

**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: Mgr. Linda Marešová Studentská 2, 461 17, Liberec, Czech Republic. marketa.sevelova@tul.cz Faculty Coordinator: Prof. Karel Fraňa Faculty of Mechanical Engineering	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.

		karel.frana@tul.cz	
Conestoga College Institute of Technology and Advanced Learning / Canada	Kitchener	Calin Stoicoiu Chair, School of Engineering and IT Cstoicoiu@conestoga c.on.ca	http://www.conestoga c.on.ca/

B. Mobility numbers⁶ 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
KITCHENER	CZ LIBEREC01	071	Mechanical Engineering	1 st	2 x 4 months = 8 months	x
CZ LIBEREC01	KITCHENER	071	Mechanical Engineering	x	x	x

[*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	KITCHENER	071	Mechanical Engineering	x	x

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>)

KITCHENER	CZ LIBEREC01	071	Mechanical Engineering	x	x
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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	x	Czech	English	B1	B2
KITCHENER	x	English	Czech	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. 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.
- Ensure recognition for satisfactorily completed activities of study mobility and, where

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>

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 .
KITCHENER	Any additional academic or specific accommodations are governed by our operational policies and procedures, as per the website: https://www.conestogac.on.ca/policies/ . Also for additional information please contact our International Department: https://International.conestogac.on.ca/

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. 	
KITCHENER	<p>For fall term: May 1st</p> <p>For winter term: September 30th</p> <p>For summer term: March 1st</p> <p>Conestoga will confirm the successful applicants within 4 weeks.</p> <p>Official transcripts will be issued and provided to the sending institution within two weeks of the students' departure.</p>	

[* 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	KITCHENER
	(for up to date contact details, see web pages)	
Grading system	TUL uses the ECTS credit system described at: The symbols of course unit duration : (Y) 1 full year academic year and (S) 1 semester.	Conestoga College follows the Canadian postsecondary grading system as described within the Grading Procedure found on the

	<i>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.</i>	college website at: https://www.conestogac.on.ca/policies/academic/mics.jsp
Visa	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	Czech students must obtain the appropriate immigration status prior to entry in Canada. For additional information, please contact the International Department: https://international.conestogac.on.ca/
Insurance	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. http://www.mzcr.cz/prevence/uk/uk.html	Czech students must have proof of appropriate insurance coverage upon entry in Canada.
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: us.koleje@tul.cz	Student accommodation is provided through the College Residence, private student housing in the close campus proximity or using the Canada Homestay services http://canadahomestaynetwork.ca/
Special needs	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	Conestoga College provides support for students with accessibility needs as per the policy located at: https://www.conestogac.on.ca/policies/accessibility.jsp
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 term: September to mid-December Winter term: January to end of April Summer term: May to mid-August Additional information for the participating programs at Conestoga College is found at: https://www.conestogac.on.ca/degrees/

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	30-03-2020	
KITCHENER	Barbara Kelly, VP Academic/Student Affairs and Human Resources	<i>Barbara Kelly</i> 2020	

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