

Information on (digital) Inter-Institutional Agreements

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

Requirements for Inter-Institutional Agreements 2021-2022



*The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution. **AP University of Applied Sciences and Arts** uses [EGRACONS](#). Partner Institutions are warmly recommended to join the tool.

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Name of the institution (own) (and department, where relevant)	Erasmus code	Contact details (email, phone)
AP University of Applied Sciences and Arts Antwerp	B ANTWERP62	<p>Institutional co-ordinator: Mrs. Maike van den Hoven - Mrs. Frauke Druant Lange Nieuwstraat 101 2000 Antwerpen maike.vandenhoven@ap.be frauke.druant@ap.be +32 3 220 32 67</p> <p>Departement co-ordinator</p>

Websites	URLS
General	http://www.ap.be http://www.ap.be/international «home_inst_info_C_WWW» https://www.ap.be/en/international/programmes «home_inst_info_C_WWW_FACULTIES» https://www.ap.be/en/international/programmes «home_inst_info_C_WWW_FACULTIES»

Name of the institution (partner) (and department, where relevant)	Erasmus code	Contact details (email, phone)
Technical University of Liberec	CZ LIBREC01	<p>Erasmus Coordinator Viera Huličková Studentská 2, 461 17 Liberec, Czech Republic. erasmus@tul.cz</p> <p>Faculty Coordinator Martina Chvojková</p>

	martina.chvojkova@tul.cz +420 48 535 2418
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Websites	URLs
General	http://www.tul.cz/en
Faculty/Faculties	
Course Catalogue	http://www.tul.cz/en/erasmus/incoming-international-students/course-catalogue

Calendar

Incoming student nominations must reach the institution by:

Autumn term [day/month]	Spring term [day/month]
B ANTWERP62 01/05	B ANTWERP62 01/11 «home_erasmus_code»
CZ LIBEREC01 30th June (30th May if the student needs a Visa)	CZ LIBEREC01 30th November (30th October if the student needs a Visa)

Applications from incoming students must reach the institution by:

Autumn term [day/month]	Spring term [day/month]
B ANTWERP62 After approx. 8 weeks after nomination	B ANTWERP62 After approx. 8 weeks after nomination
CZ LIBEREC01 After approx. 8 weeks after nomination	CZ LIBEREC01 After approx. 8 weeks after nomination

Application procedure for incoming students

Contact details (email, phone)	Website for information
<p>B ANTWERP62 Mrs Annelies Verstraeten: incomingstudents@ap.be +3232205753</p>	<p>General: «home_inst_info_C_APP_INFO_WWW»</p> <p>For the Royal Academy of Fine Arts: https://www.ap-arts.be/en/education/bachelor-and-master-visual-arts/register#Exchange%20students</p> <p>For the Royal Conservatoire Antwerp: Music: https://www.ap-arts.be/en/education/music/register#Exchange%20students Dance : https://www.ap-arts.be/en/education/bachelor-dance/register#Exchange%20students Drama : https://www.ap-arts.be/opleiding/drama/inschrijven#Uitwisseling</p> <p>General: https://www.tul.cz/en/home-page/</p> <p>Faculty of Economics: https://www.ef.tul.cz/en/</p> <p>Incoming students: https://www.tul.cz/en/erasmus-2/incoming-students/</p>
<p>CZ LIBEREC01 Mrs: Daria Mlejnková: erasmus@tul.cz</p>	

Additional requirements

Requirement	Details	Website for information (if applicable)
<p>B ANTWERP62 Academic requirements</p>	<p>«home_inst_info_C_ADD_REQ_ACADEM_DET» » AP University of Applied Sciences and Arts Antwerp</p>	<p>General: Information for incoming students about application/selection criteria/offered exchange programmes: http://www.ap.be/international</p> <p>For the Royal Academy of Fine Arts: https://www.ap-arts.be/en/education/bachelor-and-master-visual-arts/register#Exchange%20students</p> <p>For the Royal Conservatoire Antwerp: Music: https://www.ap-arts.be/en/education/music/register#Exchange</p>

<p>e%20students Dance : https://www.ap-arts.be/en/education/bachelor-dance/register#Exchange%20students Drama : https://www.ap-arts.be/opleiding/drama/inschrijven#Uitwisseling</p>	<p>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.</p>
<p>CZ LIBEREC01</p>	<p>Technical University of Liberec</p>

The institution will send its decision within 2 weeks, and no later than 5 weeks.

Inclusion and accessibility

The institution will provide support to incoming mobile participants with special needs, 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:

Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
<p>B ANTWERP62</p> <ul style="list-style-type: none"> - Reduced mobility - Hearing Impairments - Visual impairments 		<p>Mrs. Annelies Verstraeten: incomingstudents@ap.be +3232205753</p>	<p>Incoming students: Annelies.verstraeten@ap.be http://www.ap.be/international/practical-information</p>
<p>CZ LIBEREC01</p>		<p>Bc. Daria Mlejnkova Erasmus+ Coordinator Erasmus + Incoming Students G building, 5th floor phone: +420 730 595 023 email: erasmus@tul.cz</p>	<p>The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: http://apc.tul.cz/ «partner_inst_inf o_C_AVALI_INFRASTRUCT_WW»</p>

Housing

The 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 contact points and information sources:

	Contact details (email, phone)	Website for information
B ANTWERP62 Mrs Annelies Verstraeten: incomingstudents@ap.be +3232205753	Incoming students: Annelies.verstraeten@ap.be http://www.ap.be/international/practical-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

Visa

The institution 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:

	Contact details (email, phone)	Website for information
B ANTWERP62 Mrs Annelies Verstraeten: incomingstudents@ap.be +3232205753	Incoming students: Annelies.verstraeten@ap.be http://www.ap.be/international/practical-information	
CZ LIBEREC01		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. http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx

Insurance

The institution 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:

Contact details (email, phone)		Website for information
B ANTWERP62 Mrs Annelies Verstraeten: incomingstudents@ap.be +3232205753	Incoming students: Annelies.verstraeten@ap.be http://www.ap.be/international/practical-information	
CZ LIBEREC01	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival. https://cizinci.pvzp.cz/Controllers/FormSteps/ WebHiffPvzpEn_Step1.php?pid=20577935	

Additional information

Information on:	Contact details (email, phone)	Website for information
CZ LIBEREC01 Grading system		<p>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.</p>
CZ LIBEREC01 Academic Calander		<p>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>

A Transcript of Records will be issued by the institution no later than 4 weeks after the assessment period has finished.
[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

**After creating the profile of the higher education institution and adding the relevant general information, the higher education institution can proceed to generate Inter-Institutional Agreements with their selected partners.*

Terms of the agreement to be set for each agreement and approved by the institutions (Information only accessible to the relevant parties).

Mobility numbers 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	To	Subject area code	Study cycle	SMS			SMP		
				students	total months	5 months/student (total 5 months)	students	total months	total months
B ANTWERP62	CZ LIBEREC01	0410	2 semester	1 student	5 months/student (total 5 months)	-	-	-	-
CZ LIBEREC01	B ANTWERP62	0410	2 semester	1 student	5 months/student (total 5 months)	-	-	-	-

From	To	Subject area code	STA		STT	
			5 days/person	5 days/person	-	-
B ANTWERP62	CZ LIBEREC01	0410	1	5 days/person	-	-
CZ LIBEREC01	B ANTWERP62	0410	1	5 days/person	-	-

Recommended language skills

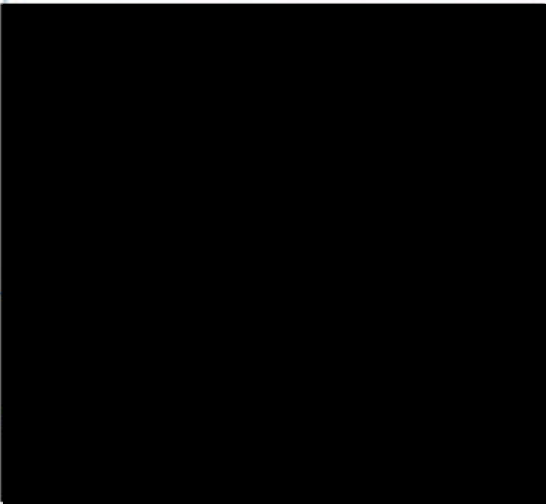
The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended [language skills](#) at the start of the study or teaching period:

Receiving institution	Subject area	Language of instr. 1	Language of instr. 2	Recommended language of instruction level	
				SMS	STA
B ANTWERP62		Dutch for Flemish students	English for foreign students	B2 English	B2 English
CZ LIBEREC01		Czech	English	B1 English	B2 English

Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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."]

Signatures of the institutions (legal representatives) scanned signatures are accepted

Institution	Name, function	Date	Signature
B ANTWERP62	AP University of Applied Sciences and Arts Antwerpen Principal Pascale De Groote Institutional coordinator: Mrs. Maike van den Hoven	19-11-2021	
CZ LIBEREC01	Technical University of Liberec Michaela Andělová Institutional Coordinator	24.11.2021	