



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

**Inter-institutional<sup>1</sup> agreement 2021-2023<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</sup>**

**[Minimum requirements]<sup>4</sup>**

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+.

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<sup>1</sup> 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+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

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

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## EUROPEAN COMMISSION

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## A Information about higher education institutions

| Full name of the institution / country                          | Erasmus code or city <sup>5</sup> | Contact details <sup>6</sup><br>(email, phone)  | Website<br>(eg. of the course catalogue)   |
|---|-----------------------------------|---|--|
| <b>Eskişehir Osmangazi University</b>                           | TR ESKISEH02                      | <u>Head of International Relations Office</u><br>Dr. Mahmut Sami İŞLEK<br>International Relations Office,<br>Meselik, 26040, Eskişehir, Turkey<br>Tel: +90 222 229 0433,<br>Email: erasmus@ogu.edu.tr | <b>For exchange students:</b><br><a href="http://iro.ogu.edu.tr/en/Sayfa/Index/14/incoming-students">http://iro.ogu.edu.tr/en/Sayfa/Index/14/incoming-students</a> |
| Department of Mechanical Engineering                            |                                   | <u>Departmental Coordinator</u><br>Dr. Mehmet Gökçe AY, Res. Asst.<br>gma@ogu.edu.tr<br>+90 222 2393750/3355  | <a href="https://ects.ogu.edu.tr/">https://ects.ogu.edu.tr/</a>  |
| Department of Mining Engineering                                |                                   | <u>Departmental Coordinator</u><br>Melih İPHAR, Prof. Dr.<br>miphar@ogu.edu.tr<br>+90 222 2393750/3422  |  |
| Faculty of Tourism  |                                   | <u>Faculty Coordinator</u><br>Dr. Cansev OZDEMİR, Asst. Prof.<br>caozdemir@ogu.edu.tr<br>+90 222 2393750/6658   |  |
| <b>Zhytomyr Polytechnic State University</b>                    | ZHYTOMYR                          | <u>Head of International Relations Department</u><br>Assos. Prof., PhD Vasyl Mamray<br>E-mail: mamrayv@ukr.net<br>Tel: +38 0412 418541  | <a href="https://ztu.edu.ua/ua/study/zstu-info-en.php">https://ztu.edu.ua/ua/study/zstu-info-en.php</a>  |
| Department of Mechanical Engineering                            |                                   | <u>Institutional Erasmus+ Coordinator</u><br>Anna Ostapchuk<br>E-mail: as.ostapchuk@ukr.net<br>Tel: +38 0412 418541   | <a href="https://ztu.edu.ua/en/study/foreign_students.php">https://ztu.edu.ua/en/study/foreign_students.php</a>  |
| Department of Mining Engineering                                |                                   | <u>Departmental Coordinator</u><br>Assos. Prof., PhD Nataliia Balytska<br>E-mail: balytskanataliia@gmail.com  |  |
| Faculty of Business and Service Sector<br>Department of Tourism |                                   | <u>Departmental Coordinator</u><br>Prof. Dr. Halyna Tarasiuk<br>E-mail: galinatar@ukr.net<br>Tel: +38 0412372145  |  |

<sup>5</sup> 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.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement.

## B. Mobility numbers<sup>7</sup> per 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<br>[Erasmus code or city of the sending institution] | TO<br>[Erasmus code or city of the receiving institution] | Subject area code<br>[ISCED] | Subject area name              | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]* | Number of student mobility periods   |   |
|---|---|------------------------------|--------------------------------|--|--|---|
|   |   |                              |                                |  | Student Mobility for Studies<br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships*<br>[Applicable from 2018 call] |
| TR<br>ESKISEH02   | ZHYTOMYR  | 0412                         | Finance, banking and insurance | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>                                  | 1 student x 5 months = 5 months  | -   |
|   |   | 521                          | Mechanical Engineering         |  |  |   |
|   |   | 544                          | Mining Engineering             |  |  |   |
| ZHYTOMYR  | TR<br>ESKISEH02   | 0412                         | Finance, banking and insurance | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>                                  | 1 student x 5 months = 5 months  | -   |
|   |   | 521                          | Mechanical Engineering         |  |  |   |
|   |   | 544                          | Mining Engineering             |  |  |   |

<sup>7</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <http://www.uis.unesco.org/Education/Pages/international-standards-classification-of-education.aspx>)

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>*         | Number of staff mobility periods  |                                  |
|---|---|-----------------------------------|--------------------------------|---|----------------------------------|
|   |   |                                   |                                | Staff Mobility for Teaching<br><br>[total number of days of teaching periods or average duration *] | Staff Mobility for Training<br>* |
| TR<br>ESKISEH02                                   | ZHYTOMYR  | 0412                              | Finance, banking and insurance | 1 staff x 5 days<br>minimum 8 hours   | 1 person x 5 days                |
|   |   | 521                               | Mechanical Engineering         |   |                                  |
|   |   | 544                               | Mining Engineering             |   |                                  |
| ZHYTOMYR  | TR<br>ESKISEH02                                   | 0412                              | Finance, banking and insurance | 1 staff x 5 days<br>minimum 8 hours   | 1 person x 5 days                |
|   |   | 521                               | Mechanical Engineering         |   |                                  |
|   |   | 544                               | Mining Engineering             |   |                                  |

### 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<br>[Erasmus code or city] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level <sup>8</sup>          |  |
|---|------------------------|---------------------------|---------------------------|---|--|
|   |                        |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: 81] | Staff Mobility for Teaching<br>[Minimum recommended level: 82] |
| TR<br>ESKISEH02                                 | -                      | Turkish                   | English                   | B1  | B2   |
| ZHYTOMYR  | -                      | Ukrainian                 | English<br>Russian        | 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

<sup>8</sup> 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(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](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.

