

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

Inter-institutional¹ agreement 2017-2021
between institutions from
Programme and Partner Countries²

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

	Contact details⁴ (email, phone)		Website (eg. of the course catalogue)
Kujawsko-Pomorska Szkoła Wyższa w Bydgoszczy (KPSW), Polska Kujawy and Pomorze University in Bydgoszcz, Poland	PL BYDGOSZ 08	ul. Toruńska 55-57, 85 – 023 Bydgoszcz Poland Tel. +48 52 365 84 46 Fax. +48 52 365 84 27 Internationaloffice@kpsw.edu.pl	www.kpsw.edu.pl
Private Higher Education Institution “Bukovinian University”	CHERNIVTSI PIC code: 933734514	<u>Institutional Coordinator:</u> Prof. Yaroslav VYKLYUK Office for Research and	http://www.bukuniver.edu.ua/en/

¹ 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+.

² 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.

³ 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.

⁴ Contact details to reach the senior officer in charge of this agreement.



Chernivtsi - Ukraine		International Relations, str. Darwina, nr. 2A, 58000 – Chernivtsi; tel. +380372 55 32 07; mob. +38095 01 05 036 Fax: +380372 51 08 98; Email: vyklyuk@ukr.net	
[...]			

B. Mobility numbers⁵ per 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 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 *
					[total number of months of the study periods or average duration*]	
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	0311	Economics	1 st and 2 nd cycle	2 students*5 months=10	
PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	0311	Economics	1 st and 2 nd cycle	2 students*5 months=10	
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	041	Business and Administrati on	1 st and 2 nd cycle	2 students*5 months=10	
PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	041	Business and Adminstrati on	1 st and 2 nd cycle	2 students*5 months=10	
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	06	Computer sciences	1 st cycle	2 students*5 months=10	

⁵ 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>)

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PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	06	Computer sciences	1 st cycle and 2 nd cycle	2 students*5 months=10
PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	042	Law	5-year MA studies	2 students*5 months=10
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	042	Law	5-year MA studies	2 students*5 months=10

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

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 *
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	0311	Economics	3 staff* 7 days=21	3 staff* 7 days=21
PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	0311	Economics	3 staff* 7 days=21	3 staff* 7 days=21
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	041	Business and Administration	3 staff* 7 days=21	3 staff* 7 days=21
PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	041	Business and Administration	3 staff* 7 days=21	3 staff* 7 days=21
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	01	Education	3 staff* 7 days=21	3 staff* 7 days=21
PL BYDGOSZ08	CHERNIVTSI PIC CODE	01	Education	3 staff* 7 days=21	3 staff* 7 days=21

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	933734514				
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	023	English Language and Literature	3 staff* 7 days=21	3 staff* 7 days=21
PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	023	English Language and Literature	3 staff* 7 days=21	3 staff* 7 days=21
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	06	Computer sciences	3 staff* 7 days=21	3 staff* 7 days=21
PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	06	Computer sciences	3 staff* 7 days=21	3 staff* 7 days=21
CHERNIVTSI PIC CODE 933734514	PL BYDGOSZ08	042	Law	3 staff* 7 days=21	3 staff* 7 days=21
PL BYDGOSZ08	CHERNIVTSI PIC CODE 933734514	042	Law	3 staff* 7 days=21	3 staff* 7 days=21

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	Optional: Subject area	Language of instruction	Language of instruction	Recommended language of instruction level ⁶
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⁶ 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>

[Erasmus code]	area	instruc- tion 1	instruc- tion 2	Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
CHERNIVTSI PIC CODE 933734514		Ukrainian	Russian, English	B1 – Ukrainian or B1 – English or B1 – Russian	B2 English
PL BYDGOSZ08		Polish	English	B1 English	B2 English

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

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

CHERNIVTSI:

- Bukovinian university is equipped by necessary infrastructure for students and staff with special needs and disabilities. We require information about all special needs before arrival of students, teacher or staff.

