



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1**

Learning mobility for higher education students and staff

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[23]-20[27] in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city	Contact details	Websites
John Paul II University in Biala Podlaska / Poland	PL BIALA01	Erasmus Office: Ms. Agnieszka Kaliszuk Institutional Erasmus+ Coordinator a.kaliszuk@akademibialska.pl phone: +48 83 345 62 47 95/97 Sidorska St. 21-500 Biala Podlaska, Poland	General: www.akademibialska.pl Faculty/faculties: http://www.akademibialska.pl/index.php/pl/struktura-organizacyjna Course catalogue: http://www.akademibialska.pl/index.php/pl/incoming-students-a-staff-eplus/course-catalogue-eplus
Uman National University of Horticulture PIC: 889787403	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua	General: https://www.udau.edu.ua Course catalogue: FACULTY OF AGRONOMY https://fa.udau.edu.ua Course catalogue: https://fa.udau.edu.ua/ua/abiturientu/specialnist-i-specializacii.html FACULTY OF HORTICULTURE, ECOLOGY AND PLANT PROTECTION https://fp.udau.edu.ua Course catalogue: https://fp.udau.edu.ua/ua/abiturientu/specialnosti.html FACULTY OF MANAGEMENT https://fm.udau.edu.ua Course catalogue: https://fm.udau.edu.ua/ua/abiturientu/specialnosti.html FACULTY OF ECONOMICS AND BUSINESS https://ef.udau.edu.ua Course catalogue:

https://ef.udau.edu.ua/ua/abiturientu/specialnosti.html		
FACULTY OF ENGINEERING AND TECHNOLOGY		https://itf.udau.edu.ua
Course catalogue:		
https://itf.udau.edu.ua/ua/abiturientu/specialnosti.html		
FACULTY OF FORESTRY AND LANDSCAPE MANAGEMENT		
https://fls.udau.edu.ua		
Course catalogue:		
https://fls.udau.edu.ua/ua/abiturientu/specialnosti.html		

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM	TO	Subject area		Study cycle [short cycle, 1st, 2nd or 3rd]	Number of mobility periods			
		ISCED CODE ⁵	Subject area NAME		Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
PL BIALA01	Uman	1015	Travel, tourism and leisure	1 st , 2 nd	2	5	2	5
		0810	Agriculture	1 st	2	5	2	5
		0311	Economics	1 st , 2 nd	2	5	2	5
Uman	PL BIALA01	1015	Travel, tourism and leisure	1 st , 2 nd	2	5	2	5
		0810	Agriculture	1 st	2	5	2	5

⁵ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F-%202013%20-%20Detailed%20field%20descriptions.pdf>

	0311	Economic CS	1 st , 2 nd	2	5	2	5
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Optional additional information

e.g. blended mobility, etc.

3. 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 skills⁶ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution	Subject area	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility	Staff Mobility
Uman	All mentioned above	Ukrainian	English	B1	B2
PL BIALA01	All mentioned above	Polish	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁶ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
<p>The equal share of "OS – organizational support" grant will be transferred to the Uman National University of Horticulture (OID: E10153357) to the bank account provided to EC in the Financial Identification Form to settle transactions in euro.</p>	<p>-providing linguistic and intercultural preparation to both students and staff;</p> <p>-expenses related to the project promotion campaign (such as printing, purchasing appropriate justified goods and office supplies);</p> <p>-organisational arrangements with partner institution (study and monitoring visits in the partner institution);</p> <p>-general management around setting up the office and managing the project;</p>

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution	Term duration	Deadline ⁷
Uman	Winter Term: from October 1 st to January 30 th Spring Term: from February 20 th to June 15 th	June, 15 th December, 15 th
PL BIALA01	Winter Term: from October 1 st to January 30 th Spring Term: from February 20 th to June 15 th	June, 15 th December, 15 th

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

⁷ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Application procedure		
Receiving Institution	Contact details (email, phone)	Website for information
Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328 Postal address: Instytutська Str, 1 20301 Uman (Ukraine)	https://foreign.udau.edu.ua/en/index.html
PL BIALA01	a.kaliszuk@akademibialska.pl +48 83 345 62 47	http://www.akademibialska.pl/index.php/pl/incoming-students-a-staff-eplus/application-procedure

Selection criteria PL BIALA01		
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies – 60 ECTS i.e. students at the minimum 2 nd year of studies	
CV	NA	
Motivation letter	NA	

Inclusion measures ⁸	Students and staff with disabilities are welcome to the Faculty in charge of this agreement at John Paul II University in Biała Podlaska. Arrangements for the exchange have to be agreed on before nomination. The sending institution is responsible for covering all extra costs in connection with the exchange. Infrastructure to welcome students and staff with disabilities is provided upon earlier notice.	
Other		

..... University		
Requirement	Details	Website for information (optional)
Academic requirements	at the time of departure for studies, the student must have completed at least the first year of first-cycle studies	https://foreign.udau.edu.ua/ua/erazmus.html
CV	not required	https://foreign.udau.edu.ua/ua/erazmus.html
Motivation letter	not required	https://foreign.udau.edu.ua/ua/erazmus.html
Inclusion measures ⁹	Targeted categories of participants with fewer opportunities: to further enhance the inclusion dimension of KA171, partners will discuss indicative targets during selection process.	https://foreign.udau.edu.ua/ua/erazmus.html

⁸ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

⁹ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

Other

<https://foreign.udau.edu.ua/ua/erasmus.html>

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter¹⁰](#).
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution	Contact details (email, phone)	Website for information & arrangements
Accommodation	PL BIALA01	m.maciejuk@akademibialiska.pl +48 797-157-832	http://www.akademibialiska.pl/index.php/pl/oferta-edukacyjna-rekr/studia-w-jezyku-angielskim/welcome-centre
Language Support	PL BIALA01	l.grzegorzewska@dyd.akademibialiska.pl +48 83 344 99 80	http://www.akademibialiska.pl/index.php/pl/egzaminy-na-zykowie-certyfikaty-midzynarodowe
Visa	PL BIALA01	m.maciejuk@akademibialiska.pl +48 797-157-832	http://www.akademibialiska.pl/index.php/pl/oferta-edukacyjna-rekr/studia-w-jezyku-angielskim/welcome-centre
Insurance	PL BIALA01	m.maciejuk@akademibialiska.pl +48 797-157-832	http://www.akademibialiska.pl/index.php/pl/oferta-edukacyjna-rekr/studia-w-jezyku-angielskim/welcome-centre
Inclusion of participants with fewer opportunities	PL BIALA01	a.derlukiewicz@akademibialiska.pl +48 83 344 99 07	e.g. available infrastructure for: reduced mobility or hearing/visual impairments, students/staff with children, etc. http://www.akademibialiska.pl/index.php/pl/bon
Mentoring	PL BIALA01	m.maciejuk@akademibialiska.pl +48 797-157-832	http://www.akademibialiska.pl/index.php/pl/oferta-edukacyjna-rekr/studia-w-jezyku-angielskim/welcome-centre
Grant payments	PL BIALA01	a.kaliszuk@akademibialiska.pl +48 83 345 62 47	http://www.akademibialiska.pl/index.php/pl/ka107-mobilno-edukacyjna-z-krajami/wazne-dokumenty-ka107
Alumni information	PL BIALA01	m.maciejuk@akademibialiska.pl +48 797-157-832	http://www.akademibialiska.pl/index.php/pl/oferta-edukacyjna-rekr/studia-w-jezyku-angielskim/welcome-centre

Preparatory & Support Measures	Institution	Contact details (email, phone)	Website for information & arrangements
Accommodation	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328	https://www.udau.edu.ua/en/index.html https://ects.udau.edu.ua/ua/informaciya-dlya-studentiv/gurtozhniki.html
Language Support	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328	https://foreign.udau.edu.ua/assets/files/ects_package_uman.pdf
Visa	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328	Ministry of Foreign Affairs of Ukraine https://mfa.gov.ua/en/consular-affairs/entry-and-stay-foreigners-ukraine/visa-information
Insurance	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328	https://foreign.udau.edu.ua/en/index.html
Inclusion of participants with fewer opportunities	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328	https://foreign.udau.edu.ua/assets/files/ects_package_uman.pdf

Mentoring	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328	https://foreign.udau.edu.ua/assets/files/ects_package_uman.pdf
Grant payments	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328	https://foreign.udau.edu.ua/en/index.html
Alumni information	Uman	Department of International Relations Head Andrusiak Vasyi, PhD Email: andrysak@ukr.net department.fr@udau.edu.ua Tel: (+38) 047 44 33328	https://foreign.udau.edu.ua/en/index.html

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed

the recognition tool that will be used, is the European Credit Transfer and Accumulation System

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide¹¹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution	EGRACONS [If applicable]	Website for information
UMAN		Grading system https://www.udau.edu.ua/en/for-students/rating-scale.html
PL BIALA01		http://www.akademiabialska.pl/files/agnieszka Monika_kaliszuk/ECTS_Grading_Scale.pdf

9. Any other information regarding the terms of the agreement (optional)

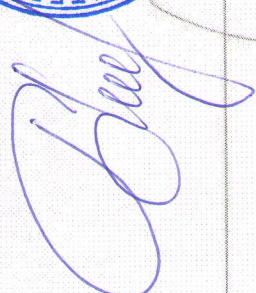

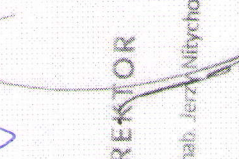
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10. Termination of the agreement

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 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."

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ¹²
UMAN	Prof. Doctor of Economics Olena Nepochatenko Rector of Uman National University of Horticulture		 
PL BIALA01	Prof. Jerzy Nitychoruk Rector of John Paul II University in Biała Podlaska	15.12.2023	REKTOR prof. dr hab. Jerzy Nitychoruk 

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21-500 Biała Podlaska, ul. Sidorowska 95/97
Tel. 83 344 99 00
NIP 5372131653 REGON 038310705

¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation