



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

Inter-institutional¹ agreement 20[20]-20[24]²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Technical University of Liberec	CZ LIBEREC01	Institutional Coordinator Mgr. Zuzana Veselá Studentská 2, 461 17, Liberec, Czech Republic. zuzana.vesela2@tul.cz Project coordinator Michaela Andělová e-mail: michaela.andelova@tul.cz Ing. Michal Martinka e-mail: Michal.martinka@tul.cz	http://www.tul.cz/en
Shinshu University – Faculty of Textile Science and Technology 3-15-1 Tokida, Ueda, Nagano Japan 386-8567	SHINSHU - Ueda	Erasmus+ ICM Institutional Coordinator fkokusai@shinshu- u.ac.jp Erasmus+ ICM Institutional Representative Prof. Shunichi KOBAYASHI, shukoba@shinshu- u.ac.jp	https://www.shinshu-u.ac.jp/

B. Mobility numbers⁷ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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	Subject	Number of staff mobility periods
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⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

⁷ 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>

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>area code</i> * [ISCED]	<i>area name</i> *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	<i>Staff Mobility for Training</i> *
CZ LIBEREC01	SHINSHU	723	Textiles	1x30 days	x
Shinshu University – Faculty of Textile Science and Technology	CZ LIBEREC01	723	Textiles	1x30 days	x

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 or city]	<i>Optional: Subject area</i>	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ LIBEREC01		Czech	English	B1	B2
SHINSHU		Japanese	English	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. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en.

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

⁸ 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>

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the

institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; agreement on how to use organisational support funds; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used].

Receiving institution [Erasmus code or city]	Contact details (email, phone)
CZ LIBEREC01	The facilities of the university are accessible for handicapped persons. There is also a centre for guidance and support: https://www.tul.cz/studenti/podpora-a-sluzby-studentum#akademick%C3%A1%20poradna 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 .
Shinshu University Faculty of Textile Science and Technology	The facilities of Shinshu university are accessible for handicapped people.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	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.	
SHINSHU	30 th June (31 th March if the student needs a Visa)	28 th December (30 th September if the student needs a Visa)
	1. The receiving institution will send its decision within 8 weeks. 2. A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI. <i>[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]</i>	

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

2. 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."]

G. Information

1. Grading systems of the institutions

Institution [Erasmus code or city]	Contact details
CZ LIBEREC01	<p>TUL uses the ECTS credit system described at: 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>
SHINSHU	<p>Shinshu university uses the following scale to grade :</p> <p>S(Excellent) 90-100, A(Very Good) 80-89, B(Good) 70-79, C(Almost passing) 60-69, D(Fail:Almost passing) 50-59, F(Fail) 0-49</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 or city]	Contact details (email, phone)	Website for information
CZ LIBEREC01	Participants will be provided with all the necessary documents for the visa process by the TUL Erasmus+ office. 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
SHINSHU	Mobility students who are going to study at Shinshu University should contact International Affairs Office by e-mail (fkokusai@shinshu-u.ac.jp) at least 6 month earlier than their arrival at Japan and prepare documents for visa and enrolment in Shinshu university.	https://www.shinshu-u.ac.jp/institution/gec/

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 or city]	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
SHINSHU	Mobility students who are going to study in Shinshu university must obtain adequate traveller's insurances which are effective throughout their mobility period and cover both medical matters and accidents. They should show their insurance contact at arrival.	

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 or city]	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, send an e.mail to: us.koleje@tul.cz and erasmus@tul.cz	https://www.tul.cz/en/erasmus/incoming-international-students/accommodation-meals-etc
SHINSHU	Accommodation is booked at an apartment close to the campus by FTST admin staff upon acceptance of the student. There is no need to send a special application form or to register. The student needs to inform his/her arrival date and time to International Affairs Office.	

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
CZ LIBEREC01	doc. RNDr. Miroslav Brzezina, CSc. rector	24 -10- 2022	
SHINSHU	MORIKAWA Hideaki, Ph.D. Dean, Faculty of Textile Science and Technology, Shinshu University, Japan	24, Oct. 2022	



⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation