

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2019-20[21]²

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)
SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES	LT KLAIPED04	Kornelija Gulbinskaitė ERASMUS Institutional Coordinator International Relations Department, SMK Vilnius Branch Kalvarijų st. 137 E, LT-08221 Vilnius, Lithuania Phone: +370 52 504 806 Email: kornelija.gulbinskaite@smk.lt	Website: https://www.smk.lt/en Information for Incoming students, Course Catalogue and Academic Calendar: https://www.smk.lt/en/erasmus/
Technical University of Liberec	CZ LIBEREC01	Erasmus Coordinator: Viera Huličková Studentská 2, 461 17 Liberec erasmus@tul.cz Faculty Coordinator: Martina Chvojková martina.chvojkova@tul.cz tel.: +420 485 352 418	https://www.tul.cz/en/
International Affairs Academic Contact	CZ LIBEREC01	List of ECTS Coordinators and Course Catalogue: http://www.tul.cz/en/erasmus/incoming-international-students/course-catalogue	

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.

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 (total number of months of the study periods or average duration*)	Student Mobility for Traineeships *
LT KLAIPED04	CZ LIBEREC01	0410	Business and Administration	1 st	2 X 5 months	
CZ LIBEREC01	LT KLAIPED04	0410	Business and Administration	1 st	2 X 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 *
CZ LIBEREC01	LT KLAIPED04	0410	Business and Administration	2 X 5 days	2 X 5 days
LT KLAIPED04	CZ LIBEREC01	0410	Business and Administration	2 X 5 days	2 X 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:

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>)

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]
LT KLAIPED04		English	English	B1	B2
CZ LIBEREC01		English	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

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.

LT KLAIPED04: NONE

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LT KLAIPED04	June 01 st	December 01 st
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 [x] weeks.

LT KLAIPED04 within 1 week after application deadline.

CZ LIBEREC01 will send its decision within 6 weeks.

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

LT KLAIPED04: Within 2 weeks after the official end of each semester.

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

4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be

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://europa.europa.eu/en/resources/european-language-levels-cefr>

given. This means that 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. The termination clauses must include the following disclaimer: "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.]

LT KLAIPED04:	SMK Grade	Approximate expression of required knowledge (Percentage)	Corresponding ECTS grade	Outcome of the evaluation
	10	95-100	A	Passing grade
	9	85-94	A	
	8	75-84	B	
	7	65-74	C	
	6	55-64	D	
	5	50-54	E	
	4	40-49	F/ FX	Failing grade
	3	30-39		
	2	20-29		
	1	0-19		
CZ LIBEREC01	Grading system		<p>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.</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-podporv-82</p>	
	Academic Calendar		<p>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</p>	

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

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
LT KLAIPED04	Kornelija Gulbinskaitė (kornelija.gulbinskaite@smk.lt)	https://www.smk.lt/en/erasmus/
CZ LIBEREC01	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
LT KLAIPED04	Kornelija Gulbinskaitė (kornelija.gulbinskaite@smk.lt)	https://www.smk.lt/en/erasmus/
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
LT KLAIPED04	Kornelija Gulbinskaitė (kornelija.gulbinskaite@smk.lt)	https://www.smk.lt/en/erasmus/
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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date
LT KLAIPED04	Ms Kornelija Gulbinskaitė Head of International Study Programmes	14-02-2020
CZ LIBEREC01	Mgr. Bc. Linda Marešová Head of the International office	13 -02- 2020

⁸ Scanned signatures are accepted