

# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

Learning Mobility for Higher Education Students and Staff  
among EU Member States and third countries associated to the Programme<sup>1</sup>

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.

### Validity period of the agreement

| Timeframe         | Academic Year | Call Year |
|-------------------|---------------|-----------|
| Start of validity | 2024/25       | 2024      |
| End of validity   | 2028/29       | 2028      |

### A. Information about the higher education institutions

| Name of the institution<br>(and department, where relevant) | Erasmus code | Contact details <sup>2</sup><br>(email, phone) | Websites<br>(General/Faculties/<br>Course catalogue)                            |
|-------------------------------------------------------------|--------------|------------------------------------------------|---------------------------------------------------------------------------------|
| TECHNICKA UNIVERZITA V LIBERCI                              | CZ LIBEREC01 | Ing. Viera Huličková<br>erasmus@tul.cz         | <a href="https://www.tul.cz/en/home-page/">https://www.tul.cz/en/home-page/</a> |
| KATHOLIEKE HOGESCHOOL MECHELEN                              | B MECHELE14  | agreements@thomasmore.be                       |                                                                                 |

### B. Mobility numbers<sup>3</sup> per academic year

| FROM<br>[Erasmus code<br>of the sending<br>institution] |              | TO<br>[Erasmus code<br>of the receiving<br>institution] | Period              | Subject<br>area<br>code<br>[ISCED] | Fields of education -<br>Clarification | Study cycle<br>[short cycle,<br>1st, 2nd,<br>3rd] | Number of student mobility periods                                        |                                                                      |                                                                             |                                                                              |
|---------------------------------------------------------|--------------|---------------------------------------------------------|---------------------|------------------------------------|----------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------|
|                                                         |              |                                                         |                     |                                    |                                        |                                                   | Student<br>mobility<br>for Studies<br>[total<br>number<br>of<br>students] | Student<br>mobility<br>for Studies<br>[total<br>number<br>of months] | Student<br>Mobility<br>for<br>traineeships<br>[total number<br>of students] | Student<br>Mobility<br>for<br>traineeships<br>[total<br>number<br>of months] |
| S                                                       |              |                                                         |                     |                                    |                                        |                                                   |                                                                           |                                                                      |                                                                             |                                                                              |
| <input checked="" type="checkbox"/>                     | B MECHELE14  | CZ LIBEREC01                                            | 2024/25-<br>2028/29 | 0710                               |                                        | 1st                                               | 2                                                                         | 10                                                                   |                                                                             |                                                                              |
| <input checked="" type="checkbox"/>                     | B MECHELE14  | CZ LIBEREC01                                            | 2024/25-<br>2028/29 | 0110                               |                                        | 1st                                               | 2                                                                         | 10                                                                   |                                                                             |                                                                              |
| <input checked="" type="checkbox"/>                     | CZ LIBEREC01 | B MECHELE14                                             | 2024/25-<br>2028/29 | 0710                               |                                        | 1st                                               | 2                                                                         | 10                                                                   |                                                                             |                                                                              |
| <input checked="" type="checkbox"/>                     | CZ LIBEREC01 | B MECHELE14                                             | 2024/25-<br>2028/29 | 0110                               |                                        | 1st                                               | 2                                                                         | 10                                                                   |                                                                             |                                                                              |

**S = Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

| FROM<br>[Erasmus code<br>of the sending<br>institution] | TO<br>[Erasmus code<br>of the receiving<br>institution] | Period              | Subject<br>area<br>code<br>[ISCED] | Fields of education -<br>Clarification | Number of staff mobility periods                             |                                                             |                                                                             |                                                                            |
|---------------------------------------------------------|---------------------------------------------------------|---------------------|------------------------------------|----------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|
|                                                         |                                                         |                     |                                    |                                        | Staff Mobility<br>for Teaching<br>[total number<br>of staff] | Staff Mobility<br>for Teaching<br>[total number<br>of days] | Staff Mobility<br>for Training<br>(optional)*<br>[total number<br>of staff] | Staff Mobility<br>for Training<br>(optional)*<br>[total number<br>of days] |
| B MECHELE14                                             | CZ LIBEREC01                                            | 2024/25-<br>2028/29 | 0110                               |                                        | 1                                                            | 5                                                           |                                                                             |                                                                            |
| Additional information                                  |                                                         |                     |                                    |                                        |                                                              |                                                             |                                                                             |                                                                            |
| B MECHELE14                                             | CZ LIBEREC01                                            | 2024/25-<br>2028/29 | 0710                               |                                        | 1                                                            | 5                                                           |                                                                             |                                                                            |
| Additional information                                  |                                                         |                     |                                    |                                        |                                                              |                                                             |                                                                             |                                                                            |
| CZ LIBEREC01                                            | B MECHELE14                                             | 2024/25-<br>2028/29 | 0110                               |                                        | 1                                                            | 5                                                           |                                                                             |                                                                            |
| Additional information                                  |                                                         |                     |                                    |                                        |                                                              |                                                             |                                                                             |                                                                            |
| CZ LIBEREC01                                            | B MECHELE14                                             | 2024/25-<br>2028/29 | 0710                               |                                        | 1                                                            | 5                                                           |                                                                             |                                                                            |
| Additional information                                  |                                                         |                     |                                    |                                        |                                                              |                                                             |                                                                             |                                                                            |

