



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff**

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ 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 2021-2027 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 Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, 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.

¹ 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.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
University of Maribor Slomškovo trg 15 2000 Maribor Slovenia	SI MARIBOR01	Mag. Alenka Marušič Erasmus Coordinator Tel. +386 2 23 55 380 icm@um.si Uroš Kline Head of International Relations Office Email: erasmus@um.si	General: https://www.erasmusplus.um.si/international-students/ Course catalogue: https://www.erasmusplus.um.si/international-students/
Zhytomyr Polytechnic State University 103 Chudnivska str. 10005 Zhytomyr, Ukraine	ZHYTOMYR	MSc. Anna Polyanska Erasmus Coordinator Tel: +38 0412 41 85 41 Email: as.ostapchuk@ukr.net Assoc. Prof. Vasyl Mamray Head of International Relations Department Tel: +38 0412 41 85 41 Email: mamrayv@ukr.net	General: www.ztu.edu.ua Faculty/faculties: https://ztu.edu.ua/ua/structure/faculties Course catalogue: https://ztu.edu.ua/ua/study/zstu-info-en.php https://ztu.edu.ua/en/study/foreign_students.php

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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).*

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁷ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
SI MARIBOR01	ZHYTOMYR	0111	Education	1 st , 2 nd and 3 rd	2	10	2	10
		1015	Tourism					
		0412	Finance, Banking & Insurance					
ZHYTOMYR	SI MARIBOR01	0413	Management and administration		2	10	2	10
		0421	Law					
		0611	Computer use					
			Others					

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

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 skills⁸ 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 level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
SI MARIBOR01		ENGLISH		English B1	English B2
ZHYTOMYR		ENGLISH		English B1	English 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.

⁸ 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>

4. Partnership arrangements: fees and organisational support funds

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

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
Sending institution from partner country will receive 200 EUR for each granted student.	Promotion of the call and the Erasmus + program
	Cultural preparation for selected students
	Dissemination activities to relevant stakeholders according to the Strategy for dissemination and exploitation of results
	Reintegration after returning from mobility

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 ⁹
SI MARIBOR01	Winter Term: from October 1 to Mid-February Spring Term: from Mid-February to Mid-July	Winter term: 1. 07 Spring term: 1. 12
ZHYTOMYR	Winter Term: from 01 Sep to 15 Jan Spring Term: from 01 Feb to 30 Jun	Winter term: 1. 08 Spring term: 1. 12

The receiving institution will send its decision within 3 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:

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

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
SI MARIBOR01	icm@um.si	https://www.erasmusplus.um.si/international-students/
ZHYTOMYR	MSc. Anna Polyanska, Erasmus Coordinator Email: as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php

Selection criteria	
Selection of students and staff shall be carried out by their sending institutions in a just and transparent manner by obeying the following criteria:	
STUDENT MOBILITY	
Requirement	Details
Motivation letter	The students shall write a motivation letter to argue for the wish for study or training.
CV	The students shall prepare CV
Academic requirements (Learning Agreement)	Student must have in the LA 3,33 ECTS/per month.

Inclusion measures* ¹⁰	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.
Field of study	In order to reach a balance between academic disciplines, less occupied disciplines shall have an advantage before frequently selected disciplines, in case of equal numbers of applicants, the fields of natural sciences and technologies shall have priority,
Seniority	Student of a higher year of study shall have advantage before a student of a lower year, as the second has another chance to be mobile in the next academic year, whereas the senior might have the last chance
Prior mobility	Preference is given to a student who has not yet been on mobility.
Gender	In order to provide for equal chances for both genders

***Inclusion measures**

The Erasmus+ programme includes students who belong to the group “students with fewer opportunities” and who are eligible for additional funding for students from less advantaged backgrounds.

In accordance with the European Commission and National Agency guidelines, the eligibility of students for these funds is determined for each country individually. Recommendations for setting the criteria for an institution are published on the [University of Maribor E+ KA171](#) website.

¹⁰ 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

The sending institution itself determines the students eligible for additional funds for students with fewer opportunities. The institution must keep all documentation showing that students are eligible for these additional funds.

STAFF MOBILITY

The selection criteria of participants should be published in a call for applications.

University of Maribor shall accept application until the deadline, which is to be announced in the call. If there will be more timely equal applications than available means, UM shall carry out selection of staff in a just and transparent manner by obeying the following criteria:

1. Mobility Agreement Proposal
2. Interest of the Foreign Partner (for example pre-acceptance)
3. Sustainability of mobility results at the University of Maribor
4. Prior cooperation

In case of equal result, preference should be assigned to staff from less advantaged socio-economic background and to staff with special needs.

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](#)¹¹.
- 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:

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	SI MARIBOR01	icm@um.si	https://www.erasmusplus.um.si/international-students/
	ZHYTOMYR	as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php
Language Support	SI MARIBOR01	icm@um.si	https://www.erasmusplus.um.si/international-students/
	ZHYTOMYR	as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php
Visa	SI MARIBOR01	icm@um.si	https://www.erasmusplus.um.si/international-students/
	ZHYTOMYR	as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php
Insurance	SI MARIBOR01	icm@um.si	https://www.erasmusplus.um.si/international-students/
	ZHYTOMYR	as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php
Inclusion of participants with	SI MARIBOR01	icm@um.si	https://www.erasmusplus.um.si/international-students/ e.g. available infrastructure for:

fewer opportunities			Reduced mobility or hearing/visual impairments, students/staff with children, etc.
	ZHYTOMYR	as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php
Mentoring	SI MARIBOR01		https://www.erasmusplus.um.si/international-students/
	ZHYTOMYR	as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php
Grant payments	SI MARIBOR01	icm@um.si	https://www.erasmusplus.um.si/international-students/
	ZHYTOMYR	as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php
Alumni information	SI MARIBOR01		https://www.erasmusplus.um.si/international-students/
	ZHYTOMYR	as.ostapchuk@ukr.net	https://ztu.edu.ua/en/study/foreign_students.php

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.
- University of Maribor and partner institution will ensure fully and automatically recognition as agreed in the learning agreement and confirmed by the transcript of records/traineeship certification in line with European Credit Transfer and Accumulation System
- 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 organizations 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 3 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](#)¹². 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
SI MARIBOR01		https://www.erasmusplus.um.si/international-students/
ZHYTOMYR		https://ztu.edu.ua/en/study/foreign_students.php

SI MARIBOR01:

The ECTS users' guide of University of Maribor is published at the following web page:
<http://www.um.si/en/international/erasmus>.

Slovenia Marks	Approximate Equivalent	ECTS Grading Scale
10	Excellent	A
9	very good	B
8	Good	C
7	Satisfactory	D
6	Sufficient	E
1-5	Fail	F / FX

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

ZHYTOMYR

ECTS	Description	National System	
		5-point scale	100-point scale
A	Excellent - outstanding performance with only minor errors.	5 (Excellent)	90-100
B	Very good- above the average standard but with some errors	4 (Very good)	80-89
C	Good - generally sound work with a number of notable errors	4 (Good)	65-79
D	Satisfactory - fair but with significant shortcomings	3 (Satisfactory)	55-64
E	Sufficient - performance meets the minimum criteria	3 (Sufficient)	50-54
FX	Fail - some more work required before the credit can be awarded	2 (Fail)	35-49
F	Fail - considerable further work is required	2 (Fail)	1-34

9. Any other information regarding the terms of the agreement (optional)

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10. 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. 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 ¹³
SI MARIBOR01	Prof. Dr. Zdravko Kačič Rector		<p>Digitally signed by ZDRAVKO KAČIČ Izdajatelj: SIGEN-CA G2 St. potrdila: EF12129F00000000572233DE Datum podpisa: 06.02.2023 Potek veljavnosti: 02.07.2023</p> <p>Digitally signed</p>
ZHYTOMYR	Prof. Dr. Viktor Ievdokymov Rector	03.02.2023	

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation