRUARY – End of JUNE</p> <p><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></p>	<p>Academic Calendar:</p> <ul style="list-style-type: none"> <li>Autumn Semester: from the 2d of September, till the 19 th of January (including final exams);</li> <li>Spring Semester: from the 3rd of February till the 14th of June (including final exams).</li> </ul>

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>8</sup>
CZ LIBEREC01	doc. RNDr. Miroslav Brzezina, CSc. Rector	06 -01- 2020	
ZHYTOMYR	Prof. Viktor Ievdokymov Rector	20 -12- 2019	

<sup>8</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

