



Erasmus+ Programme

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

Inter-institutional agreement 2019-2021 between programme countries

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	Erasmus code	Contact details	Website
Metropolia University of Applied Sciences: Field of technology	SF HELSINK41	Field of technology: Anna-Liisa Auramo +358 40 356 3775 anna-liisa.auramo@metropolia.fi Tiina Piipponen +358 40 772 2847, tiina.piipponen@metropolia.fi	www.metropolia.fi/exchange
Technical University of Liberec	CZ LIBEREC01	Erasmus Coordinator Viera Huličková Studentská 2, 461 17, Liberec, Czech Republic erasmus@tul.cz Faculty Coordinator Marcela Válková marcela.valkova@tul.cz	http://www.tul.cz/en
International Affairs Academic Contact		List of ECTS Coordinators and Course Catalogue: http://www.tul.cz/en/erasmus/incoming-international-students/course-catalogue	

B. Mobility numbers per academic year

This agreement is valid for the academic years 2019-2021. 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	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					Studies	Traineeships
SF HELSINK41	CZ LIBEREC01	7	Automotive and Mechanical Engineering	1 st	2x5 months	
CZ LIBEREC01	SF HELSINK41	0710 (0716)	Engineering and engineering Trades (Motor vehicles, ships and aircraft)	1,2	2x5 months	no traineeships available

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Teaching	Training
SF HELSINK41	CZ LIBEREC01	7	Automotive and Mechanical Engineering	1-2 mobility periods	1-2 mobility periods
CZ LIBEREC01	SF HELSINK41	0710 (0716)	Engineering and engineering Trades (Motor vehicles, ships and aircraft)	2x5 days	2x5 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:

Receiving institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Studies	Teaching
SF HELSINK41		English	Finnish	B2 English	B2 English
CZ LIBEREC01		Czech	English	B1 English	B2 English

D. Additional requirements

Institution	Additional requirements
SF HELSINK41	
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 .

E. Calendar

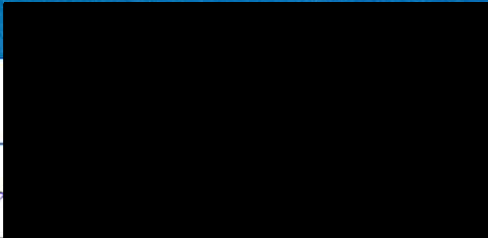
Receiving institution	Application periods:	
SF HELSINK41	Autumn term: 15 March-1 May	Spring term: 15 September-1 November
CZ LIBEREC01	30 th June (30 th May if the student needs a Visa)	30 th November (30 th October if the student needs a Visa)
	1. TUL will send its decision within 6 weeks 2. A Transcript of Records will be issued by the respective Faculty at TU Liberec before the departure of the student.	
The receiving institution will send its decision within 4-6 weeks after the application period.		
A Transcript of Records will be issued by the receiving institution no later than 4-6 weeks after the assessment period has finished at the receiving HEI.		
Termination of the agreement: In the event of unilateral termination, a notice of at least one academic year should be 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.		

F. Information

About	SF HELSINK41	CZ LIBEREC01
	(for up to date contact details, see web pages)	
Grading system	https://www.metropolia.fi/en/apply/general-information/manage-your-studies/academic-information/	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.
Visa	https://www.metropolia.fi/en/apply/general-information/student-life-and-wellbeing/residence-permits-and-registrations/	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

Insurance	https://www.metropolia.fi/en/apply/general-information/student-life-and-wellbeing/insurance/	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. http://www.mzcr.cz/cizinci
Housing	https://www.metropolia.fi/en/apply/general-information/student-life-and-wellbeing/accommodation/	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
Academic Calendar	https://www.metropolia.fi/en/apply/general-information/manage-your-studies/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
Special needs		The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: http://apc.tul.cz/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
SF HELSINK41	Eina Värtö , Head of International Relations, Niina Huovinen	8.9.2020	
CZ LIBEREC01	Mgr. Bc. Linda Marešová Head of the International office	24.8.2020	
