



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

Inter-institutional¹ agreement 2023²
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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EUROPEAN COMMISSION

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Directorate Innovation, International Cooperation and Sport
Unit C3: International Cooperation

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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, Czech	CZ LIBEREC01	Institutional Coordinator Mgr. Zuzana Veselá Studentská 2, 461 17, Liberec, Czech Republic e-mail: zuzana.vesela2@tul.cz Project coordinator Michaela Andělová e-mail: michaela.andelova@tul.cz Research Coordinator Prof. Michal Vik, Ph.D. e-mail: michal.vik@tul.cz	http://www.tul.cz/en
Kyoto Institute of Technology, Japan	KYOTO	Institutional Coordinator Academic Alliances, International Affairs Office Hashikami-cho, Matsugasaki, Sakyo- ku, Kyoto 606-8585 JAPAN e-mail: kokusai@jim.kit.ac.jp Research Coordinator Assoc. Prof. YASUNAGA Hidekazu, Ph.D. e-mail: yasunaga@kit.ac.jp	https://www.kit.ac.jp/en/

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.

B. Mobility numbers⁷ 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 [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	KYOTO	0710	Fibre Science, fibre engineering and general engineering	2x5days 2x10days =30days	x
KYOTO	CZ LIBEREC01	0710	Fibre Science, fibre engineering and general engineering	2x5days=10days	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]	Optional: Subject area	Language of instruction 1	Language of instruc- tion 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	0710	English	Czech	B1	B2
KYOTO	0710	English	Japanese	B1	B2

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>)

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>

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:

- 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

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 .
KYOTO	In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please contact the International Affairs Office: ses@jim.kit.ac.jp

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term*	Spring 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.	
KYOTO	Middle of May	Middle of November
	1. The receiving institution will send its decision within 4 weeks. 2. 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.	

2. Termination of the agreement

The partners may terminate this agreement at any time by mutual written consent. In the event of unilateral termination, a notice of at least one academic year should be given. The termination shall not in any way impact or affect the performance of prior obligations. Upon termination, participants already selected and accepted for the exchange programme will be allowed to participate at the conditions established in this agreement towards until the completion of their exchange period. 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>
KYOTO	<p>Credit will be awarded for courses taken in accordance with the arrangements in the international exchange agreement between the partner universities. In other cases, where appropriate, the teaching staff of the host laboratory will observe the results of the</p>

	international student's practical training and research, and evaluate and mark the performance of the reports and presentations submitted. The results of the assessment are fully evaluated in cooperation with the sending university, and credits are awarded and transcripts and certificates issued.
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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
KYOTO	For students : Student Exchange Services, International Affairs Office Tel : +81-75-724-7188 E-mail : ses@jim.kit.ac.jp For faculty and staff: Academic Alliances, International Affairs Office Tel: +81-75-724-7129 E-mail: kokusai@jim.kit.ac.jp	Necessary information will be provided upon completion of final selection at KIT.

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
KYOTO	For students : Student Exchange Services, International Affairs Office Tel : +81-75-724-7126 E-mail : ses@jim.kit.ac.jp For faculty and staff: Academic Alliances, International Affairs Office Tel: +81-75-724-7129 E-mail: kokusai@jim.kit.ac.jp	Necessary information will be provided upon completion of final selection at KIT. Procedure upon arrival at KIT is available at : https://www.kit.ac.jp/wp/wp-content/uploads/2023/04/2023_guidebook-for-international-students_en.pdf

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

KYOTO	International Project Administration, International Affairs Office Tel: +81-75-724-7177 E-mail : techleader@jim.kit.ac.jp	https://www.kit.ac.jp/en/facilities-services/accommodation/
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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	doc. RNDr. Miroslav Brzezina CSc.	Digitálně podepsal doc. RNDr. Miroslav Brzezina CSc. Datum: 2023.04.21 12:49:52 +02'00'
KYOTO	Dr. MORISAKO Kiyotaka President	19/4/2023	

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