



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

Inter-institutional agreement 2014-2021
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

Full name of the institution / country	Erasmus code or city ¹	Contact details ² (email, phone)	Website (eg. of the course catalogue)
Jan Amos Komenski State School of Higher Education in Leszno	PL LESZNO1	Mikolaj Zgainski, Head of International Office 5 Adam Mickiewicz Street, 64-100 Leszno, Poland Tel: +48 65 528 78 78 Fax: +48 65 528 78 78 email: dwz@pwsz.edu.pl	www.pwsz.edu.pl
Pavlo Tychyna Uman State Pedagogical University	UMAN (UKRAINE)	Olha Sushkevych Coordinator for International Cooperation 2 Sadova street, Uman, Cherkassy region, Ukraine, 20300 Tel: (+38097)5776732 Fax: +38 (04744) 3-45-82 email: olha.sushkevych@gmail.com	www.udpu.org.ua

¹ 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.

² Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers³ 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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
PL LESZNO01	UMAN (UKRAINE)	14	Teacher Training and Education Science	1 st	max. 4 students (each min. 3 months)	Not applicable
UMAN (UKRAINE)	PL LESZNO01	14	Teacher Training and Education Science	1 st	max. 4 students (each min. 3 months)	Not applicable

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	Staff Mobility for Training
PL LESZNO01	UMAN (UKRAINE)	14	Teacher Training and Education Science	max. 1 mobility min. 8 hours	
			Job shadowing visit		max. 1 mobility max. 1 week
UMAN (UKRAINE)	PL LESZNO01	14	Teacher Training and Education Science	max. 2 mobilities min. 8 hours each	
			Job shadowing visit		max. 1 mobility max. 1 week

³ 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>)

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LESZNO01	14. Teacher Training and Education Science	English	Polish	B1	B2
UMAN (UKRAINE)	14. Teacher Training and Education Science	English	Ukrainian	B1	B2

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:

⁴ 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>

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

Institution [Erasmus code or city]	Additional requirements
PL LESZNO01	Both sides agree, that Jan Amos Komenski State School of Higher Vocational Education in Leszno is responsible for managing the project, running the bank account for project, transferring grants to participants (students/lecturers/administrative staff), archiving the documents and managing OS (administrative and organization costs) of the ERASMUS+ KA107 project.
UMAN (UKRAINE)	-----

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
PL LESZNO01	1 st of July	1 st of December
UMAN (UKRAINE)	1 st of June	1 st of December

2. The receiving institution will send its decision within 4 weeks.

G. Information

1. Grading systems of the institutions

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
F	-	FAIL - considerable further work is required

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
PL LESZNO01	Kostiantyn Mazur Incoming Student Coordinator email: dwz@pwsz.edu.pl tel: +48 65 528 78 78 fax: +48 65 528 78 78	Schengen zone – visa is obligatory http://www.kijow.msz.gov.pl/pl/sprawy_konsularne_i_wizowe/wizy/
UMAN (UKRAINE)	Maxym Perebeinys Incoming Student Coordinator email: olha.sushkevych@gmail.com Tel: (+38097)5776732 Fax: +38 (04744) 3-45-82	Stay up 90 days without visa http://poland.mfa.gov.ua/pl/consular-affairs/services/visas

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)	Information
PL LESZNO01	Kostiantyn Mazur Incoming Student Coordinator email: kostiantyn.mazur@pwsz.edu.pl tel: +48 65 528 78 78 fax: +48 65 528 78 78	Insurance, which will provide all medical costs is obligatory. Scan of insurance must be sent to Incoming Coordinator before the mobility.
UMAN (UKRAINE)	Maxym Perebeinys Incoming Student Coordinator email: olha.sushkevych@gmail.com Tel: (+38097)5776732 Fax: +38 (04744) 3-45-82	Insurance, which will provide all medical costs is obligatory. Scan of insurance must be sent to Incoming Coordinator before the mobility.



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
PL LESZNO01	Kostiantyn Mazur Incoming Student Coordinator email: kostiantyn.mazur@pwsz.edu.pl tel: +48 65 528 78 78 fax: +48 65 528 78 78	http://pwsz.edu.pl/index.php/baza-dydaktyczna/100-dom-studencki-komenik
UMAN (UKRAINE)	Maxym Perebeinys Incoming Student Coordinator email: olha.sushkevych@gmail.com Tel: (+38097)5776732 Fax: +38 (04744) 3-45-82	http://udpu.org.ua/viewpage.php?page_id=67

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵
PL LESZNO01	prof. dr hab. Maciej Pietrzak, Rector	25.09.2015	<p>REKTOR</p>  <p>prof. dr hab. Maciej Pietrzak</p>
UMAN (UKRAINE)	Prof. Oleksandr Bezliudnyi, DSc Rector Pavlo Tychyna Uman State Pedagogical University	17.09.2015	

⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation