

**Erasmus+ Programme****Key Action 1****Learning mobility for higher education students and staff****Inter-institutional agreement 2022-2029****between institutions from****EU Member States and third countries associated to the Programme  
and third countries not associated to the Programme**

The institutions<sup>1</sup> named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2022-2029 in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education<sup>2</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR<sup>3</sup> and in line with the technical standards of the European Student Card Initiative<sup>4</sup>, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

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<sup>1</sup> Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>3</sup> [https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)

<sup>4</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)



## 1. Information about higher education institutions

Name of the institution (and department where relevant) and address	Erasmus code or city <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
UNIWERSYTET RZESZOWSKI  Rejtana 16C, 35-959 Rzeszów, Poland	PL RZESZOW02	Ms Lucyna Kustra-Kłeczek Erasmus+ Institutional Coordinator, Tel.: +48 17872 1071, <a href="mailto:lkustra@ur.edu.pl">lkustra@ur.edu.pl</a>  Departmental Coordinators: <a href="https://www.ur.edu.pl/en/departamental-coordinators">https://www.ur.edu.pl/en/departamental-coordinators</a>	General: <a href="https://www.ur.edu.pl/en">https://www.ur.edu.pl/en</a> Erasmus+: <a href="http://www.ur.edu.pl/en/university/erasmus">http://www.ur.edu.pl/en/university/erasmus</a> Faculty/faculties: <a href="https://www.ur.edu.pl/en/colleges-">https://www.ur.edu.pl/en/colleges-</a> Course catalogue: <a href="https://www.ur.edu.pl/en/courses">https://www.ur.edu.pl/en/courses</a>
National University of Food Technologies /Ukraine  EDUCATIONAL AND SCIENTIFIC INSTITUTE OF FOOD TECHNOLOGY	974486445	Ms. Iryna Volovyk International Relations Department Head Tel (+38044)287-93-83 e-mail: <a href="mailto:inbox@nuft.in.ua">inbox@nuft.in.ua</a>  Ms. Anastasiia Shevchenko PhD, Associate professor of the Department of Bakery and Confectionery Goods Technology Tel.: +380639311021 <a href="mailto:nastyusha8@ukr.net">nastyusha8@ukr.net</a>	<a href="http://nuft.edu.ua/en/">http://nuft.edu.ua/en/</a>  <a href="http://nuft.edu.ua/en/pro-universitet/navchalni-pidrozdily/instituty-fakultety/nnixt/kafedry-nnixt/kbtpbv/">http://nuft.edu.ua/en/pro-universitet/navchalni-pidrozdily/instituty-fakultety/nnixt/kafedry-nnixt/kbtpbv/</a>

## 2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area  ISCED CODE <sup>7</sup> (optional)	Subject area  NAME (optional)	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]  (optional)	Number of student mobility periods	
					Student Mobility for Studies  [total number of students x total number of months per 1 student]	Student Mobility for Traineeships  [total number of students x total number of months per 1 student]

<sup>5</sup> Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located..

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates

<sup>7</sup> <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>



KYIV	PL RZESZOW02	0721	Food Processing	1,2	2 students x 5 months	
PL RZESZOW02	KYIV	0721	Food Processing	1,2	2 students x 5 months	

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area ISCED CODE (optional)	Subject area NAME (optional)	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of staff x number of days per 1 staff]	Staff Mobility for Training [total number of staff x number of days per 1 staff]
KYIV	PL RZESZOW02	0721	Food Processing	2 x 5 days	2 x 5 days
PL RZESZOW02	KYIV	0721	Food Processing	2 x 5 days	2 x 5 days

**Numbers of incoming and outgoing students and staff will be adjusted to yearly Erasmus+ budget.**

### 3. 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<sup>8</sup> at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL RZESZOW02	all subject areas	Polish	English	EN: B1	EN:B2
KYIV	all subject areas	English	English Ukrainian	English B1 (for courses in English) Ukrainian B1 (for course in Ukrainian)	English B2 or Ukrainian B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

### 4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees

<sup>8</sup> For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

### **This section is applicable only for KA171**

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
OS will be used by the University of Rzeszów	50% of the project budget will be allocated to increasing the number of students and staff coming to the University of Rzeszów
	Purchase of gadgets for incoming students and staff
	Purchase of office supplies, etc.

## **5. Outreach and Selection of participants: calendar, application procedure and requirements**

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline <sup>9</sup>
PL RZESZOW02	Winter Semester: 1.10 - ~1.02 Summer Semester: ~15.02 - ~30.06	Nomination: 20.05, application 31.05 Nomination: 20.10, application 31.10

<sup>9</sup> Please specify the deadline for each semester and, if necessary, adapt to a trimester system.



NATIONAL UNIVERSITY OF FOOD TECHNOLOGIES, KYIV, UKRAINE	Odd Semester: 1.09 - ~28.12 Even Semester: ~16.01 - ~30.06	November, 30
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The receiving institution will send its decision within [5] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department

### Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
PL RZESZOW02	<a href="mailto:anzajac@ur.edu.pl">anzajac@ur.edu.pl</a> , +48 17 872 1071	<a href="https://www.ur.edu.pl/en/information-before">https://www.ur.edu.pl/en/information-before</a>
NATIONAL UNIVERSITY OF FOOD TECHNOLOGIES, KYIV, UKRAINE	Ms. Iryna Volovyk International Relations Department Head Tel (+38044)287-93-83 e-mail: <a href="mailto:inbox@nuft.in.ua">inbox@nuft.in.ua</a>	<a href="https://nuft.edu.ua/en/sluzhby-ta-viddily/viddil-mizhnarodnyx-zvyazkiv">https://nuft.edu.ua/en/sluzhby-ta-viddily/viddil-mizhnarodnyx-zvyazkiv</a>

### Selection criteria

Each partner university recruits students and staff on its own, taking into account, for example:

- students - the average grade, knowledge of English (at least B1), a positive opinion of a academic teacher, motivation letter etc.
- staff - scientific achievements, knowledge of English (min. B2), etc.

The University of Rzeszów should receive a recruitment protocol indicating the selected candidate. Recruitment documents should be stored in the appropriate Erasmus+ office.

Inclusion measures<sup>10</sup> - if the budget allows it.

## 6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the Erasmus+ Student Charter<sup>11</sup>.

<sup>10</sup> You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here: [https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)



- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

## PL RZESZOW02

Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
Accommodation	Students - <a href="mailto:anzajac@ur.edu.pl">anzajac@ur.edu.pl</a> Staff - <a href="mailto:lkustra@ur.edu.pl">lkustra@ur.edu.pl</a> +48 17 872 1071	<a href="https://www.ur.edu.pl/en/information-package">https://www.ur.edu.pl/en/information-package</a> <a href="https://www.ur.edu.pl/en/incoming-staff">https://www.ur.edu.pl/en/incoming-staff</a>

<sup>11</sup> The Erasmus+ Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)



Language Support	Students can attend Polish Language and Culture course for free	<a href="https://www.ur.edu.pl/en/university/non-collegiate-units/center-for-foreign-language-studies">https://www.ur.edu.pl/en/university/non-collegiate-units/center-for-foreign-language-studies</a>
Visa	Students - <a href="mailto:anzajac@ur.edu.pl">anzajac@ur.edu.pl</a> Staff - <a href="mailto:lkustra@ur.edu.pl">lkustra@ur.edu.pl</a> +48 17 872 1071	<a href="https://www.ur.edu.pl/en/information-package">https://www.ur.edu.pl/en/information-package</a>
Insurance	Incoming Students and Staff are obliged to have health insurance and accident insurance. Students of the Faculty of Medicine and each student coming for traineeship have to buy additional insurance - liability insurance.	<a href="https://www.ur.edu.pl/en/information-package">https://www.ur.edu.pl/en/information-package</a>
Inclusion of participants with fewer opportunities	<a href="mailto:lkustra@ur.edu.pl">lkustra@ur.edu.pl</a> +48 17 872 1071	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
Mentoring	Departmental coordinators	<a href="https://www.ur.edu.pl/en/departamental-coordinators">https://www.ur.edu.pl/en/departamental-coordinators</a>

KYIV

Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
Accommodation	Tel (+38044)287-93-83 e-mail: <a href="mailto:inbox@nuft.in.ua">inbox@nuft.in.ua</a>	<a href="https://test.nuft.in.ua/en/akademichna-mobilnist/">https://test.nuft.in.ua/en/akademichna-mobilnist/</a>
Language Support	Students can attend English Language and Culture course for free	<a href="https://test.nuft.in.ua/en/zheshuvskyj-universytet-m-zheshuv-polshha/">https://test.nuft.in.ua/en/zheshuvskyj-universytet-m-zheshuv-polshha/</a>
Visa	Tel (+38044)287-93-83 e-mail: <a href="mailto:inbox@nuft.in.ua">inbox@nuft.in.ua</a>	<a href="https://test.nuft.in.ua/en/akademichna-mobilnist/">https://test.nuft.in.ua/en/akademichna-mobilnist/</a>
Insurance	Incoming Students and Staff are obliged to have health insurance and accident insurance. Students of the Faculty of Medicine and each student coming for traineeship have to buy additional insurance - liability insurance.	<a href="https://test.nuft.in.ua/en/akademichna-mobilnist/">https://test.nuft.in.ua/en/akademichna-mobilnist/</a>
Inclusion of participants with fewer opportunities	Ms Iryna Volovyk International Relations Department Head Tel (+38044)287-93-83 e-mail: <a href="mailto:inbox@nuft.in.ua">inbox@nuft.in.ua</a>	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.



Mentoring	Ms Anastasiia Shevchenko PhD, Associate professor of the Department of Bakery and Confectionery Goods Technology Tel.: +380639311021 nastyusha8@ukr.net	<a href="https://test.nuft.in.ua/en/zheshuvskyj-universytet-m-zheshuv-polshha/">https://test.nuft.in.ua/en/zheshuvskyj-universytet-m-zheshuv-polshha/</a>
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## 7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

the European Credit Transfer and Accumulation System
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- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
  - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
  - o 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.
  - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

## 8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide<sup>12</sup>. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
PL RZESZOW02	n/a	<a href="https://www.ur.edu.pl/en/information-package">https://www.ur.edu.pl/en/information-package</a>
NATIONAL UNIVERSITY OF FOOD TECHNOLOGIES, KYIV, UKRAINE	n/a	<a href="https://drive.google.com/file/d/1rqsRgMWJDS90ftz7Gy8g1wnn0Af5Mhvv/view">https://drive.google.com/file/d/1rqsRgMWJDS90ftz7Gy8g1wnn0Af5Mhvv/view</a>

<sup>12</sup> The ECTS user's guide is available here: [https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\\_en](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en)



PL RZESZOW02 - 5 - A- excellent, 4,5 - B - very good, 4 - C - good, 3,5 - D - satisfactory, 3 - E - sufficient, 2 - F - fail



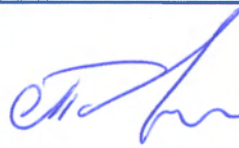

KYIV - A- excellent (excellent knowledge), B - good (above average with few errors), C - good (good knowledge with a small number of significant errors), D - satisfactory (good knowledge, but with a significant number of errors), E - satisfactory (knowledge meets the minimum criteria), F - unsatisfactory (with the possibility of reassembly), FX - unsatisfactory (without the possibility of reassembly)

## 9. Termination of the agreement

In case of earlier 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.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict

### SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>13</sup>	Stamp of the University
PL RZESZOW02	<b>Prof. Elzbieta Rokosz</b> - Vice-Rector for Students and Educational Affairs	19.10.2022		
NATIONAL UNIVERSITY OF FOOD TECHNOLOGIES, KYIV, UKRAINE	<b>Serhii Tokarchuk</b> - Vice-Rector for Scientific Work, Ph.D	20.10.22		

<sup>13</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation