



Erasmus+

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

Inter-institutional¹ agreement 2016-2018
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

Full name of the institution / country	Erasmus code or city ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF CYPRUS	CY NICOSIA01	Tel.+35722894281 E-mail: erasmus@ucy.ac.cy	www.ucy.ac.cy
SUMY STATE UNIVERSITY UKRAINE	UKRAINE	Tel./ Fax: +38(0542)33-10-81 E-mail: info@dir.sumdu.edu.ua	http://sumdu.edu.ua/int/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.

B. Mobility numbers⁵ per academic year

[The mobility flows indicated below refer to the whole period of the duration of the agreement 2016-2018 and not a single 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 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 *
UKRAINE	CY NICOSIA01	041	** Business and administration	U	1(5 months)	—
		0311	** Economics			
CY NICOSIA01	UKRAINE	041	** Business and administration	U	1(5 months)	—
		0311	** Economics			

[*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 *
CY NICOSIA01	UKRAINE	041	** Business and administration	1(7 days)	1(7 days)
		0311	** Economics		

[** The subject area indicates the department from which there will mobility of academics]

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>)

UKRAINE	CY NICOSIA01	041	** Business and administration	1(7 days)	1(7 days)
		0311	** Economics		

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CY NICOSIA01	041,0311	Greek (majority of courses)	English (some courses)	B2 Greek Language B2 English language	B2 Greek Language B2 Greek language
UKRAINE	041,0311	English	Ukrainian	B1	B2

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

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>

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. Any Additional requirements

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

1. Selection Criteria

Institution [Erasmus code or city]	Student mobility selection criteria	Staff mobility selection criteria
CY NICOSIA01	<i>Both higher education institutions will screen the applicants for exchange to ensure that they meet the academic and language eligibility requirements of the host university. The relevant department at the host university reserves the right to make the final decision on the acceptance of each nominated student. The exchange quotas stated in this agreement indicate the maximum number of student-semesters per academic year.</i>	<i>The selection of candidates will commence by an open call published on the university/faculty website. All applications for mobility positions will be evaluated by the Evaluation Board on the Faculty level considering the mobility plan/project, language skills and recommendation of the sending department. After this procedure and the sending department will guarantee that the curriculum of the exchange student is recognized and complies with the rules of the home institution by signing the mobility agreement.</i>
UKRAINE		

2. Preparation for the mobility ie receiving & integrating mobile students and/or staff including cultural preparation before the mobility

Institution [Erasmus code or city]	Preparation for Student mobility	Preparation for Staff mobility

CY NICOSIA01	<p>During the mobility the host department will monitor the progress of students on a regular basis and report any discrepancies or issues to the Faculty coordinator and to the sending institution. Participating students will be required to send interim reports (their frequency will be set individually depending on the length of study stay) to their home Faculty/department coordinator.</p> <p>Each participant will have an assigned contact person at the departmental level, students also a "buddy" student. The name and e-mail of the contact person will be provided to the student before arrival.</p>	<p>Each participant will have an assigned contact person at the departmental level, students also a "buddy" student. The name and e-mail of the contact person will be provided to the student before arrival.</p>
UKRAINE	<p>During the mobility the host department will monitor the progress of students on a regular basis and report any discrepancies or issues to the Faculty coordinator and to the sending institution. Participating students will be required to send interim reports (their frequency will be set individually depending on the length of study stay) to their home Faculty/department coordinator.</p> <p>Each participant will have an assigned contact person at the departmental level, students also a "buddy" student. The name and e-mail of the contact person will be provided to the student before arrival.</p>	<p>Each participant will have an assigned contact person at the departmental level, students also a "buddy" student. The name and e-mail of the contact person will be provided to the student before arrival.</p>

3. Recognition Tools

Institution [Erasmus code or city]	Student mobility	Staff mobility
CY NICOSIA01	<p>At the end of the mobility the host institution will issue a confirmation of study/training period to the participant with clearly identified dates of stay. Both institutions will exchange information on their credit and/or grading system, organization of study in full detail in order to set a clear common base for recognition of students achievements at their home institutions.</p>	<p>At the end of the mobility the host institution will issue a confirmation of teaching/training period to the participant with clearly identified dates of stay.</p>
UKRAINE	<p>At the end of the mobility the host institution will issue a confirmation of study/training period to the participant with clearly identified dates of stay. Both institutions will exchange information on their credit and/or grading system, organization of study in full detail in order to set a clear common base for recognition of students achievements at their home institutions.</p>	<p>At the end of the mobility the host institution will issue a confirmation of teaching/training period to the participant with clearly identified dates of stay.</p>

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

CY NICOSIA01 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* [month]	Spring term* [month]
CY NICOSIA01	15 May for nomination 15 June for application	15 October for nomination 15 November for application
UKRAINE	1 May for nomination 1 June for application	1 October for nomination 1 November for application

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

2. CY NICOSIA01: University of Cyprus as the receiving institution will send its decision within 6 weeks.
UKRAINE: Sumy State University as the receiving institution will send the decision within 5 weeks.
3. CY NICOSIA01: A Transcript of Records in the case if student mobility will be issued by the University of Cyprus no later than 5 weeks after the assessment period has finished at the receiving HEI.
UKRAINE: A Transcript of Records will be issued by Sumy State University no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
A unilateral decision to discontinue the exchanges must be agreed between the 2 parties involved. 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' guide⁷. 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.]

CY NICOSIA01

At the University of Cyprus the grading system for each unit module is numeric from 0 to 10 rounded to the nearest half unit and a GPA of 5 is the passing grade.

Excellent (Άριστα): 8.5-10

Very Good (Λίαν Καλώς): 6.5-8.49

Good (Καλώς): 5.0-6.49

UKRAINE : <http://sumdu.edu.ua/int/en/international/938-grading-system-of-sumy-state-university>

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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
CY NICOSIA01	Marina Constantinidou Tel:+35722894050 Email: visa@ucy.ac.cy	http://www.ucy.ac.cy/internationalsupport/ (All documents must be <i>certified from the nearest Cyprus Embassy at the country of residence</i>)
UKRAINE	Viktorija Yarmolych Deputy Head of the International Affairs Office Tel : +38 (0542) 68-77-84 e-mail : iarmolich@dir.sumdu.edu.ua	http://sumdu.edu.ua/int/

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	Details
CY NICOSIA01	Emma Zeniou, University Officer in charge, Mobility Support Office E-mail: erasmus@ucy.ac.cy Tel.: +35722894281	http://www.ucy.ac.cy/ir/en/erasmus-programme/student-mobility-for-studies/student-incoming-mobility-for-studies	Insurance cover is not automatically provided. *Incoming mobile participants must provide proof of medical insurance coverage
UKRAINE	Viktorija Yarmolych Deputy Head of the International Affairs Office Tel : +38 (0542) 68-77-84 e-mail : iarmolich@dir.sumdu.edu.ua	http://sumdu.edu.ua/int/	State Migration Service in Sumy region http://sm.dmsu.gov.ua/

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
CY NICOSIA01	Emma Zeniou, University Officer in charge, Mobility Support Office E-mail: erasmus@ucy.ac.cy Tel.: +35722894281 Lambrou Christina, University Officer in charge, Housing Office E-mail: housing@ucy.ac.cy Tel.: +35722894031	http://www.ucy.ac.cy/ir/en/erasmus-programme/student-mobility-for-studies/student-incoming-mobility-for-studies http://ucy.ac.cy/fmweb/en/organizational-structure/welfare-sector-2/housing-office
UKRAINE	Viktoriia Yarmolych Deputy Head of the International Affairs Office Tel : +38 (0542) 68-77-84 e-mail : iarmolich@dir.sumdu.edu.ua	http://study.sumdu.edu.ua/en/living-conditions.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
CY NICOSIA01	Dr Gregory Makrides, Director, International Relations Service		
SUMY STATE UNIVERSITY UKRAINE	Kostyantyn I. Kyrychenko Head of the International Affairs Office	10.01.11	



⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation