



**Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2014-2023
between institutions from
Programme and Partner Countries²**

8/2020 – 7/2022

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 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 Erasmus+.

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

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EUROPEAN COMMISSION

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Unit C3: International Cooperation

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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Technical University of Liberec	CZ LIBEREC01	Institutional Coordinator Mgr. Bc. Linda Marešová Studentská 2, 461 17, Liberec, Czech Republic. erasmus@tul.cz Bc. Ing. Karina Tatek Benetti, Ph.D. karina.benetti@tul.cz	http://www.tul.cz/en
Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	Bishkek	Rector Dr.Chinara Adamkulova chinara.adam@gmail.com	www.dipacademy.kg

³ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁴ Contact details to reach the senior officer in charge of this agreement.

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 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 * [Applicable from 2018 call]
CZ LIBEREC01	Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic				xxx	xxx
Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	CZ LIBEREC01	0410	Business and Administ ration	2nd	10 months (2 students)	xxx

[*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	Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	0410	Business and Administ ration	1 x 14 days	xxx
Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	CZ LIBEREC01	0410	Business and Administ ration	2 x 28 days	xxx

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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ LIBEREC01	0410	Czech	English	B1	B2
Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic (DAMFA)	0410	Russian	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. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus 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** of Erasmus+ 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

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

insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ 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. Costs for insurance can be covered with the organisational support grants. 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.

DAMFA:

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
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)
DAMFA	30 th June	30 th November

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

2. The receiving institution will send its decision within [x] 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]*
4. Termination of the agreement

In the event of a change or termination of cooperation agreement, are the Contracting parties required to inform the other party in writing. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

	CZ LIBEREC01 (for up to date contact details, see web pages)	DAMFA
Grading system	<i>TUL uses the ECTS credit system described at: 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.</i>	<i>DAMFA uses the ECTS credit system described at: The symbols of course unit duration: (Y) 1 full year academic year and (S) 1 semester. In addition to ECTS, DAMFA uses the local numeral grade system as following: (16-20) Excellent, (12-16) Very Good, (10-12) Good, (5-10) Fail, (0-5) Considerable further work requirement</i>

Special needs	The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: https://www.tul.cz/studenti/podpora-a-sluzby-studentum#akademick%C3%A1%20poradna	The facilities of the university are accessible for handicapped persons.
Academic Calendar	Winter Semester: Beginning of OCTOBER – Mid FEBRUARY Summer Semester: Mid FEBRUARY – End of JUNE http://www.tul.cz/en/international-relations/llp-erasmus	Winter Semester: Beginning of SEPTEMBER – Mid JANUARY Summer Semester: Mid JANUARY – End of MAY

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 or city]	Contact details (email, phone)	Website for information
CZ LIBEREC01	Institutional Coordinator Mgr. Bc. Linda Marešová Studentská 2, 461 17, Liberec, Czech Republic. erasmus@tul.cz Bc. Ing. Karina Tatek Benetti, Ph.D. karina.benetti@tul.cz	http://www.tul.cz/en
Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	Rector Dr.Chinara Adamkulova chinara.adam@gmail.com	www.dipacademy.kg

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 or city]	Contact details (email, phone)	Website for information
CZ LIBEREC01	Institutional Coordinator Mgr. Bc. Linda Marešová Studentská 2, 461 17, Liberec, Czech Republic. erasmus@tul.cz Bc. Ing. Karina Tatek Benetti, Ph.D. karina.benetti@tul.cz	http://www.tul.cz/en
Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	Rector Dr.Chinara Adamkulova chinara.adam@gmail.com	www.dipacademy.kg

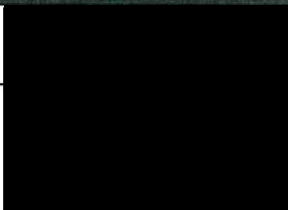
4. Housing

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 or city]	Contact details (email, phone)	Website for information
CZ LIBEREC01	Institutional Coordinator Mgr. Bc. Linda Marešová Studentská 2, 461 17, Liberec, Czech Republic. erasmus@tul.cz Bc. Ing. Karina Tatek Benetti, Ph.D. karina.benetti@tul.cz	http://www.tul.cz/en
Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	Rector Dr.Chinara Adamkulova chinara.adam@gmail.com	www.dipacademy.kg

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁷
CZ LIBEREC01	doc. RNDr. Miroslav Brzezina, CSc. rector	2/9/20	
Diplomatic Academy of the Ministry of Foreign Affairs of the Kyrgyz Republic	Rector Dr.Chinara Adamkulova	03.08.2020	

⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation