Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Mobility of higher education students and staff

between EU Member States and third countries associated to the Programme and third countries not associated to the Programme

The institutions[1] named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2023-2025 in:

- KA171 Higher education mobility supported by external policy funds

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

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[1] Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

[2] https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

[3] https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[4] https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city[5]	Contact details [6] (email, phone)	Websites
Technical University of Liberec Faculty of Economics	CZ LIBEREC01	Institutional coordinator Michaela Andělová, michaela.andelova@tul.cz Studentská 2, 461 17, Liberec, Czech Republic. Faculty coordinator: Bc. Ing. Karina Tatek Benetti, Ph.D., karina.benetti@tul.cz	General: http://www.tul.cz/en Faculty/faculties: https://www.tul.cz/univerzita/ef/ Course catalogue: https://www.tul.cz/en/erasmus-2/incoming-students/course-catalogue/
Kyrgyz State Technical University	E10059750	**Erasmus Program** Institutional coordinator: International relations department Venera Baichekirova venera.baichekirova@kstu.kg Tel: +996 312 547759 Fax: +996 312 545162	General: https://kstu.kg Faculty/faculties: https://kstu.kg/en/bokovoe-menju/higher-schools/higher-school-of-economics-and-business Course catalogue: https://kstu.kg/en/fakultety-1/ief/translate-to-english-obrazovatelnye-programmy-vshehb

[5] Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

[6] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Bishkek, 720044. Ch. Aitmatov Av. 66, Kyrgyz Republic Faculty coordinator: Sydykova Cholpon sydykova-ch@kstu.kg Tel: +996 (312) 54 - 88 -78	

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	*Field of education* [ISCED][7] *(optional)*	*Field of education - clarification* *(optional)*	*Level of education* [EQF] (optional)	Number of mobility periods			
					Student Mobility *[Total number of students]*	*Student Mobility* *[Total number of months]*	*Staff Mobility* *[Total number of staff]*	*Staff Mobility* *[Total number of days]*
Bishkek	Liberec	0410	Business and Administration	2nd	2 students for 5months study (10months in total)	xxx	2 x 28 days per teaching	xxx
Liberec	Bishkek	0410	Business and Administration	2nd	xxx	xxx	1 x 12 days per teaching	xxx

Optional additional information
Physical mobility

[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

3. 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[8] at the start of the mobility period (see also section 5 "Preparation and Support").

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or city]	***Field of education*** *(Optional)*	**Language of instruction 1**	**Language of instruction 2**	**Recommended level**	
				Student Mobility [*Minimum recommended level in at least one of the languages: B1*]	Staff Mobility [*Minimum recommended level in at least one of the languages for teaching: B2*]
Liberec	0410	Czech	English	B1	B2
Bishkek	0410	English	Russian	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

[8] For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ credit mobility period at their institution. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.

- 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.

This section below is mandatory/applicable only for KA171. Repartition of the granted organisational support (OS) between the partners is strongly recommended, but not mandatory:

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
All OS funds will be used to manage the project through Technical University of Liberec, who is the leading partner in this type of cooperation. There will be no distribution between partner institutions in the project.	Ensuring project organisation.
	Promotion of international projects and cooperation.
	Visa support.

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.

- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.

- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline[9]
Liberec	Winter Semester: Beginning of OCTOBER – Mid FEBRUARY Summer Semester: Mid FEBRUARY – End of JUNE	https://www.tul.cz/en/erasmus-2/incoming-students/erasmus-application-procedures-and-deadlines/
Bishkek	Autumn Term: from 01 September to 31 December Spring Term: from 15 January to 30 June	https://kstu.kg/en/glavnoe-menju/vneshnie-svjazi/1-kolonka/international-department/academic-mobility

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

[9] Please specify the deadline for each term and, if necessary, adapt to a trimester system.

Application procedure		
Receiving Institution [Erasmus code or city]	**Contact details** (email)	**Website for information**
Liberec	michaela.andelova@tul.cz; karina.benetti@tul.cz	https://www.tul.cz/en/erasmus-2/incoming-students/erasmus-application-procedures-and-deadlines/
Bishkek	venera.baichekirova@kstu.kg	https://kstu.kg/en/glavnoe-menju/vneshnie-svjazi/1-kolonka/international-department/academic-mobility

Academic and additional requirements		
This table should contain a non-exhaustive list of academic and additional requirements. For KA171 partners are invited to agree on the specific inclusion measures.		
Requirement	**Details**	**Website for information (optional)**
Academic requirements Liberec	In the case of the KA171 project, there is no limit to the number of ECTS credits. The sending organisation is responsible for the language skills of the participants. 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.	https://www.tul.cz/en/erasmus-2/incoming-students/grading-system/
Academic requirements Bishkek	In the case of the KA171 project, there is no limit to the number of ECTS credits. The sending organisation is responsible for the language skills of the participants. KSTU will send its decision within 6 weeks.	

	A Transcript of Records will be issued by the respective Faculty at KSTU before the departure of the student from TUL.	
Inclusion measures[10] Liberec	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) Indicative targets will be discuss during selection process.	https://www.tul.cz/en/students/services-for-students/
Inclusion measures Bishkek	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) Indicative targets will be discuss during selection process.	
Other		

6. Preparation and support

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus+ Student Charter*[11].
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved higher education institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

[10] You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

[11] The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.

- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.

- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.

- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.

- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Liberec	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/students/life-at-tul/acommodation/
Language Support		Students can attend the following courses: Czech language course Introduction to Czech Republic geography	https://www.tul.cz/en/erasmus-2/incoming-students/course-catalogue/
Visa		**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,	http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx

		or the beginning and the end dates of the traineeship.	
Insurance		Students from non-EU countries, staying in the Czech Republic longer than 3 months, must prove they are in possession of the Comprehensive Health Insurance before receiving the visa. The comprehensive health insurance contract is presented before the visa is affixed to the applicant's passport.	https://www.tul.cz/en/admissions/mandatory-health-insurance/
Inclusion of participants with fewer opportunities		If you have specific needs or suddenly find yourself in a difficult situation, take advantage of Academic Counseling and Support Centers. They will provide you with suitable conditions for studying in the event of a disability or help you solve mental or social problems that make your studies impossible.	https://www.tul.cz/en/students/services-for-students/
Mentoring		Ongoing on an individual basis.	karina.benetti@tul.cz
Grant payments		All incoming participants will receive funding according to the Grant agreement.	michaela.andelova@tul.cz
Alumni information		international@tul.cz	https://www.tul.cz/en/students/alumni/

Accommodation	Bishkek	Accommodation is booked at Student Hostel by KSTU International relations Department 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, please send information in advence send an e.mail to: interstudents@kstu.kg and academ_mobility@kstu.kg	
Language Support		Students can attend the following courses: Russian language course Kyrgyz Historie	
Visa		Participants will be provided with all the necessary documents for the visa process by the KSTU International relations department. Acceptance documents in Kyrgyz and English will be sent to the International Office of the TUL together with the signed Learning Agreement, Invitation Letter. These documents state the dates of the beginning and the end of the semester according to the KSTU academic calendar and the beginning/end dates of the traineeship.	
Insurance		Students and staff from international countries, staying in the Kyrgyz Republic longer than 1 month, must prove they are in possession of the Comprehensive	

		Health Insurance before receiving the Kyrgyz visa. The comprehensive health insurance contract (insurance policy) is presented before the visa is affixed to the applicant's passport.	
Inclusion of participants with fewer opportunities		If you have specific needs or suddenly find yourself in a difficult situation, take advantage of Academic Counseling and Support Centers. They will provide you with suitable conditions for studying in the event of a disability or help you solve mental or social problems that make your studies impossible.	https://kstu.kg/bokovoe-menju/departamenty/departament-po-vospitatelnoi-rabote
Mentoring		Ongoing on an individual basis.	venera.baichekirova@kstu.kg
Grant payments		not available	
Alumni information		international@kstu.kg	https://kstu.kg/glavnoe-menju/abiturientu/zagolovok-po-umolchaniju-1

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

Recognition of student mobility will be in accordance with the ECTS label.
Recognition of staff mobility will be based on the internal processes and standards of both institutions involved.

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
    - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
    - A Transcript of Records will be issued by the receiving institution no later than [x] weeks after the assessment period has finished at the receiving HEI. [*it should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
    - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide[12]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

<table>
<tr><th>Institution
[Erasmus code or city]</th><th>EGRACONS [If applicable]</th><th>Website for information</th></tr>
<tr><td>Liberec</td><td>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) SatisfactoryCompletion of Course – No Grade.</td><td>https://www.tul.cz/en/erasmus-2/incoming-students/grading-system/</td></tr>
<tr><td>Bishkek</td><td><table>
<tr><th>Rating (score)</th><th>Letter grade</th><th>Digital equivalent of the score</th><th>Grading by the traditional system</th></tr>
<tr><td>87 – 100</td><td>A</td><td>4,0</td><td>Excellent</td></tr>
<tr><td>80 – 86</td><td>B</td><td>3,33</td><td rowspan="2">Good</td></tr>
<tr><td>74 – 79</td><td>C</td><td>3,0</td></tr>
<tr><td>68 -73</td><td>D</td><td>2,33</td><td>Satisfactory</td></tr>
<tr><td>61 – 67</td><td>E</td><td>2,0</td><td>Sufficient</td></tr>
<tr><td>41-60</td><td>FX</td><td>0</td><td rowspan="2">Fail</td></tr>
<tr><td>0 - 40</td><td>F</td><td>0</td></tr>
</table></td><td></td></tr>
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9. Any other information regarding the terms of the agreement (optional)

[12] The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

10. **Confidentiality**

1. The Parties undertake to keep confidential all facts concerning their cooperation under this Agreement and any other contracts/orders related to this Agreement which they consider confidential, regardless of the form and manner of disclosure or expression, until such time as they are lawfully disclosed (hereinafter referred to as 'confidential information'). The Parties shall also impose the obligation of confidentiality on their workforce. For the purposes of this Agreement, the Party's workforce shall mean the Party's employees or other persons, as the case may be, who are performing activities for the Party under any demonstrable legal relationship in the performance of obligations under this Agreement.

2. The provision of Confidential Information shall not constitute any right to license, trademark, patent, right of use or dissemination of a copyrighted work or any other intellectual property right. The disclosure of such information to the other Party shall not entitle that Party to claim priority in proceedings relating to the protection of intellectual property rights. All information shall remain the ownership of the providing Party.

3. The obligation of confidentiality shall not apply to information which:

- may be disclosed without violating the above provisions,
- will be public available or will be disclosed otherwise than by breach of an obligation of one of the Parties (e.g. by the grant of a patent),
- is requested by a public authority pursuant to law.

11. 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)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[13]
Liberec	doc. RNDr. Miroslav Brzezina, CSc., dr.h.c.	13-03-2024	[redacted]
Bishkek	Mirlan Chynybaev Rector		[redacted]

[13] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation