



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

Inter-institutional 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	Erasmus code	Contact details	Website
FH Aachen University of Applied Sciences	D AACHEN02	Bayernallee 11 D – 52066 Aachen	www.fh-aachen.de
		Head of Dept. International Affairs & Dept. ERASMUS+ Institutional Coordinator Tel. + 49(0)241 6009 51018 kazma@fh-aachen.de	www.aaa.fh-aachen.de
Technical University of Liberec	CZ LIBEREC01	Erasmus Coordinator Viera Huličková Studentská 2, 461 17, Liberec, Czech Republic. erasmus@tul.cz	http://www.tul.cz/en
		Faculty Coordinator Martina Chvojková martina.chvojkova@tul.cz +420 48 535 2418	
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

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods	
		code	name		Studies	Traineeships
CZ LIBEREC01	D AACHEN02	410	Business and administration	1,2	4x5 months	-
D AACHEN02	CZ LIBEREC01	410	Business and administration	1,2	4x5 months	-

FROM	TO	Subject area [ISCED]		Number of staff mobility periods	
		code	name	Teaching	Training
CZ LIBEREC01	D AACHEN02	410	Business and administration	2x5 days	
D AACHEN02	CZ LIBEREC01	410	Business and administration	2x5 days	

C. Recommended language skills

The sending 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	Language (s)	For more details	Recommended language of instruction	
			Student Mobility	Staff Mobility
CZ LIBEREC01	Czech/English	English	B1	B2
D AACHEN02	German/English	English	B2	B2

D. 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 .
D AACHEN02	./.

E. Calendar

Receiving institution	Autumn term	Spring 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)				
	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 student receives a booklet, "Index", where he/she is supposed to collect signatures from the teachers to confirm passed courses and examinations. This system is parallel to the on-line system and ensures a fast processing of the transcript of records that the student should pick up at the student Office of the faculty before leaving TU Liberec.					
D AACHEN02	1. Applications/information on nominated students must reach the receiving institution by: <table border="1" data-bbox="411 1205 1549 1339"> <thead> <tr> <th>Autumn term [month]</th> <th>Spring term [month]</th> </tr> </thead> <tbody> <tr> <td>May 31st</td> <td>October 31st</td> </tr> </tbody> </table>		Autumn term [month]	Spring term [month]	May 31st	October 31st
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	2. FH Aachen as receiving institution will send its decision within six weeks.					
	3. Academic Calendar <table border="1" data-bbox="411 1525 1549 1637"> <thead> <tr> <th>Autumn term [from - to]</th> <th>Spring term [from - to]</th> </tr> </thead> <tbody> <tr> <td>September - February</td> <td>March - August</td> </tr> </tbody> </table>		Autumn term [from - to]	Spring term [from - to]	September - February	March - August
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	4. A Transcript of Records will be issued by FH Aachen as receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.					

The present bilateral agreement will be valid during the academic years 2014/15 – 2020/21, unless either side terminates the agreement in writing at the latest by September 30th for activities taking place during the next (n+1) academic year. Additional activities

Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be

admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.ities, cancellations or new subject areas are to be communicated by the same deadline.

F. Information

About	CZ LIBEREC01	D AACHEN02												
	(for up to date contact details, see web pages)													
Grading system	<p>TUL uses the <i>ECTS credit system</i>. 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.</p>	<p>University of Applied Sciences of Aachen grading system</p> <p>(1) Course Unit Code: Refer to the ECTS Course Catalogue</p> <p>(2) Duration of course unit: Y = 1 full academic year 2S = 2 semesters 1S = 1 semester 2T = 2 terms/ trimesters 1T = 1 term/trimester</p> <p>(3) Grading:</p> <p>a) Description of the institutional grading system</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1,0-1,3</td> <td>Sehr gut (very good)</td> </tr> <tr> <td>1,7-2,3</td> <td>Gut (good)</td> </tr> <tr> <td>2,7-3,3</td> <td>Befriedigend (satisfactory)</td> </tr> <tr> <td>3,7-4,0</td> <td>Ausreichend (sufficient)</td> </tr> <tr> <td>5,0</td> <td>Mangelhaft (not sufficient, fail)</td> </tr> </tbody> </table> <p>b) Grading distribution in the department or programme (please specify) (for this section please refer to ECTS Users' Guide, Annex 3)</p> <p>(4) ECTS credits: 1 academic year = 60 credits 1 semester = 30 credits 1 term/ trimester = 20 credits</p> <p>If the student does not pass all of his or her exams, and, therefore, does not achieve the required ECTS credits, he or she has the option of repeating the exam during the next examination period. The FH Aachen does not offer distance exams. Students must be physically present at the FH Aachen for all exams.</p>	Grade	Description	1,0-1,3	Sehr gut (very good)	1,7-2,3	Gut (good)	2,7-3,3	Befriedigend (satisfactory)	3,7-4,0	Ausreichend (sufficient)	5,0	Mangelhaft (not sufficient, fail)
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Visa	<p>Participants will be provided with all the necessary documents for the visa process by the TUL Erasmus+ office erasmus@tul.cz. Acceptance letters in Czech and English will be sent to the International Office of the students' home university together with the signed Learning Agreement, as well as the accommodation contract called „Smlouva o smlouvě budoucí“. These documents state the dates of the beginning and the end of the semester according to the TUL academic calendar, or the beginning and the end dates of the traineeship.</p> <p>http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx</p>	<p>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.</p> <p>Information and assistance can be provided by the following contact points and information sources:</p> <p>www.ifo.fh-aachen.de</p> <p>http://www.fh-aachen.de/en/university/department-of-international-affairs/international-students-applicants/visa-formalities-and-residence-permit/</p>												

Insurance	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. http://www.mzcr.cz/cizinci	<p>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.</p> <ul style="list-style-type: none"> for the UE citizens (exchange students and staff) the European Health Insurance Card (EHIC) is obligatory for the non-UE citizens (exchange students and staff) an individual insurance policy is obligatory for all exchange students and staff, the 3rd party liability insurance policy is recommended <p>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:</p> <p>For non-EU students, a valid health insurance is required for enrolment and can be purchased after arrival in Germany, for approx. 70,00 € per month. A travel insurance for the first two weeks is recommended as the student health insurance only becomes valid after enrolment. EU-students are covered by their home health insurance. We will inform incoming students of cases in which insurance cover is not automatically provided.</p> <p>www.ifo.fh-aachen.de</p>
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	<p>FH Aachen will guide incoming students in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Students will be provided with one offer for accommodation. If that offer is not suitable, students have to find an accommodation on their own. They will be provided with websites and can ask for help though. The rent is approximately between 250,00 € to 400,00 € per month. Usually, a deposit payment of up to a three-months-rent is required.</p> <p>www.ifo.fh-aachen.de</p>
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/	<p>http://www.fh-aachen.de/en/university/department-of-international-affairs/international-students-applicants/</p> <p>The facilities of the university are accessible for handicapped persons.</p>
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	<p>Winter Semester: Beginning of September – End of FEBRUARY</p> <p>Summer Semester: Beginning of March – End of August</p>

G. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	
CZ LIBEREC01	Mgr. Bc. Linda Marešová Erasmus+ Institutional Coordinator	22-03-2021	
D AACHEN02	Ms Nathalie Kazma Head Dept. of International Affairs & Dept. ERASMUS+ Institutional Coordinator	08.01.2021	

scanned signatures are accepted