

**Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional agreement 2020¹
between institutions from
Programme and Partner Countries²**

[Minimum requirements]³

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 ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
Technical University of Liberec	CZ LIBEREC01	International office coordinator: Markéta Ševelová Studentská 2, 461 17, Liberec, Czech Republic. marketa.sevelova@tul.cz	http://www.tul.cz/en

¹ Higher Education Institutions have to agree on the period of validity of this agreement

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

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

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

⁵ Contact details to reach the senior officer in charge of this agreement.

Faculty of Mechatronics, Informatics and Interdisciplinary Studies	CZ LIBEREC01	Faculty coordinator: Simona Kuncová Faculty of Mechatronics, Informatics and Interdisciplinary Studies Simona.kuncova@tul .cz	
Faculty of Mechatronics, Informatics and Interdisciplinary Studies	CZ LIBEREC01	Department Coordinator: Doc. Ing. Josef Černohorský Institute of mechatronics and technical informatics Josef.cernohorsky@t ul.cz	
CARLETON UNIVERSITY / CANADA	CARLETON	Carleton International Carlos Vargas 509B Tory Building, 1125 Colonel By Drive Ottawa, ON, K1S 5B6, Canada Office: 1-613-520- 2600, ext 2628 carlos.vargas@carlet on.ca	

B. Mobility numbers 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
CARLETON UNIVERSITY / CANADA	CZ LIBEREC01	X	X	X	0	0
CZ LIBEREC01	CARLETON UNIVERSITY / CANADA	X	X	X	0	0

[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
CZ LIBEREC01	CARLETON	05.072	Engineering Manufacturing and processing		7 days (1 person)
CARLETON	CZ LIBEREC01	05.071	Engineering	7 days (1 person)	

⁶ 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>)

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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ LIBEREC01	Informatics, Mechatronics, Automation	Czech	English	B1	B2
CARLETON	MECHANICAL & AEROSPACE ENGINEERING	English		Not applicable	The language of instruction is English.

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

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.

⁷ 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>

- 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: http://www.tul.cz/en/erasmus/incoming-international-students or contact the Erasmus Office: erasmus@tul.cz .
CARLETON	<p>Candidates interested in coming to Carleton as visiting researchers must first identify a Carleton faculty member that is willing to host them. Interested candidates are responsible for contacting the faculty member(s). Once the relationship is established, the faculty member must contact Carleton International and complete a Request for Letter of Invitation for Visiting Appointees.</p> <p>Carleton International will issue an institutional letter of invitation, and terms and conditions of the visit by email to the visiting researcher. This letter is required for the applicable immigration application /entry to Canada.</p> <p>Visiting researchers are required to register for health insurance if their visit is longer than two weeks. Carleton International will also arrange for a Carleton ID number and campus card for the visitor's use upon arrival so that they may have access to the library or departmental resources for research, as well as wireless.</p> <p>For more information, please visit our website: https://carleton.ca/ci/2015/visiting-professors-instructors-researchers/</p>

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 th June (15 th June if the student needs a Visa)	30 th November (15 th November if the student needs a Visa)
	<ol style="list-style-type: none"> 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. 	
CARLETON	NOT APPLICABLE	NOT APPLICABLE

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

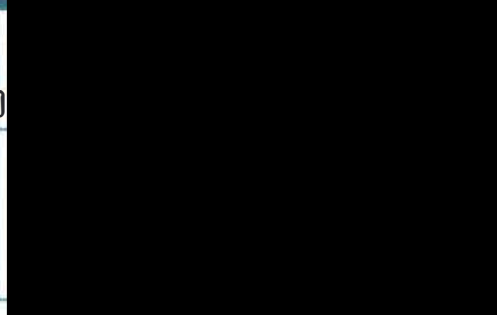
2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.

G. Information

About	CZ LIBREC01	CARLETON (INFORMATION ABOUT VISITING SCHOLARS)
	(for up to date contact details, see web pages)	
Grading system	<p>TUL uses the ECTS credit system described at: <i>The symbols of course unit duration: (Y) 1 full year academic year and (S) 1 semester.</i></p> <p>In addition to ECTS, TUL uses the local numeral grade system as following:</p> <p>(1) Excellent, (1-) Excellent Minus, (2) Very Good, (2-) Very Good Minus, (3) Good and (4) Fail. (R) Satisfactory Completion of Course – No Grade.</p>	<p>Information available at :</p> <p>https://carleton.ca/academicadvising/cgpas/</p>
Visa	<p>Students with non-EU nationality should inform by e-mail (marketa.sevelova@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</p>	<p>Please refer to the information on visas for entry to Canada and biometrics to identify who will require a visa and biometrics for entry to Canada. For visiting appointees travelling from countries which require visa's for entry to Canada, the letter of invitation (LOI) must be presented at the nearest Visa Application Centre to obtain the appropriate visa for entry to Canada. LOIs are issued by the Carleton International office, following the completion of the Letter of Invitation request form by the host faculty member.</p>
Insurance	<p>We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.</p> <p>http://www.mzcr.cz/prevence/uk/uk.html</p>	<p>The University Health Insurance Plan (UHIP) is mandatory for any appointee on campus for visits over 14 days in duration; and visitors must join UHIP within 30 days of their arrival.</p> <p>Visitors on campus less than two weeks must arrange health insurance in home country. Visitors appointed for more than 6 months may be eligible for OHIP (Ontario Health Insurance Plan) three months after arrival.</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: us.koleje@tul.cz</p>	<p>Visiting researchers are responsible for finding their own accommodations, with information provided by Carleton International. Accommodations can be on or off campus. For information on on-campus accommodations:</p> <p>https://conferenceservices.carleton.ca/accommodations/individuals/</p>
Special needs	<p>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</p>	<p>Carleton University is a leader in welcoming students and staff with disabilities and offers many different services. Please be aware that the type of services are available may depend on the student's or staff member's status.</p>

Academic Calendar	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	Fall semester begins in SEPTEMBER, until early DECEMBER. Winter semester begins in JANUARY, until early APRIL. Summer semester begins in MAY, until early AUGUST. http://calendar.carleton.ca/academicyear/
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
CZ LIBEREC01	doc. RNDr. Miroslav Brzezina, CSc. rector	10 -02- 2020	
CARLETON	Karen Schwartz Associate Vice-President (Research and International)	Jan 14, 2020	

⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation