

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2016-2018<sup>2</sup> between institutions from programme and partner countries

#### [Minimum requirements]<sup>3</sup>

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 organization 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+.

#### A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city <sup>4</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSITAT DE GIRONA	E GIRONA02	<b>International Relations Office</b>  Contact person :  Mrs. Elisabeth Moya	Oficina de Relacions Exteriors  Mòdul 20  Campus Montilivi  17003 Girona (Spain)  Tel: +34 972 418075	<a href="http://www.udg.edu/internacional">http://www.udg.edu/internacional</a>

<sup>1</sup>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+.

<sup>2</sup> Higher education institutions have to agree on the period of validity of this agreement.

<sup>3</sup>Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

			E-mail: <a href="mailto:elisabeth.moya@udq.edu">elisabeth.moya@udq.edu</a>	
<b>V. N. KARAZIN KHARKIV NATIONAL UNIV.</b>  Department of human geography and regional research	Kharkiv	<b>Department of International Programs and Academic Mobility</b>  <b>Contact person:</b>  Ms Iuliia Makhanova	4, Svobody Square 61022 Kharkiv, Ukraine  tel.: +38 057 705 09 54  E-mail: int.dep@karazin.ua	<a href="http://www.univer.kharkov.ua/en">http://www.univer.kharkov.ua/en</a>

## B. Mobility numbers<sup>5</sup> 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 the end of January at the latest in the preceding academic year.]*

<b>FROM</b> [Erasmus code or city of the sending institution]	<b>TO<sup>7</sup></b> [Erasmus code or city of the receiving institution]	<b>Subject area code; *</b> [ISCED 2013]	<b>Subject area name *</b>	<b>Study cycle</b> [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	<b>Number of mobility</b>  Student Mobility for Studies  [total number of months of the study periods or average duration]	<b>studentperi ods</b>  Student Mobility for Traineeships *
Kharkiv	E GIRONA02	0532		BA/MA/D	5m=5m*1st	

*[\*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

<sup>5</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>)

<b>FROM<sup>7</sup></b> [Erasmus code or city of the sending institution]	<b>TO<sup>7</sup></b> [Erasmus code or city of the receiving institution]	<b>Subject area code *</b> [ISCED 2013]	<b>Subject area name*</b>	<b>Number of mobility</b> Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	<b>staffperiods</b>  Staff Mobility for Training *
E GIRONA02	Kharkiv	0532		7d=7d*1ts	
Kharkiv	E GIRONA02	0532		7d=7d*1ts	

### 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.

<b>Receiving institution</b> [Erasmus code or city]	<b>Optional: Subject area</b>	<b>Main language of instruction</b>	<b>Additional language of instruction</b>	<b>Recommended language of instruction level<sup>6</sup></b>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E GIRONA02		Catalan or Spanish A2	English B2		B2
Kharkiv		English		B2.1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>6</sup>See Common European Framework of Reference for Languages

## **D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **programme country**<sup>7</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

[http://eacea.ec.europa.eu/funding/2014/call\\_he\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

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.

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<sup>7</sup>Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

Costs for insurance can be covered with the organizational 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. Any additional requirements**

*[To be completed if necessary. Other requirements may be agreed on academic or organizational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

**F. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term*</b>	<b>Spring term*</b>
E GIRONA02	June 15 <sup>th</sup>	November 15 <sup>th</sup>
Kharkiv	1st June Autumn term lectures: September – January	1st November Spring term lectures: February – July

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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]*
4. 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 2017 will only take effect as of 1 September 2017+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**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>8</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

#### **E GIRONA02**

In the Spanish university system, ratings are based on the total score of 10 points, with one decimal allowed, obtained by the student in each subject, according to the following scale:

Fail(SS): 0-4,9.

Pass (AP): 5 to 6.9.

Good (NT): 7 to 8.9.

Excellent (SB): 9-10.

Honors: involves having obtained more outstanding special mention. They only may be awarded to students who have achieved a score equal to or greater than 9.0

A subject is considered overcome from Pass (5).

ECTS: <http://www.udg.edu/tafid/17562/language/ca-ES/Default.aspx>

#### **PARTNER:**

##### **V. N. Karazin Kharkov National University:**

The V. N. Karazin Kharkov National University follows the ECTS scheme, which means that ECTS credits are allocated to course units, lectures, practical works, etc. at each faculty. In ECTS, 60

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<sup>8</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

credits represent one year of study (in terms of workload); normally 30 credits are given for six months (a term/semester).

<b>Grade</b>	<b>Grade</b>	<b>Predicate</b>
100-91	A	Very Good
90-81	B	Better than good
80-71	C	Good
70-61	D	Better than satisfactory
60-51	E	Satisfactory
50-0	F	Unsatisfactory / Fail
Zalik / Pass	Participation; i.e. the student has successfully and regularly attended the course.	

## **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:

<b>Institution [Erasmus code or city]</b>	<b>Contact details(e- mail, phone)</b>	<b>Website for information</b>
E GIRONA02	<b>Email:</b> <a href="mailto:incoming.ore@udg.edu">incoming.ore@udg.edu</a> <b>Phone:</b> +34-972418028	<a href="http://www.udg.edu/tabid/17585/language/en-US/Default.aspx">http://www.udg.edu/tabid/17585/language/en-US/Default.aspx</a>
Kharkiv	Iuliia Makhanova Head of the Department of International Programs and Academic Mobility  email: <a href="mailto:int.dep@karazin.ua">int.dep@karazin.ua</a> tel.: +38 057 705 09 54	<a href="http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners">http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners</a>

## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
E GIRONA02	<b>Email:</b> <a href="mailto:incoming.ore@udg.edu">incoming.ore@udg.edu</a> <b>Phone:</b> +34-972418028	<a href="http://www.udg.edu/tabid/17585/language/en-US/Default.aspx">http://www.udg.edu/tabid/17585/language/en-US/Default.aspx</a>
Kharkiv	Iuliia Makhanova Head of the Department of International Programs and Academic Mobility email: <a href="mailto:int.dep@karazin.ua">int.dep@karazin.ua</a> tel.: +38 057 705 09 54	

#### **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details(e-mail, phone)</b>	<b>Website for information</b>
E GIRONA02	<b>GIRONAHOUSING</b> <b>Allotjament UdG</b> Edifici CIAE Campus Montilivi c/ Maria Aurèlia Capmany, 38 17071 Girona Tel. (+34) 972 419 857 Mòbil (+34) 610 860 241 e-mail: <a href="mailto:allotjament@udg.edu">allotjament@udg.edu</a>	<a href="http://www.udg.edu/tabid/19526/language/en-EN/Default.aspx">http://www.udg.edu/tabid/19526/language/en-EN/Default.aspx</a>
Kharkiv	Iuliia Makhanova Head of the Department of International Programs and Academic Mobility email: <a href="mailto:int.dep@karazin.ua">int.dep@karazin.ua</a> tel.: +38 057 705 09 54	



**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

<b>Institution</b> [Erasmus code or name and city]	<b>Name, function</b>	<b>Date</b>	<b>Signature</b>
E GIRONA02	Dr.Jörg Rudolf Zimmer,  Vice-rector for International Policy	22/09/16	BY PROXY SIGNATURE   Universitat de Girona
Kharkiv	Prof. Zarif Nazarov  Vice-Rector for International Cooperation		