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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

All the relevant information related to carrying out the procedures and selection process has been sent via the Information Package sent by Eskişehir Osmangazi University.

### Other Details at Eskişehir Osmangazi University

- Incoming Erasmus students can attend Turkish Language Course organized by Turkish Teaching Center (TOMER) within the campus. Courses at A1 level are offered with 5 ECTS and free of charge for the Erasmus Students during their studies in Eskisehir.
- The students are guided by mentors and International Relations Office for practical issues like registration, residence permit, student ID, transportation options, accommodation etc.
- ESOGO, welcomes students and staff with disabilities and provides information and assistance.

### Other Details at Zhytomyr Polytechnic State University

- Incoming students are supervised by the University group of mentors and International Relations Office responsible representatives in order to be ensured with an overall assistance in scopes of registration, residence permit acceptance, student ID issuing, transportation, accommodation etc.
- ZPSU welcomes students and staff with disabilities and provides information and assistance.

## F. Calendar

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

| Receiving institution<br>[Erasmus code or city] | Term*  | Term*  |
|---|--|--|
| TR ESKISEH02                                    | 31 <sup>th</sup> of July<br>(dates are flexible) | 15 <sup>th</sup> of December<br>(dates are flexible) |
| ZHYTOMYR  | 15 <sup>th</sup> of July<br>(dates are flexible) | 15 <sup>th</sup> of December<br>(dates are flexible) |

2. The receiving institution will send its decision within 4 weeks.
3. 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.
4. Termination of the agreement: The agreement automatically finish at the end of the project period. It is up to the partners mutual agreement to carry out common activities other than this project.



## TR ESKISEH02

### 1. Academic Calendar:

- Autumn Semester: from the 1<sup>st</sup>-10<sup>th</sup> of September, till the 15<sup>th</sup> of January (including final exams);
- Spring Semester: from the first week of February till the first week of June (including final exams)

## ZHYTOMYR

### 1. Academic Calendar:

- Autumn Semester: from the 1<sup>st</sup> of September, till the 15<sup>th</sup> of January (including final exams);
- Spring Semester: from the 15<sup>th</sup> of February, till the 30<sup>th</sup> of June (including final exams)

## G. Information

### 1 Grading systems of the institutions

#### **Eskişehir Osmangazi University:**

<http://iro.ogu.edu.tr/en/Sayfa/Index/14/incoming-students>

#### **Zhytomyr Polytechnic State University:**

| 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            |

### 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:

| <b>Institution</b><br>[Erasmus code or city] | <b>Contact details</b><br>(email, phone)   | <b>Website for information</b>  |
|--|--|---|
| TR ESKISEH02                                 | International Relations Office<br>Tel: +90 222 2290433<br>E-mail: erasmus@ogu.edu.tr   | <a href="http://iro.ogu.edu.tr/en/Sayfa/Index/14/incoming-students">http://iro.ogu.edu.tr/en/Sayfa/Index/14/incoming-students</a> |
| ZHYTOMYR                                     | International Relations Office<br>Tel: +38 0412 418541<br>E-mail: as.ostapchuk@ukr.net | <a href="https://ztu.edu.ua/ua/structure/departments/worldwork/">https://ztu.edu.ua/ua/structure/departments/worldwork/</a>       |

### 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:

| <b>Institution</b><br>[Erasmus code or city] | <b>Contact details</b><br>(email, phone)   | <b>Website for information</b>  |
|--|--|---|
| TR ESKISEH02                                 | International Relations Office<br>Tel: +90 222 2290433<br>E-mail: erasmus@ogu.edu.tr   | <a href="http://iro.ogu.edu.tr/en/Sayfa/Index/14/incoming-students">http://iro.ogu.edu.tr/en/Sayfa/Index/14/incoming-students</a> |
| ZHYTOMYR                                     | International Relations Office<br>Tel: +38 0412 418541<br>E-mail: as.ostapchuk@ukr.net | <a href="https://ztu.edu.ua/ua/structure/departments/worldwork/">https://ztu.edu.ua/ua/structure/departments/worldwork/</a>       |



## 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<br>[Erasmus code or city] | Contact details<br>(email, phone)   | Website for information   |
|---------------------------------------|---|---|
| TR ESKISE102                          | International Relations Office<br>Tel: +90 222 2290433<br>E-mail: er.tr.mu, tr@ogu.er.lu.tr | <a href="http://tr.ogu.edu.tr/en/Sayfa/Index%2014/incoming-students">http://tr.ogu.edu.tr/en/Sayfa/Index%2014/incoming-students</a> |
| ZHYTOMYR                              | International Relations Office<br>Tel: +380412418541<br>E-mail: a.,,ostipchuk@ukr.net       | <a href="https://ztu.edu.ua/ua/structure/departments/wof/dwork/">https://ztu.edu.ua/ua/structure/departments/wof/dwork/</a>         |

## H. Signatures of the institutions (legal representatives)

| Institution<br>[Erasmus code or name and city] | Name, function                      | Date       | Signature <sup>9</sup>  |
|--|-------------------------------------|------------|---|
| TR ESKISE102                                   | prof. Dr. Kemal ŞENLİKAK,<br>Rector | 25/02/2021 |   |
| ZHYTOMYR                                       | Prof. Viktor Levdo'ytyv,<br>Rector  | 23/02/2021 |  |

<sup>9</sup> Scanned copies of signatures of legal representatives may be accepted depending on the national legislation