

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

**Inter-institutional<sup>1</sup> agreement 2018-20[21]<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</sup>**

**[Minimum requirements]<sup>4</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 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 <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Pope John Paul II State School of Higher Education in Biala Podlaska/ Poland</b>	PL BIALA01	<b>Erasmus Office:</b> Ms. Agnieszka Kaliszuk Institutional Erasmus Coordinator <a href="mailto:agnieszka.kaliszuk@pswbp.pl">agnieszka.kaliszuk@pswbp.pl</a> phone: +48 83 344 900 ext. 247 fax: +48 83 344 9950	<a href="http://www.pswbp.pl">www.pswbp.pl</a> <a href="http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/course-catalogue-eplus">http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/course-catalogue-eplus</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> Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

<sup>4</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>5</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>6</sup> Contact details to reach the senior officer in charge of this agreement.



		95/97 Sidorska St. 21-500 Biala Podlaska, Poland	
<b>Uman National University of Horticulture / Ukraine</b>  <b>PIC: 934156561</b>	Uman (Ukraine)	<b>Department of International Relations</b> Head Vitalii Rybchak, PhD <a href="mailto:vryb4ak@gmail.com">vryb4ak@gmail.com</a> <a href="mailto:department.fr@udau.edu.ua">department.fr@udau.edu.ua</a> phone: +38 04744 33328 fax: +38 04744 33328 address: Instytutaska Str. 1 20300 Uman (Ukraine)	<a href="http://www.udau.edu.ua/ua/index.html">http://www.udau.edu.ua/ua/index.html</a>  <a href="http://www.udau.edu.ua/en/departments/kafedri/">http://www.udau.edu.ua/en/departments/kafedri/</a>

## B. Mobility numbers<sup>7</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 no later than the end of January in the preceding 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 *  [Not relevant for calls 2015- 2017]
Uman National University of Horticulture  934156561	PL BIALA01	1015  0810	Travel, tourism and leisure  Agriculture, not further defined	1 <sup>st</sup> , 2 <sup>nd</sup>  1 <sup>st</sup>	1x5 months	

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

<sup>7</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 *
PL BIALA01	Uman National University of Horticulture  934156561	1015 0810	All mentioned in B. block for students	1x5 days	
Uman National University of Horticulture  934156561	PL BIALA01	1015 0810	All mentioned in B. block for students	1x5 days	

### 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>8</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
PL BIALA01	All mentioned in B. block for students	Polish	English	B1	B2
Uman National University of Horticulture 934156561	All mentioned in B. block for students	Russian	English	B1	B2

<sup>8</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>



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](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**

The equal share of "OS" grant will be transferred to Uman National University of Horticulture / Ukraine, to the bank account provided to EC in the Financial Identification Form to settle transactions in euro. Banking details:

Company name: Uman National University of Horticulture

The bank account of company: 25305057000857

Name of Bank: PJSC CB "PRIVATBANK", 1D HRUSHEVSKOHO STR., KYIV, 01001, UKRAINE

Bank SWIFT Code: PBANUA2X

Company address: UA 20300, 1 Institutska st, Uman, Cherkasy Region, Ukraine

IBAN code: UA163543470000025305057000857

Correspondent banks

Account in the correspondent bank: 400886700401

SWIFT-code of the correspondent bank: COBADEFF

Correspondent bank: Commerzbank AG, Frankfurt am Main, Germany

PL BIALA01 has the infrastructure to welcome students and staff with disabilities.



## F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term*	Spring Term*
PL BIALA01	Deadline for application: June, 15th	Deadline for application: December, 15th
Uman National University of Horticulture 934156561	Deadline for application: June, 15th	Deadline for application: December, 15th

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

2. The receiving institution will send its decision within 2 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.
4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. The 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.

## 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>9</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.]*

**PL BIALA01:** Pope John Paul II State School of Higher Education in Biala Podlaska uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations. The evaluation scale: 5 (Excellent): A; 4.5 (Very good): B; 4 (Good): C; 3.5 (Satisfactory): D; 3 (Sufficient): E; 2 (Fail): F.

Achievement level	Grade	Meaning	Comments	ECTS grade
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<sup>9</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)



Very high	5.0	excellent	Knowledge of the student is substantially higher than the estimated normal level	A
High	4.5	very good	Knowledge corresponds to the highest expected level	B
	4.0	good	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes	C
Medium	3.5	satisfactory	The student has generally succeeded in the course within the required limits, but he / she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes	D
	3.0	sufficient	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyse them	E
Low	2.0	unsatisfactory	Marks of different levels for students whose records are below the expected	Fail

## 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 BIALA01	Agnieszka Kaliszuk <a href="mailto:agnieszka.kaliszuk@pswbp.pl">agnieszka.kaliszuk@pswbp.pl</a> +48 83 344 99 00 Ext. 247	<a href="http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/useful-informations-and-guides">www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/useful-informations-and-guides</a>
Uman National University of Horticulture 934156561	Vitalii Rybchak, PhD <a href="mailto:vryb4ak@gmail.com">vryb4ak@gmail.com</a> <a href="mailto:department.fr@udau.edu.ua">department.fr@udau.edu.ua</a> phone: +38 04744 33328 fax: +38 04744 33328	Ministry of Foreign Affairs of Ukraine <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:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
PL BIALA01	Agnieszka Kaliszuk <a href="mailto:agnieszka.kaliszuk@pswbp.pl">agnieszka.kaliszuk@pswbp.pl</a> +48 83 344 99 00 Ext. 247	<a href="http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/useful-informations-and-guides">www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/useful-informations-and-guides</a>
Uman National University of Horticulture 934156561	Vitalii Rybchak, PhD <a href="mailto:vryb4ak@gmail.com">vryb4ak@gmail.com</a> <a href="mailto:department.fr@udau.edu.ua">department.fr@udau.edu.ua</a> phone: +38 04744 33328 fax: +38 04744 33328	Ministry of Foreign Affairs of Ukraine <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>

#### 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 BIALA01	Agnieszka Kaliszuk <a href="mailto:agnieszka.kaliszuk@pswbp.pl">agnieszka.kaliszuk@pswbp.pl</a> +48 83 344 99 00 Ext. 247	<a href="http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/useful-informations-and-guides">www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/useful-informations-and-guides</a>
Uman National University of Horticulture 934156561	Vitalii Rybchak, PhD <a href="mailto:vryb4ak@gmail.com">vryb4ak@gmail.com</a> <a href="mailto:department.fr@udau.edu.ua">department.fr@udau.edu.ua</a> phone: +38 04744 33328 fax: +38 04744 33328	<a href="http://www.udau.edu.ua/ua/index.html">http://www.udau.edu.ua/ua/index.html</a> <a href="http://ects.udau.edu.ua/ua/informaciya-dlya-studentiv/gurtozhitki.html">http://ects.udau.edu.ua/ua/informaciya-dlya-studentiv/gurtozhitki.html</a>



## H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>10</sup>
PL BIALA01	Prof. Józef Bergier Rector of Pope John Paul II State School of Higher Education in Biala Podlaska	03.08.2018	REKTOR prof. dr hab. Józef Bergier
Uman National University of Horticulture 934156561	Prof. Olena Nepoczatenko Rector of Uman National University of Horticulture	20.08.2018	



<sup>10</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation