

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between institutions from programme and partner countries

[Minimum requirements]³

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 organization 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 ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
WROCLAW UNIVERSITY OF ECONOMICS	PL WROCLAW 03	Iwona Przylecka, Erasmus Institutional Coordinator	iwona.przylecka@ue.wroc.pl phone: +48 71 36 80 151 fax: +48 712 36 72 784	www.ue.wroc.pl , http://www.ue.wroc.pl/biznes/7714/informat ion for incoming students.html

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

⁴ 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.

NATIONAL UNIVERSITY OF FOOD TECHNOLOGIES	KYIV NUFT	Svitlana Stepanchuk Ersamus Insitutional Coordinator	claira@ukr.net Stepanchuk.Lana@gmail.com tel./fax:+38 044 289 73 68 +38 097 941 91 00	http://nuft.edu.ua/ http://nuft.edu.ua/pageview/erasmus
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B. Mobility numbers⁵ 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 the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or 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 (Months) Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
PL WROCLA W03	KYIV NUFT	340/314	Business Studies/ Economics	1 st , 2 nd	2 (10 months)	
KYIV NUFT	PL WROCLA W03	340/314	Business Studies/ Economics	1 st , 2 nd	2 (10 months)	

*[*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*

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>)

duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or 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 *
PL WROCLA W03	KYIV NUFT	0311	Business Studies/ Economics	2 (10 days)	2 (10 days)
KYIV NUFT	PL WROCLA W03	0311	Business Studies/ Economics	2 (10 days)	2 (10 days)

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	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL WROCLA W03		Polish		B1	B2
		English		B1	B2
KYIV NUFT		Ukrainian		B1	B2
		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**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

⁶ See Common European Framework of Reference for Languages

⁷ 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 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 organizational 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 agreed 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]

[Please specify whether the institutions have 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	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
PL WROCLAW03	10th of July	10th of December
KYIV NUFT	10th of July	10th of December

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

2. The receiving institution will send its decision within [x] weeks.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. 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."]

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' guide⁸. 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.]

PL WROCLAW03:

The institutional grading system at Wroclaw University of Economics consists of six grading levels:

Local grades in WUE (numerically)	Local grades in WUE (descriptively, abbreviation and traditional marks)	Percent of required knowledge for this grade	Converted to ECTS grades
5.0	Very good (bdb, 5)	90 – 100%	A
4.5	Better than good (+db, +4)	80 – 89%	B
4.0	Good (db, 4)	70 – 79%	C
3.5	Better than satisfactory (+dst, +3)	60 – 69%	D
3.0	Satisfactory (dst, 3)	50 – 59%	E
2.0	Failure (ndst, 2)	less than 50%	F

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	The use of words like "excellent" or "good" is no longer recommended as they do not fit with percentage based ranking of the ECTS Grade Transfer Scale.
B	25	
C	30	
D	25	
E	10	
FX	-	FAIL - some more work required before the credit can be awarded.
F	-	FAIL - considerable further work is required.

ECTS credits:

1 full academic year = 60 credits
1 semester = 30 credits
1 term/trimester = 20 credits

GRADING SYSTEM CITY:

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KYIV NUFT:

The institutional grading system at the National University of Food Technologies is the following:

ECTS	Points	National scale	National scale	Characteristics
A	90-100	5	EXCELLENT	outstanding performance with only minor mistakes
B	82-89	4	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	3	SATISFACTORY	performance meets the minimum criteria
E	60-63		PASSING GRADE	performance meets the minimum criteria
FX	35-59	2	LOW GRADE	performance does not meet the minimum criteria, student has opportunity to pass this course once more
F	1-34		FAIL	performance does not meet the minimum criteria, student should pass this course once more

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 (e-mail, phone)	Website for information
PL WROCLAW03	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784	http://www.ue.wroc.pl/biznes/7714/information_for_incoming_students.html
KYIV NUFT	claira@ukr.net Stepanchuk.Lana@gmail.com tel./fax:+38 044 289 73 68 +38 097 941 91 00	http://nuft.edu.ua/ http://nuft.edu.ua/pageview/erasmus

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 (e-mail, phone)	Website for information
PL WROCLAW03	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784	http://www.ue.wroc.pl/biznes/7714/information_for_incoming_students.html
KYIV NUFT	claira@ukr.net Stepanchuk.Lana@gmail.com tel./fax:+38 044 289 73 68 +38 097 941 91 00	http://nuft.edu.ua/ http://nuft.edu.ua/pageview/erasmus

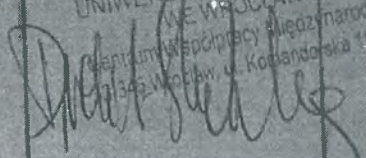
4. Housing

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 (e-mail, phone)	Website for information
PL WROCLAW03	erasmus@ue.wroc.pl tel. 0048 71 36 80 131 fax. 0048 71 36 72 784	http://www.ue.wroc.pl/biznes/7714/information_for_incoming_students.html
KYIV NUFT	claira@ukr.net Stepanchuk.Lana@gmail.com tel./fax:+38 044 289 73 68 +38 097 941 91 00	http://nuft.edu.ua/ http://nuft.edu.ua/pageview/erasmus

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL WROCLAW03	Prof. Dr. Hab. Bogusława Drelich-Skulska Vice-Rector for International Co- operation	20.12. 2016	UNIWERSYTET EKONOMICZNY WE WROCŁAWIU Kierownik Wydziału Studiów Międzynarodowych 50-345 Wrocław, ul. Kołłątaja 11A/120 
KYIVNUFT	Prof. Dr. of Economic Sciences Oleg Sheremet Director of Institut Economic and Menegement NUFT	07.12. 2016	