### 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<br>[Erasmus code] | Optional:<br>Subject<br>area | Language<br>of<br>instructions | Recommended language of<br>instruction level <sup>4</sup>             |                                                                      |
|-----------------------------------------|------------------------------|--------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------|
|                                         |                              |                                | Student Mobility<br>for Studies<br>[Minimum<br>recommended level: B1] | Staff Mobility<br>for Teaching<br>[Minimum<br>recommended level: B2] |
| CZ LIBEREC01                            |                              | English                        | B1                                                                    |                                                                      |
| B MECHELE14                             |                              | English                        | B2                                                                    |                                                                      |
| B MECHELE14                             |                              | English                        | B2                                                                    |                                                                      |
| CZ LIBEREC01                            |                              | English                        | B1                                                                    |                                                                      |
| B MECHELE14                             |                              | English                        |                                                                       | B2                                                                   |
| CZ LIBEREC01                            |                              | English                        |                                                                       | B2                                                                   |
| B MECHELE14                             |                              | English                        |                                                                       | B2                                                                   |
| CZ LIBEREC01                            |                              | English                        |                                                                       | B2                                                                   |

### D. Calender

Nominations of incoming students must reach the institution by:

| Receiving institution [Erasmus code] | Autumn term [day/month] | Spring term [day/month] |
|--------------------------------------|-------------------------|-------------------------|
| CZ LIBEREC01                         | 30/05                   | 30/10                   |
| B MECHELE14                          |                         |                         |

Applications from incoming students must reach the institution by:

| Receiving institution [Erasmus code] | Autumn term [day/month] | Spring term [day/month] |
|--------------------------------------|-------------------------|-------------------------|
| CZ LIBEREC01                         | 30/05                   | 30/10                   |
| B MECHELE14                          |                         |                         |

Application procedure for incoming students

| Receiving institution [Erasmus code] | Contact details (email, phone) | Websites for information                                                                                                                                                                                      |
|--------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CZ LIBEREC01                         | erasmus@tul.cz, 00420485353122 | <a href="https://www.tul.cz/en/erasmus-2/incoming-students/erasmus-application-procedures-and-deadlines/">https://www.tul.cz/en/erasmus-2/incoming-students/erasmus-application-procedures-and-deadlines/</a> |

## E. Additional requirements

### Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

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

| Receiving institution<br>[Erasmus code] | Available support services<br>for people with: | Description of support<br>services (optional) | Contact details<br>(email, phone) | Websites for information                            |
|-----------------------------------------|------------------------------------------------|-----------------------------------------------|-----------------------------------|-----------------------------------------------------|
| CZ LIBEREC01                            | Inclusion and accessibility                    |                                               | erasmus@tul.cz<br>00420485353122  | <a href="http://apc.tul.cz/">http://apc.tul.cz/</a> |

## F. Information

### 1. 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:

| Receiving institution [Erasmus code] | Contact details (email, phone)   | Websites for information                                                                                                          |
|--------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| CZ LIBEREC01                         | us.koleje@tul.cz, 00420485353122 | <a href="https://www.tul.cz/en/students/life-at-tul/accommodation/">https://www.tul.cz/en/students/life-at-tul/accommodation/</a> |

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

| Receiving institution [Erasmus code] | Contact details (email, phone) | Websites for information                                                                                                                                                    |
|--------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CZ LIBEREC01                         | erasmus@tul.cz, 00420485353122 | <a href="https://www.tul.cz/en/erasmus-2/incoming-students/erasmus-student-versus-visa/">https://www.tul.cz/en/erasmus-2/incoming-students/erasmus-student-versus-visa/</a> |

### 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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:

| Receiving institution [Erasmus code] | Contact details (email, phone) | Websites for information                                                                                                                                |
|--------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| CZ LIBEREC01                         | erasmus@tul.cz, 00420485353122 | <a href="https://www.tul.cz/en/erasmus-2/incoming-students/medical-insurance/">https://www.tul.cz/en/erasmus-2/incoming-students/medical-insurance/</a> |

### 4. Additional information

| Receiving institution<br>[Erasmus code] | Information on recognition<br>process / other useful<br>information: | Contact details (email, phone) | Websites for information                                                                                                                          |
|-----------------------------------------|----------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| CZ LIBEREC01                            | Grading system                                                       | erasmus@tul.cz, 00420485353122 | <a href="https://www.tul.cz/en/erasmus-2/incoming-students/grading-system/">https://www.tul.cz/en/erasmus-2/incoming-students/grading-system/</a> |

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.

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

| Institution<br>[Erasmus code] | Name, function                                       | Date       | Signature <sup>5</sup>   |
|-------------------------------|------------------------------------------------------|------------|--------------------------|
| CZ LIBEREC01                  | doc. Ing. Kateřina Maršíková, Ph.D., vice-<br>rector | 18.12.2024 | Approved via EWP network |
| B MECHELE14                   |                                                      |            | Approved via EWP network |

#### **Termination of the agreement**

No special regulations. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20->

<sup>4</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>5</sup> Scanned signatures are accepted

