

**SEMP - Programme**  
**Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility**  
**Inter-institutional<sup>1</sup> agreement 2021/2022 – 2027/28<sup>2</sup>**  
**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 <sup>3</sup> (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. <a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a>  Faculty Coordinator Daniela Bímová <a href="mailto:daniela.bimova@tul.cz">daniela.bimova@tul.cz</a> +420 48 535 2808	<a href="http://www.tul.cz/en">http://www.tul.cz/en</a>
University of Teacher Education / Pädagogische Hochschule St.Gallen (PHSG)	CH STGALL 11	Institutional Coordinator + Departmental Coordinator Primary Education: Barbara Wolfer, Pädagogische Hochschule St.Gallen, Seminarstr. 27  CH-9400 Rorschach, Switzerland <a href="mailto:barbara.wolfer@phsg.ch">barbara.wolfer@phsg.ch</a>  <a href="mailto:internationaloffice@phsg.ch">internationaloffice@phsg.ch</a>  T+41 71 844 18 67 F +41 71 844 18 19  Departmental Coordinator Secondary Education:  Martina Schlauri Pädagogische Hochschule St.Gallen, Notkerstr. 27 CH-9000 St. Gallen, Switzerland <a href="mailto:martina.schlauri@phsg.ch">martina.schlauri@phsg.ch</a>	International Class  <a href="https://www.phsg.ch/studium/international/international-class">https://www.phsg.ch/studium/international/international-class</a>  Regular Studies Programme  - Primary Education  <a href="https://www.phsg.ch/studium/kindergarten-und-primarstufe/bachelorsstudium">https://www.phsg.ch/studium/kindergarten-und-primarstufe/bachelorsstudium</a>  - Secondary Education  <a href="https://www.phsg.ch/studium/sekundarstufe">https://www.phsg.ch/studium/sekundarstufe</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> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		T+41 71 243 9420 (registrar's office)	<a href="#">-1/bachelor-master-studium</a>
--	--	---------------------------------------	--

### B. Mobility numbers<sup>4</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 (SMS)

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	
					Total number of students	Total number of months
CZ LIBEREC01	CH STGALL 11	0110	Teacher training and Education Science	1,2	4	20
CH STGALL 11	CZ LIBEREC01	0110	Teacher training and Education Science	1,2	4	20

#### Staff Mobility (STA or 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 *
CZ LIBEREC01	CH STGALL 11	0110	Education - Teacher training and Education Science	2x 5 days	2x 5 days
CH STGALL 11	CZ LIBEREC01	0110	Education - Teacher training and Education Science	2x 5 days	2x 5 days

<sup>4</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>)

## 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ LIBEREC01		English	B1	B2
CH STGALL 11	International Class / English Subject Studies	English	B2	B2
	Regular Study Programmes	German	B2	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

### 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).

### CH STGALL 11

PHSG Incoming students for the International Class students are required to attend the 2 orientation days prior to beginning of term.

For the regular courses beginning in the autumn, students need to attend the 2 introductory days prior to beginning of regular classes. For more information please consult <https://www.phsg.ch/studium/international/international-class>

PHSG Incoming staff

Arrangements will be made individually. Please contact the international office at [internationaloffice@phsg.ch](mailto:internationaloffice@phsg.ch)

## E. Calendar

1. Applications/information of nominated students must reach the receiving institution

<sup>5</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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
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)
CH STGALL11	May 1	November 1

[\* to be adapted in case of a trimester system]

- The receiving institution will send its decision within 4 weeks.
- 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.
- Termination of the agreement

This bilateral agreement may be amended by mutual written consent of the two parties during the agreement period. 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.

**CZ LIBEREC01:** *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

#### **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) Satisfactory Completion of Course – No Grade.

#### **CH STGALL11:**

6 excellent, 5.5 very good, 5 good, 4.5 satisfactory, 4 marginal (PASS), 3.5 unsatisfactory, 3 poor, 2.5 poor to very poor, 2 very poor, 1.5 very poor to useless, 1 useless

Certificates do not specify the distribution of grades.

### 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	<a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a>	<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

		<p>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><a href="https://www.tul.cz/en/erasmus-2/incoming-students/">https://www.tul.cz/en/erasmus-2/incoming-students/</a></p> <p><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>
CH STGALL11	<p>Pädagogische Hochschule St.Gallen, Seminarstr. 27 CH-9400 Rorschach, Switzerland</p> <p>E: <a href="mailto:internationaloffice@phsg.ch">internationaloffice@phsg.ch</a></p> <p>T: +41 71 844 18 67 F: +41 71 844 18 19</p>	<p><a href="https://www.eda.admin.ch/eda/en/home.html">https://www.eda.admin.ch/eda/en/home.html</a></p>

### 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		<p>We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.</p> <p><a href="https://www.tul.cz/en/erasmus-2/incoming-students/">https://www.tul.cz/en/erasmus-2/incoming-students/</a></p> <p><a href="https://cizinci.pvzp.cz/Controllers/FormSteps/ WebHiffPvzpEn_Step1.php?pid=20577935">https://cizinci.pvzp.cz/Controllers/FormSteps/ WebHiffPvzpEn_Step1.php?pid=20577935</a></p>
CH STGALL11	<p>Pädagogische Hochschule St.Gallen, Seminarstr. 27 CH-9400 Rorschach, Switzerland</p> <p>E: <a href="mailto:internationaloffice@phsg.ch">internationaloffice@phsg.ch</a></p> <p>T: +41 71 844 18 67 F: +41 71 844 18 19</p>	<p><a href="https://www.ethz.ch/en/studies/international-immigration-housing/health-insurance.html">https://www.ethz.ch/en/studies/international-immigration-housing/health-insurance.html</a></p>


### 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	<a href="mailto:erasmus@tul.cz">erasmus@tul.cz</a>	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>
CH STGALL11	Pädagogische Hochschule St.Gallen, Seminarstr. 27 CH-9400 Rorschach, Switzerland  E: <a href="mailto:internationaloffice@phsg.ch">internationaloffice@phsg.ch</a>  T: +41 71 844 18 67 F: +41 71 844 18 19	<a href="https://www.phsg.ch/de/studium/international">https://www.phsg.ch/de/studium/international</a>

### G. Signatures of legal representatives and seals of the institutions

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup> /seal
Technical University of Liberec CZ LIBEREC01	Mgr. Zuzana Veselá Head of the International Office	17.2.2022	
Pädagogische Hochschule St.Gallen, CH STGALL11	Prof. Dr. Horst Biedermann Rector of the St.Gallen University of Teacher Education	10.02.2022	
Pädagogische Hochschule St.Gallen, CH STGALL11	Barbara Wolfer Institutional Coordinator of the St.Gallen University of Teacher Education	07.02.2022	

<sup>6</sup> Scanned signatures are accepted.