

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

**Inter-institutional agreement 2017-2021**  
**between institutions from**  
**Programme and Partner Countries**

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+.

**A. Information about higher education institutions**

<b>Full name of the institution / country</b>	<b>Erasmus code or city<sup>1</sup></b>	<b>Contact details<sup>2</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
Universität Koblenz-Landau  International Relations Office	D KOBLENZ02	<b>Erasmus Institutional Coordinator:</b> Dr. Iryna Shalaginova Rhabanusstrasse 3 D-55118 Mainz Germany Tel.: +49 6131 3746026 Fax: +49 6131 3746040 Email: <a href="mailto:erasmus@uni-koblenz-landau.de">erasmus@uni-koblenz-landau.de</a>	<a href="https://www.uni-koblenz-landau.de">https://www.uni-koblenz-landau.de</a>
Sumy State University	UA SUMY	<b>Erasmus Institutional Coordinator:</b> Kostyantyn I. Kyrychenko Head of the International Affairs Office Tel/fax: +38 (0542) 33-10-81 Email: <a href="mailto:info@dir.sumdu.edu.ua">info@dir.sumdu.edu.ua</a>	<a href="http://sumdu.edu.ua/int/en/">http://sumdu.edu.ua/int/en/</a>

<sup>1</sup> 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.

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

		<b>Contact person for KA1 – Learning Mobility projects</b> Viktoria Yarmolych Deputy Head of the International Affairs Office Tel: +38 (0542)68-77-84 Email: iarmolich@dir.sumdu.edu.ua	
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### B. Mobility numbers<sup>3</sup> per academic year

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D KOBLENZ 02	UA SUMY	0521	Environmental Sciences	2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months = 10 months	0
		0610	Information and Communication Technologies	2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months = 10 months	0
		0230	Languages	2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months = 10 months	0
		0588	Natural Sciences, Mathematics and Statistics	2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months = 10 months	0
UA SUMY	D KOBLENZ 02	0521	Environmental Sciences	2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months = 10 months	0
		0610	Information and Communication Technologies	2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months = 10 months	0
		0230	Languages	2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months = 10 months	0
		0588	Natural Sciences, Mathematics and Statistics	2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months = 10 months	0

[\*Optional: subject area code & name and study cycle are optional.]

<sup>3</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>

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 *
D KOBLENZ 2	UA SUMY	0521	Environmental Sciences	7 days	0
		0610	Information and Communication Technologies	7 days	0
		0230	Languages	7 days	0
		0588	Natural Sciences, Mathematics and Statistics	7 days	0
UA SUMY	D KOBLENZ 2	0521	Environmental Sciences	7 days	0
		0610	Information and Communication Technologies	7 days	0
		0230	Languages	7 days	0
		0588	Natural Sciences, Mathematics and Statistics	7 days	0

### 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 instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D KOBLENZ02	UA SUMY	English	German	B1	B2
UA SUMY	D KOBLENZ02	English	Ukrainian	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### 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](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.

<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>

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**

The **University Koblenz-Landau** provides the infrastructure to welcome students and staff with disabilities and will try to support them according to their special needs. University Koblenz-Landau also supports students and staff with disabilities if they want to go abroad.

### **Selection Criteria for Students and Staff**

The selection procedure will be primarily done by the host institutions based on the documents (in German or English language) submitted by applicants. Every HEI will establish a selection committee.

In case of equivalence, preference goes to candidates from disadvantaged socio-economic backgrounds. To ensure transparency of the selection, all the applications, protocols of the selection and the final list of the selected students as well as the waiting list are going to be published by the partners on the joint document sharing platform (e.g. OwnCloud)

The **University Koblenz-Landau** and **Sumy State University** will accept the nominations of the students from the partner universities by the dates indicated in Paragraph F. The final selection of the students will be done by the host university based on the academic merit, previous mobility experience, motivation, knowledge of/interest in the language and culture of the host country as well as the availability of the funds to cover the mobility costs.

The selection criteria for staff include: academic CV, content and plan of lectures, justification on how their stay can contribute to reforms in their own institution and country (teaching methods, quality assurance, joint research and international cooperation).

### **Measures for preparing, receiving and integrating mobile students and/or staff**

#### **BEFORE THE MOBILITY**

All partner HEIs will conduct information session (where possible in cooperation with the partner university abroad) for students in order to inform them about the mobility project and rights and responsibilities the students have within the project. At the **University Koblenz-Landau** this information will be incorporated into "Go-Out" information sessions conducted every June and November for students interested in mobility abroad.

#### **DURING THE MOBILITY**

International offices of the project partners will support Incomings (students and staff) in the preparation of the mobility, in the first days upon arrival as well as their integration into the university (through welcome info sessions, language classes and cultural activities with other exchange students).

## F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term [month]	Spring term [month]
D KOBLENZ02	Winter semester Nomination: 30 April Application: 31 May	Summer semester Nomination: 31 October Application: 30 November
UA SUMY	Winter semester Nomination: 31 May Application: 1 August	Summer semester Nomination: 31 October Application: 1 December

2. The receiving institution will send its decision within 6 weeks.
3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one academic year's notice. 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

The grading system of the **University Koblenz-Landau**:

Local grade	Definition
<b>1,0 ... 1,2</b>	EXCELLENT - outstanding performance with only minor errors
<b>1,3 ... 1,5</b>	VERY GOOD - above the average standard but with some errors
<b>1,6 ... 2,5</b>	GOOD - generally sound work with a number of notable errors
<b>2,6 ... 3,5</b>	SATISFACTORY - fair but with significant shortcomings
<b>3,6 ... 4,0</b>	SUFFICIENT - performance meets the minimum criteria
<b>5,0</b>	FAIL - considerable further work is required

**UA SUMY:**

The grading scale runs from 0 to 100 and the marks have the following meanings:

Marks	ECTS scale	
0-34	fail	F
35-59	unsatisfactory	FX
60-63	sufficient	E
64-73	satisfactory	D
74-81	good	C
82-89	very good	B
90-100	excellent	A

**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
D KOBLENZ02	International Office at the Koblenz Campus <a href="mailto:erasmus-ko@uni-koblenz-landau.de">erasmus-ko@uni-koblenz-landau.de</a>  International Office at the Koblenz Landau <a href="mailto:erasmus-ld@uni-koblenz-landau.de">erasmus-ld@uni-koblenz-landau.de</a>	<a href="https://www.uni-koblenz-landau.de/en/international-en/incomings/exchange-students/erasmus-in">https://www.uni-koblenz-landau.de/en/international-en/incomings/exchange-students/erasmus-in</a>
UA SUMY	Viktoria Yarmolych Deputy Head of the International Affairs Office Tel: +38 (0542)68-77-84 Email: <a href="mailto:iarmolich@dir.sumdu.edu.ua">iarmolich@dir.sumdu.edu.ua</a>	State Migration Service in Sumy region  <a href="http://sm.dmsu.gov.ua">http://sm.dmsu.gov.ua</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</b> (email, phone)	<b>Website for information</b>
D KOBLENZ02	International Office at the Koblenz Campus <a href="mailto:erasmus-ko@uni-koblenz-landau.de">erasmus-ko@uni-koblenz-landau.de</a> International Office at the Koblenz Landau <a href="mailto:erasmus-ld@uni-koblenz-landau.de">erasmus-ld@uni-koblenz-landau.de</a>	<a href="https://www.uni-koblenz-landau.de/en/international-en/incomings/exchange-students/erasmus-in">https://www.uni-koblenz-landau.de/en/international-en/incomings/exchange-students/erasmus-in</a>
UA SUMY	Viktorija Yarmolych Deputy Head of the International Affairs Office Tel: +38 (0542)68-77-84 Email: <a href="mailto:iarmolich@dir.sumdu.edu.ua">iarmolich@dir.sumdu.edu.ua</a>	Health insurance is needed for the whole stay in Ukraine.


#### **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</b> (email, phone)	<b>Website for information</b>
D KOBLENZ02	International Office at the Koblenz Campus <a href="mailto:erasmus-ko@uni-koblenz-landau.de">erasmus-ko@uni-koblenz-landau.de</a> International Office at the Koblenz Landau <a href="mailto:erasmus-ld@uni-koblenz-landau.de">erasmus-ld@uni-koblenz-landau.de</a>	<a href="https://www.uni-koblenz-landau.de/en/international-en/incomings/exchange-students/erasmus-in">https://www.uni-koblenz-landau.de/en/international-en/incomings/exchange-students/erasmus-in</a>
UA SUMY	Viktorija Yarmolych Deputy Head of the International Affairs Office Tel: +38 (0542)68-77-84 Email: <a href="mailto:iarmolich@dir.sumdu.edu.ua">iarmolich@dir.sumdu.edu.ua</a>	<a href="http://study.sumdu.edu.ua/en/living-conditions.html">http://study.sumdu.edu.ua/en/living-conditions.html</a>

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

<b>Institution</b> [Erasmus code or name and city]	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>5</sup></b>
D KOBLENZ02	Prof. Dr. Roman Heiligenthal  President		
UA SUMY	Konstantyn I. Kyrychenko  Head of the International Affairs Office	01.08.17	

<sup>5</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation