



Erasmus+

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

Inter-institutional¹ agreement 2018-20[21]²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Otto-Friedrich-Universität Bamberg / Germany	BAMBERG	Dr. Andreas Weihe, Institutional Coordinator Phone: +49 951 863 1048 E-mail: andreas.weihe@uni-bamberg.de	www.uni-bamberg.de

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 Higher Education Institutions have to agree on the period of validity of this agreement

³ 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.

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

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.

Sumy State University	UA SUMY	Institutional Coordinator: Kostyantyn I. Kyrychenko Head of the International Affairs Office Tel/fax: +38 (0542)33-10-81 Email: info@dir.sumdu.edu.ua academobility@dir.sumdu.edu.ua	http://sumdu.edu.ua/int/en
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B. Mobility numbers⁷ 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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
BAMBERG	UA SUMY	0230	Modern Languages	1 st , 2 nd	1	
UA SUMY	BAMBERG	0230	Modern Languages	1 st , 2 nd	1	

FROM	TO	Subject area code *	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
BAMBERG	UA SUMY	0230	Modern Languages	1	1
UA SUMY	BAMBERG	0230	Modern Languages	1	1

⁷ 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BAMBERG	German	English	B1	B2
UA SUMY	German	English	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 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.

⁸ 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>

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

BAMBERG: Due to its infrastructure, Bamberg is unfortunately not suitable for special needs students/staff.

F. Calendar

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

Receiving institution	Autumn term* (application deadline)	Spring term* (application deadline)
BAMBERG	May 15	December 1
UA SUMY	May 30	November 15

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

2. The receiving institution will send its decision within [x] weeks.
BAMBERG: 4
UA SUMY: 4
3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI.
BAMBERG: 5
UA SUMY: 5
4. Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1st. 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

BAMBERG: 1,0 to 1,5 = very good; 1,5 to 2,5 = good; 2,5 to 3,5 = satisfactory; 3,5 to 4,0 = sufficient (lowest passing grade)

UA SUMY:

The grading scale runs from 0 to 100 and the marks have the following meanings:

Marks	ECTS scale	
0-34	fail	F
35-59	unsatisfactory	FX
60-63	sufficient	E
64-73	satisfactory	D
74-81	good	C
82-89	very good	B
90-100	excellent	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	Contact details (email, phone)	Website for information
BAMBERG	Welcome Center for International Guest Scholars Ms. Alexandra Wolf, Dr. Martin Rehfeldt (Mr.) Phone: +49 (0) 951 863 1162 Email: welcome.international@uni-bamberg.de	www.uni-bamberg.de
SUMY	International Affairs Office Tel: +38 (0542) 68-77-84 Email: academobility@dir.sumdu.edu.ua	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. Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
BAMBERG	Welcome Center for International Guest Scholars Ms. Alexandra Wolf, Dr. Martin Rehfeldt (Mr.) Phone: +49 (0) 951 863 1162 Email: welcome.international@uni-bamberg.de	www.uni-bamberg.de
SUMY	International Affairs Office Tel: +38 (0542) 68-77-84 Email: academobility@dir.sumdu.edu.ua	Health insurance is needed for the whole stay in Ukraine

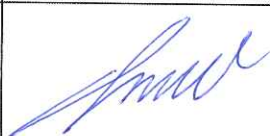
4. Housing

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	Contact details (email, phone)	Website for information
BAMBERG	Welcome Center for International Guest Scholars Ms. Alexandra Wolf, Dr. Martin Rehfeldt (Mr.) Phone: +49 (0) 951 863 1162 Email: welcome.international@uni-bamberg.de	www.uni-bamberg.de
SUMY	International Affairs Office Tel: +38 (0542) 68-77-84 Email: academobility@dir.sumdu.edu.ua	http://study.sumdu.edu.ua/en/living-conditions.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature⁹
BAMBERG	Dr. Andreas Weihe, Institutional Coordinator		
SUMY	Assoc. Prof. Volodymyr O. Lyubchak Vice-Rector for International Affairs	31.10.18	

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation