



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

Inter-institutional agreement 2014-2023
between institutions from
Programme and Partner Countries

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+.

Table of Contents

<u>A.Information about higher education institutions</u>	<u>2</u>
<u>B.Mobility numbers per academic year</u>	<u>3</u>
<u>C.Recommended language skills</u>	<u>4</u>
<u>D.Respect of fundamental principles and other mobility requirements</u>	<u>4</u>
<u>Before mobility</u>	<u>5</u>
<u>During and after mobility</u>	<u>5</u>
<u>E. Additional requirements</u>	<u>6</u>
<u>F.Calendar</u>	<u>6</u>
<u>G.Information</u>	<u>7</u>
<u>1.Grading systems of the institutions</u>	<u>7</u>
<u>2.Visa</u>	<u>7</u>
<u>3.Insurance</u>	<u>7</u>
<u>4.Housing</u>	<u>8</u>
<u>H.Signatures of the ins HYPERLINK "# Toc27574768"titutions (legal representatives)</u>	<u>8</u>

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	Contact details (email, phone)	Website (eg. of the course catalogue)
Technical University of Liberec	CZ LIBEREC01	Studentská 1402/2, 461 17, Liberec, Czech Republic. Institutional Coordinator Mgr. Bc. Linda Marešová erasmus@tul.cz Faculty of Textile Engineering coordinator: Dr. Adnan Mazari, adnan.ahmed.mazari@tul.cz	http://www.tul.cz/en
Polytechnic University of Tirana	TIRANA	Prof. Assoc. Ilda KAZANI; ikazani@fim.edu.al Prof. Assoc. Elfrida SHEHU (Vice rector) elfridashehu@upt.al Phone: +355682077800 PhD. Alma Afezolli Head of International Relation Unit aafezolli@upt.al Phone: +355694046450	https://www.upt.al/en/

B. Mobility numbers 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 *	Number of staff mobility periods	
				Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
CZ LIBEREC01	TIRANA	071	Textile engineering	xxx	4 x 5days = 20days
TIRANA	CZ LIBEREC01	071	Textile engineering	xxx	4 x 5days = 20days

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	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
CZ LIBEREC01	Textile engineering	Czech	English	B1	B2
TIRANA	Textile engineering	Albanian	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-charte>
HYPERLINK "https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charte"r 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 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.

TIRANA:

In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), we have the infrastructure to welcome them.

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 (31 st day if the student needs a Visa)	30 th November (31 st October if the student needs a Visa)
TIRANA	30 th June (15 th June if the student needs a Visa)	30 th November (15 th November 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.
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)	TIRANA
Grading system	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.	PUT uses the ECTS credit system : 1 full academic year = 60 credits 1 semester = 30 credits In addition to ECTS, TUL uses the local numeral grade system as following: (10) Excellent, (9) Very Good, (8) Good, (7) Satisfactory, (6) Sufficient, (5) Pass, and (1-4) Fail. (R) Satisfactory Completion of Course – No Grade.
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	
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 OCTOBER – Mid FEBRUARY Summer Semester: Mid FEBRUARY – End of JUNE

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	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.tul.cz/enhttp://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx
TIRANA	vasilikabonjo@yahoo.com	https://www.upt.al/en

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	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.	http://www.tul.cz/enhttp://www.mzcr.cz/cizinci
TIRANA	vasilikabonjo@yahoo.com	

4. Housing

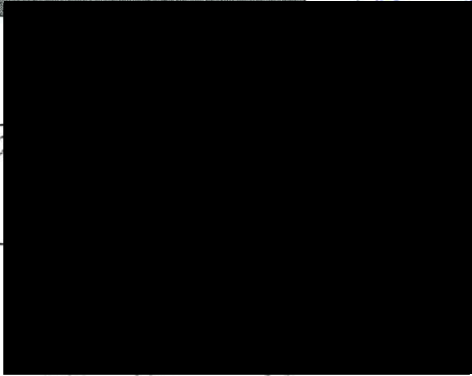
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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	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	http://www.tul.cz/en

	about the time of arrival: us.koleje@tul.cz	
TIRANA	vasilika@onig@yaho@.it	

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
CZ LIBEREC01	doc. RNDr. Miroslav Brzezina, CSc. rector	21/9/20	
TIRANA	Prof. Assoc. Elfrida SHEHU Vice Rector	29.07.2020	



