**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2020/2021 – 2021/2022  
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**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| **Technical University of Liberec** | **CZ LIBEREC01** | Erasmus Coordinator:  Viera Huličková  Studentská 2, 461 17, Liberec,  Czech Republic.  [erasmus@tul.cz](mailto:randa.tomehova@tul.cz)  Faculty Coordinator EF:  Martina Chvojková  [martina.chvojkova@tul.cz](mailto:martina.chvojkova@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> |  |
| **Universidad Nacional de Educación a Distancia, Madrid, UNED**  Institutional Coordinator | **E MADRID01** | **Institutional Coordinator:** María Esther Souto Galván, Vice-rector for Institutional policy and international relations  **Administrative Contact:**  Erasmus Programme contact: Encarna Valero Ibáñez. [movilidad@adm.uned.es](mailto:movilidad@adm.uned.es).  Phone:+34-913986578/ 6051  Postal address: Bravo Murillo, 38, 4th floor. 28015 Madrid | <http://www.uned.es>  International Area:  www.uned.es/intern acional |
| Universidad Nacional de Educación a Distancia, Madrid, UNED  Departamental Coordinator | E MADRID01 | **Academic Contact:**  Dr. Marcin Roman Czubala Ostapiuk  Facultad de Ciencias Económicas y Empresariales  Paseo Senda del Rey 11,  28040 Madrid, Spain  Tel: +34 913989342  E-Mail: mczubala@cee.uned.es | <http://www.uned.es> |

**B. Mobility numbers[[3]](#footnote-3) per 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, 1st , 2nd or 3rd]*** | **Number of student mobility periods** |
| Student Mobility for Studies  *[total number of months of the study periods or average duration\*]* |
| CZ LIBEREC01 | E MADRID01 | 0311, 0410,  1015 | Economics, Business Administration& Tourism | 1,2 | 2 x 5 months |
| E MADRID01 | CZ LIBEREC01 | 0311, 0410,  1015 | Economics, Business Administration& Tourism | 1st | 2 x 5 months |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code* [ISCED]** | ***Subject area name*** | **Staff Mobility for Teaching *[total number of days of teaching periods or average duration \*]*** | **Staff Mobility for Training *[total number of days of training periods or average duration \*]*** |
| CZ LIBEREC01 | E MADRID01 | 0311, 0410,  1015 | Economics, Business Administration& Tourism | **2 x 5 days (8 teaching hours per week)** | **2 x 5 days** |
| E MADRID01 | CZ LIBEREC01 | 0311, 0410,  1015 | Economics, Business Administration& Tourism & Tourism | **1 week (5 days, 8 teaching hours per week)** | --- |

**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]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level[[4]](#footnote-4)** | | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] | Staff Mobility for Training  [*Minimum recommended level: B2*] |
| CZ LIBEREC01 |  | Czech | English | B1 | B2 |  |
| E MADRID01 |  | Spanish | --- | 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**

*Additional requirements for:* ***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](mailto:erasmus@tul.cz).

*Additional requirements for* ***UNED*** *– Universidad Nacional de Educación a Distancia – E MADRID01:*

The sending university will screen and select candidates for exchange studies in accordance with its applicable rules and regulations. The receiving institution will accept the candidates selected by the sending institution if mutually acceptable academic and/or professional qualifications and standards are met. However, the receiving university has the right to make the final decision on the admission of candidates nominated for exchange. Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability.

Infrastructure to welcome students and staff with disabilities: <http://www.uned.es/internacional>

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| CZ LIBEREC01 | 30th June (30th May if the student needs a Visa) | 30th November (30th 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. |  |
| 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> |
| E MADRID01 | July 15th | January 15th |

*[\* to be adapted in case of a trimester system]*2. The receiving institution will send its decision within 4 weeks.  
3. Issue of the **Transcript of Records**

E MADRID01: ToR will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.*Every student must pick up the transcript him/herself! The UNED will NOT automatically send your transcript to your home university. If the student’s exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.*

4. **Termination of the agreement**

*The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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**

**UNED – Universidad Nacional de Educación a Distancia (E MADRID01):**

UNED does not fully comply with the ECTS grading system.

The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given):

• "Matrícula de Honor" (10) = Very Good;

• "Sobresaliente" (9) = Good;

• "Notable" (7-8) = Satisfactory;

• "Aprobado" (5-6) = Sufficient;

• "Suspenso" (1-4) = Non-Sufficient/Fail.

The minimum passing grade is "Aprobado" (5). Verbal designations of grades may vary in some cases and for doctoral degrees.

**CZ LIBEREC01:**

*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****) SatisfactoryCompletion of Course – No Grade.*

**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** |
| CZ LIBEREC01 | Students with non-EU nationality should inform by e-mail ([erasmus@tul.cz](mailto: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> |
| E MADRID01 | [movilidad-economico@adm.uned.es](mailto:movilidad-economico@adm.uned.es) | [www.uned.es/internacional](http://www.uned.es/internacional) |

**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** |
| CZ LIBEREC01 | We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. | <http://www.mzcr.cz/cizinci> |
| E MADRID01 | [movilidad-economico@adm.uned.es](mailto:movilidad-economico@adm.uned.es) | [www.uned.es/internacional](http://www.uned.es/internacional) |

**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** |
| 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 about the time of arrival:[us.koleje@tul.cz](mailto:us.koleje@tul.cz) |  |
| E MADRID01 | [movilidad-economico@adm.uned.es](mailto:movilidad-economico@adm.uned.es) | [www.uned.es/internacional](http://www.uned.es/internacional) |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[5]](#footnote-5)** |
| CZ LIBEREC01 | Mgr. Bc. Linda Marešová  Head of the International office | 5.11.2020 |  |
| E MADRID01 | María Esther Souto Galván,  Vice-rector for Institutional policy and international relations | 3.11.2020 |  |

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. 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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-3)
4. 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> [↑](#footnote-ref-4)
5. Scanned signatures are accepted [↑](#footnote-ref-5)