



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

**Inter-institutional agreement 2016-2021
between institutions from
programme and partner countries**

[Minimum requirements]¹

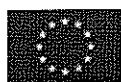
The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular 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 the higher education institutions

Full name of the institution / country	Erasmus code or city ²	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
The University of Tartu / Estonia	EE TARTU02	Ms.Kadri Oja	kadri.oja@ut.ee phone: +372 737 6108	http://www.ut.ee/en/courses-taught-english
The University of Tartu / Estonia	EE TARTU02	Academic Contact: Liina Joller	liina.joller@ut.ee phone: +372 737 6339	
Sumy State University / Ukraine	Sumy	Kostyantyn Kyrychenko Head of the International Affairs Office	Tel/fax: +38 (0542) 33-10-81 info@dir.sumdu.edu.ua	http://sumdu.edu.ua/int/

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

² Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.



B. Mobility numbers³ per project (academic years 2016/2017-2017/2018)

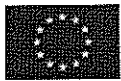
The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [city of the sending institution]	TO ⁷ [city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	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 2016]
-	-	-	-	-	-	-

[*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM ⁷ [city of the sending institution]	TO ⁷ [city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
Sumy State University, Sumy	The University of Tartu, Tartu	-	Social Sciences	14 days total, 7 days per person (2 staff members)	7 days total, 7 days per person (1 staff member)
The University of Tartu, Tartu	Sumy State University, Sumy	-	Social Sciences	14 days total, 7 days average (2 staff members)	7 days total, 7 days per person (1 staff member)

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 [Name and city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
The University of Tartu, Tartu		English	-	B2	B2
Sumy State University, Sumy		English	-	B2	B2

For more details on the language of instruction recommendations, see the course catalogue provided on the first page.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁵ 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/funding/erasmus-charter-for-higher-education-2014-2020_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.

⁴ See Common European Framework of Reference for Languages

⁵ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



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.
 - 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.
 - 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. Any additional requirements

Incoming students to UT

Incoming students are expected to participate in the orientation course prior beginning of the respective semester. More information about the course content can be found at:

<http://www.ut.ee/en/orientation-course-international-students>. Students need to register for the regular courses within the first two weeks of the semester. Course registration is better described at: <http://www.ut.ee/en/organisation-study>. Exchange students are required to complete at least **15 ECTS per semester**.

Incoming staff to UT

Incoming academic staff is kindly requested to fill in the registration form after their arrival to Tartu. The form can be found at <http://www.ut.ee/en/international/international-partners/erasmus-partners>, and should be submitted to Personnel Office.

UT students and staff with disabilities

UT's infrastructure for people with disabilities is described at <http://www.ut.ee/en/studies/practical/students-with-special-needs>. However, it is of utmost importance that prior hosting students and staff with disabilities, UT personnel in charge – student exchange coordinators listed at: <http://www.ut.ee/en/international-student-service> would be well informed of all the relevant necessities.

**F. Calendar**

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

Receiving institution	Autumn term*	Spring term*
The University of Tartu	1 st of May	1 st of November
Sumy State University	1 st of May	1 st of November

[* to be adapted in case of a trimester system or different seasons]

2. The receiving institution will send its decision within the following weeks: UT within 5 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. 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."*

2. 2. The receiving institution will send its decision within the following weeks: SSU within 5 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. 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**

EE TARTU02: <http://www.ut.ee/en/studies/study-regulations/credits>

Sumy State University:

Sumy State University uses ECTS for transfer and accumulation. The ECTS credit is a notional, averaged unit of 30 hours of student workload for passing a course (contact hours, any form of individual study). Each degree curriculum has 30 ECTS per semester; each course having 1-14 ECTS at Bachelor level or between 1-10 ECTS at Master level. Each department individually establishes the number of course credits based on its weight regarding the standard workload students need in order to achieve the expected learning results. Credits are awarded only if the student fulfils all the requirements necessary for passing.

Grades: The grading scale runs from 0 to 100 and the marks have the following meanings: 0-34 fail, 35-59 unsatisfactory, 60-63 sufficient, 64-73 satisfactory, 74-81 good, 82-89 very good, 90-100 excellent. Recommended ECTS grades: 0-34 = **F**, 35-59 = **FX**, 60-63 = **E**, 64-73 = **D**, 74-81 = **C**, 82-89 = **B**, 90-100 = **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 [Name and city]	Contact details (e-mail, phone)	Website for information
The University of Tartu, Tartu	Students: piret.saluveer@ut.ee phone: +372 7376031	Students: http://www.ut.ee/en/welcome/eunon-eu-visas-and-residency



	Staff: kadri.oja@ut.ee phone: +372 737 6108	Staff: http://www.ut.ee/en/welcome/entry-and-residence
Sumy State University, Sumy	info@dir.sumdu.edu.ua Tel.+38 0542 331081	Department for International Education, Sumy State University dmo.work@yandex.ua Tel.+38 0542 337114 State Migration Service in Sumy region http://sm.dmsu.gov.ua/

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. For the students coming to UT, insurance need to be purchased according to the guidelines given on <http://www.ut.ee/en/welcome/health-insurance-0>. UT does not pay for the costs of the insurance for incoming students. Incoming staff member has to make his/her own arrangements for the insurance. UT does not take the responsibility for providing the insurance for incoming staff. Information and assistance can be provided by the following contact points and information sources:

Institution [Name and city]	Contact details (e-mail, phone)	Website for information
The University of Tartu, Tartu	Students: piret.saluveer@ut.ee phone:+372 7376031 Staff: kadri.oja@ut.ee phone: +372 737 6108	Students: http://www.ut.ee/en/welcome/health-insurance-0 Staff: http://www.ut.ee/en/welcome/health-insurance
Sumy State University, Sumy	dmo.work@yandex.ua Tel.+38 0542 337114	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:


Institution [Name and city]	Contact details (e-mail, phone)	Website for information
The University of Tartu, Tartu	Students: piret.saluveer@ut.ee phone:+372 7376031 Staff: kadri.oja@ut.ee phone: +372 737 6108	Students: http://www.ut.ee/en/welcome/housing Staff: http://www.ut.ee/en/welcome/accommodation-tartu
Sumy State University, Sumy	International Affairs Office info@dir.sumdu.edu.ua Tel.+38 0542 331081	http://sumdu.edu.ua/int/en/life-ssu/housing.html



5. Payments to the participants

All payments to students and staff will be made in Estonia. Income tax will be withheld from direct payments only for staff members: this does not include travel and housing costs. The finances allocated for covering the costs of the mobility's coordination activities will be used by the University of Tartu (UT), since the UT is in charge of the project management starting from application until final reporting.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Name and city]	Name, function	Date	Signature
The University of Tartu, Tartu	Mr Mart Noorma, Vice Rector for Academic Affairs	05.09.16	
Sumy State University, Sumy	Mr Volodymyr Lyubchak, Vice-Rector for International Affairs	29.08.16	