



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff - Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2021 - 2022<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>VIVES University of Applied Sciences Kortrijk-Roeselare-Torhout</b>  Katholieke Hogeschool VIVES Zuid	B KORTRIJ01	Tine Ternest Head International Office Doorniksesteenweg 145 B-8500 Kortrijk Belgium Tel: +32 56 26 41 64 <a href="mailto:international@vives.be">international@vives.be</a> <a href="mailto:agreements@vives.be">agreements@vives.be</a>  <b>International Coordinators:</b> Johan Cottyn Commercial Sciences and Business Management <a href="mailto:johan.cottyn@vives.be">johan.cottyn@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<b>VIVES University of Applied Sciences Brugge-Oostende</b>  Xaverianenstraat 10 B-8200 Brugge Belgium  Katholieke Hogeschool VIVES Noord	B BRUGGE11	Tine Ternest Head International Office Tel: +32 50 30 52 33 <a href="mailto:international@vives.be">international@vives.be</a> <a href="mailto:agreements@vives.be">agreements@vives.be</a>  <b>International Coordinators:</b> Johan Cottyn Commercial Sciences and Business Management <a href="mailto:johan.cottyn@vives.be">johan.cottyn@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>
<b>Technical University of Liberec</b>	CZ LIBEREC01	Erasmus Coordinator Viera Huličková Studentská 2, 461 17, Liberec, Czech Republic. <a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a>  Faculty Coordinator Martina Chvojková <a href="mailto:martina.chvojkova@tul.cz">martina.chvojkova@tul.cz</a> +420 48 535 2418	<a href="http://www.tul.cz/en">http://www.tul.cz/en</a>

## B. Mobility numbers<sup>5</sup> 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.

### Student Mobility for Studies (SMS) and Student Mobility for Traineeships (SMP)

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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
B KORTRIJ01	CZ LIBEREC01	0410	Business and Administratio n	1 <sup>st</sup>	2 students for 5 months each	
CZ LIBEREC01	B KORTRIJ01	0410	Business and Administratio n	1 <sup>st</sup>	2 students for 5 months each	
B BRUGGE11	CZ LIBEREC01	0410	Business and Administratio n	1 <sup>st</sup>	2 students for 5 months each	
CZ LIBEREC01	B BRUGGE11	0410	Business and Administratio n	1 <sup>st</sup>	2 students for 5 months each	

<sup>5</sup> 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>)

## Staff Mobility for Teaching (STA) and Staff Mobility for Training (STT)

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 *
B KORTRIJ01	CZ LIBEREC01	0410	Business and Administration	2x5days	2x5days
CZ LIBEREC01	B KORTRIJ01	0410	Business and Administration	2x5days	2x5days
B BRUGGE11	CZ LIBEREC01	0410	Business and Administration	2x5days	2x5days
CZ LIBEREC01	B BRUGGE11	0410	Business and Administration	2x5days	2x5days

## 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 <sup>6</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
B KORTRIJ01		Dutch		B2	B2
			English	B1 <sup>7</sup>	B2
B BRUGGE11		Dutch		B2	B2
			English	B1 <sup>8</sup>	B2
CZ LIBEREC01		Czech/English	English	B1	B2

<sup>6</sup> 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>

<sup>7</sup> English: B1 (Independent User) recommended / Dutch: B2 recommended

<sup>8</sup> English: B1 (Independent User) recommended / Dutch: B2 recommended

For more details on the language of instruction recommendations, see the course catalogue of each institution.

## D. Additional requirements

### **Additional requirements at VIVES University of Applied Sciences (B KORTRIJ01 & B BRUGGE11)**

Students' application for an international mobility at VIVES University of Applied Sciences Kortrijk-Roeselare-Torhout-Brugge-Oostende is only possible by use of the online application form available on our website: <https://www.vives.be/nl/node/1739>.

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to International Office.

CZ LIBEREC01	In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website: <a href="http://www.tul.cz/en/erasmus/incoming-international-students">http://www.tul.cz/en/erasmus/incoming-international-students</a> or contact the Erasmus Office: <a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a> .
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## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B KORTRIJ01	May 31 <sup>st</sup>	November 20 <sup>th</sup>
B BRUGGE11	May 31 <sup>st</sup>	November 20 <sup>th</sup>
CZ LIBEREC01	30 <sup>th</sup> June (30 <sup>th</sup> May if the student needs a Visa)	30 <sup>th</sup> November (30 <sup>th</sup> October if the student needs a Visa)

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination or modification of the agreement

The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. The agreement can be cancelled, activities can be added to it, and changes in mobility data can be made annually, provided they are communicated before January 1<sup>st</sup>.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

1. TUL will send its decision within 6 weeks. A Transcript of Records will be issued by the respective Faculty at TU Liberec before the departure of the student.

## F. Information

### 1. Grading systems of the institutions

#### **B KORTRIJ01 & B BRUGGE11 grading system**

Description <b>B KORTRIJ01 &amp; B BRUGGE11 grading system</b>		<b>BE NL - Flanders – Dutch speaking Belgium</b>	
Grading system			
Legal framework		System is imposed by law (Flemish Decree)	
Student Target group	Bachelor	Grade range	0 to 20
Pass grade		10	
Other pass grade levels		10-11-12-13-14-15-16-17-18- 19-20	
Description of the grading system		<p>We have a system of 0-20 with an interval of 1 point. No half points are given. 10 is the pass mark. No overall average is necessary. Grades lower than 8 or higher than 18 are in practice seldom or never given. The median is often around 13-14. During deliberation in many faculties failure points (below 10) can be condoned e.g. during deliberation, e.g. a 9 or even an 8. For such course units no credit certificate is given. The marks may also be weighted in terms of the ECTS weight. Normally the grading is absolute i.e. linked to how well the learning outcomes have been reached. Score distributions do not play a role.</p>	
Specific features		<p>In principle the grading culture is the same everywhere, but there tend to be sometimes serious differences between professors. From the statistics, it seems that the pass mark is sometimes used as a 'grace' mark i.e. a professor does not want a student to fail only because of his course unit so he/she gives a 10.</p>	
Grade conversion		<p>VIVES University of Applied Sciences is member of the <a href="#">Egracons (European Grade Conversion System)</a> project. Egracons is a Lifelong Learning project (2012-2015) co-funded by the European commission aiming to facilitate exchange mobility by working out a conversion system based on ECTS grade conversion tables as recommended in the EU's 2015 ECTS Users' guide. VIVES uses the EGRACONS Conversion Tool to convert marks / grades from one system to another.</p>	

About	CZ LIBEREC01
	(for up to date contact details, see web pages)
Grading system	<p><b>TUL uses the <i>ECTS credit system</i>.</b>  The symbols of <b>course unit duration</b>: <b>(Y)</b> 1 full year academic year and <b>(S)</b> 1 semester.  In addition to ECTS, TUL uses the <b>local numeral grade system</b> as following:  <b>(1)</b> Excellent, <b>(1-)</b> Excellent Minus, <b>(2)</b> Very Good, <b>(2-)</b> Very Good Minus, <b>(3)</b> Good and <b>(4)</b> Fail.  <b>(R)</b> Satisfactory Completion of Course – No Grade.</p>
Visa	<p><b>Participants</b> will be provided with all the necessary documents for the visa process by the TUL Erasmus+ office <a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a>. 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.  <a href="http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx">http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx</a></p>
Insurance	<p>We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.  <a href="http://www.mzcr.cz/cizinci">http://www.mzcr.cz/cizinci</a></p>
Housing	<p>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: <a href="mailto:us.koleje@tul.cz">us.koleje@tul.cz</a></p>
Special needs	<p>The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: <a href="http://apc.tul.cz/">http://apc.tul.cz/</a></p>
Academic Calendar	<p>Winter Semester: Beginning of OCTOBER – Mid FEBRUARY  Summer Semester: Mid FEBRUARY – End of JUNE  <a href="http://www.tul.cz/en/erasmus/incoming-international-students/academic-calendar">http://www.tul.cz/en/erasmus/incoming-international-students/academic-calendar</a></p>

## 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
B KORTRIJ01	Melanie Carbonelle Tel: +32 56 26 41 64 Email: <a href="mailto:incoming.exchanges@vives.be">incoming.exchanges@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>
B BRUGGE11		
CZ LIBEREC01		

### **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
B KORTRIJ01	Tine Ternest Tel: +32 56 26 41 64 Tel: +32 50 30 52 33 Email: <a href="mailto:international@vives.be">international@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>
B BRUGGE11		
CZ LIBEREC01		

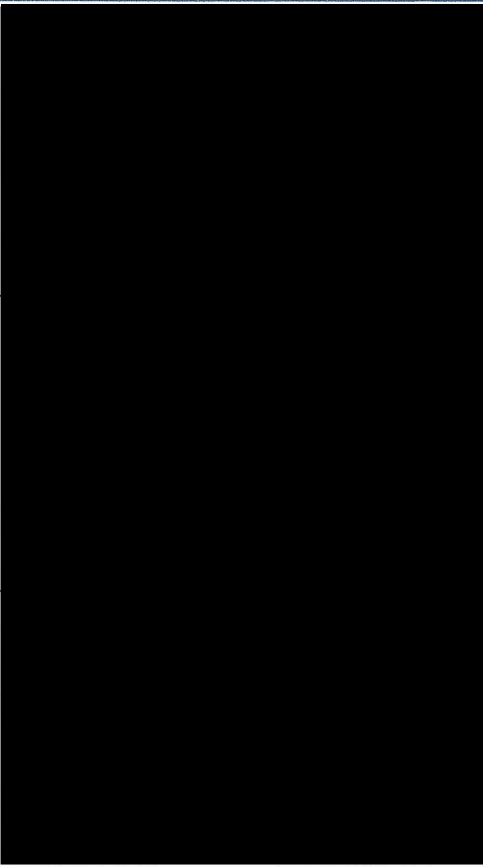
### **4. Housing**

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
B KORTRIJ01	Steve Vangroenweghe Tel: +32 56 27 05 41 Email: <a href="mailto:housing.officer@vives.be">housing.officer@vives.be</a> <a href="mailto:incoming.exchanges@vives.be">incoming.exchanges@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>
B BRUGGE11	Inge Eytorff Tel: +32 50 30 52 93 Email: <a href="mailto:inge.eytorff@vives.be">inge.eytorff@vives.be</a> <a href="mailto:incoming.exchanges@vives.be">incoming.exchanges@vives.be</a>	<a href="http://www.vives.be/international">www.vives.be/international</a>
CZ LIBEREC01		

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

Institution [Erasmus code]	Name, function	Date	Signature and Seal <sup>9</sup>
B KORTRIJ01	<b>Mr. Joris Hindryckx</b> President	17/06/2021	
B BRUGGE11	<b>Mr. Joris Hindryckx</b> President	17/06/2021	
CZ LIBEREC01	Mgr. Bc. Linda Marešová Institutional Coordinator	29-06-2021	

CITY OF LIBEREC  
Office  
7 Liberec 1  
international@tul.cz

<sup>9</sup> Scanned signatures are accepted