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- In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Office for Research and International Relations vyklyuk@ukr.net

PL BYDGOSZ08:

Incoming students must follow the procedure published at the following web page:
<http://www.en.kpsw.edu.pl/en/erasmus-students-application-procedure/>

Before the exchange of students and staff is conducted, each time it should be determined if the exchange is possible and the number of beneficiaries ought to be defined.

The University 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]	Term*	Term*
CHERNIVTSI	30 th June	15 th December
PL BYDGOSZ08	15 th June	15 th December

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. grading system

CHERNIVTSI:



Bukovinian university

Assessment is expressed in grades calculated on a scale from 1 – 100, with 60 meaning that "performance meets the minimum criteria required in order to pass", 100 meaning "outstanding performance".

Grade	Romanian Grade	Definition
A	90-100	EXCELLENT - outstanding performance with only minor errors
B	82-89	VERY GOOD - above the average standard but with some errors
C	74-81	GOOD - generally sound work with a number of notable errors
D	64-73	SATISFACTORY - fair but with significant shortcomings
E	60-63	SUFFICIENT - performance meets the minimum criteria
FX	35-59	FAIL - some more work required before the credit can be awarded
F	1-34	FAIL - considerable further work is required

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

PL BYDGOSZ08: Excellent (5.00 - A), Very Good (4.50 - B), Good (4.00 - C), Average (3.50 - D), Sufficient (3.00 - E) - minimum passing grade, Fail (2.00 - F).
ECTS-credits: 60 per year/30 per semester.

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]

Contact details
(email, phone)

Website for information

CHERNIVTSI	Office for Research and International Relations, tel. +380372 55 38 03; mob. +38095 01 05 036 Fax: +380372 51 08 98; Email: vyklyuk@ukr.net	http://mfa.gov.ua/en
PL BYDGOSZ08	International Cooperation Office internationaloffice@kpsw.edu.pl Tel. +48 52 365 84 46 Fax.+48 52 365 84 27	http://www.en.kpsw.edu.pl/en/erasmus-students-application-procedure/

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.

PL BYDGOSZ08

The incoming students have to buy an insurance, including the accident insurance, in their home country. In case when the students would like to visit a doctor on a regular basis (i.e. in cases other than emergency) and their insurance does not cover this option, they can buy additional health insurance in Poland, in order not to pay for every single visit. Also, the students should make sure at their insurance company what the reimbursement procedure is, namely, whether they have to pay for the visit at the doctor's first and they will receive their reimbursement upon arrival to their home country, or otherwise.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CHERNIVTSI	Office for Research and International Relations, tel. +380372 55 38 03; mob. +38095 01 05 036 Fax: +380372 51 08 98; Email: vyklyuk@ukr.net	http://www.bukuniver.edu.ua
PL BYDGOSZ08	International Cooperation Office internationaloffice@kpsw.edu.pl Tel. +48 52 365 84 46 Fax.+48 52 365 84 27	http://www.en.kpsw.edu.pl/en/erasmus-students-application-procedure/

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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]	Contact details (email, phone)	Website for information
CHERNIVTSI	Office for Research and International Relations, tel. +380372 55 38 03; mob. +38095 01 05 036 Fax: +380372 51 08 98; Email: vyklyuk@ukr.net	http://www.bukuniver.edu.ua
PL BYDGOSZ08	International Cooperation Office internationaloffice@kpsw.edu.pl Tel. +48 52 365 84 46 Fax. +48 52 365 84 27	http://www.en.kpsw.edu.pl/en/erasmus-students-application-procedure/

Dr. S. S. S.

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁷
PL BYDGOSZ08	Prof. Helena Czakowska, PhD Rector		 REKTOR prof. nadzw. KPSW dr Helena Czakowska 
CHERNIVTSI	Prof. Manylich Mykhailo, PhD – President		 

⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation