



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

Inter-institutional¹ agreement 2018-2020²
between institutions from
Programme and Partner Countries³

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 ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
University of Parma	I PARMA01	Prof. Elena Maestri Department of Chemistry, Life Sciences and Environmental Sustainability elena.maestri@unipr.it Tel: +39 0521 905687 Dr. Alessandro Bernazzoli Head of Internationalization Division erasmus@unipr.it Tel. +39 0521 034037	www.unipr.it

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 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.

⁵ Contact details to reach the senior officer in charge of this agreement.

Zhytomyr State Technological University	ZHYTOMYR	Academic Coordinator: Assoc. Prof. Davydova Iryna Department of Ecology davydvairina2@gmail.com Tel: +38 0412 372145 Administrative Coordinator: Vasyl Mamray International Relations Department mamrayv@ukr.net +38 0412 418541	https://ztu.edu.ua/ua/study/zstu-info-en.php https://ztu.edu.ua/en/study/foreign_students.php
Dnipro State Agrarian and Economic University	DNIPRO	Academic Coordinator: Assoc. Prof. Nadia Zazharska, Department of Parasitology, Veterinary and Sanitary Expertise zazharskayaN@gmail.com Tel: +38 093 2433894 Administrative Coordinator: Iryna Volovyk International Relations Department interdsau@gmail.com Tel: +38 097 6737300	https://www.interdsau.com

B. Mobility numbers⁶ 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 [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration*] [Not relevant for calls 2015-2017]
ZHYTOMYR	I PARMA01	051	Biological and related sciences:	1 st , 2 nd , 3 rd	5x8 mon.
		0511	Biology		
DNIPRO	I PARMA01	0512	Biochemistry	1 st , 2 nd , 3 rd	5x7 mon.

⁶ 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>

DNIPRO	I PARMA01	052 0521	Environment: Environmental sciences	3 rd	1x4 mon.	
I PARMA01	ZHYTOMYR	0521	Environmental sciences	3 rd	2x3 mon.	
	DNIPRO			3 rd		

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
ZHYTOMYR	I PARMA01	051 0511	Biological and related sciences: Biology	1x7 days	7x7 days
DNIPRO	I PARMA01	0512 052	Biochemistry Environment	2x7 days	5x7 days
I PARMA01	ZHYTOMYR	0521	Environmental sciences	3x7 days	—
	DNIPRO				

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I PARMA01		English	English	English: B2	B2
ZHYTOMYR		Ukrainian	English, Russian	English: B2	B2
DNIPRO		Ukrainian	English	English B2	B2

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.

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.

⁷ 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>

- 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

For every student and/or staff mobility realised within the project (both outgoing and incoming), the Partner Institutions shall receive the amount of 150 EUR as a lump sum due for the costs occurred with the organization of the participation in the project. Transfer of the lump sum will be coordinated with the effective start of the mobilities.

Details of the bank account of the Partner Institutions, to which the amount due for the Organization of Mobility, shall be transferred by University of Parma, are as follows:

Account owner:	Zhytomyr State Technological University
Account currency:	EUR
Account number (IBAN):	UA183117440000025206055800854
SWIFT (BIC) code:	PBANUA2X
Name of bank:	Public Joint Stock Company CB "PRIVATBANK"
Address of bank:	Hrushevskoho str., Kyiv, 01001, Ukraine

Account owner:	Dnipro State Agrarian and Economic University
Account currency:	EUR
Account number (IBAN):	UA823052990000026002050330505
SWIFT (BIC) code:	PBANUA2X
Name of bank:	Public Joint Stock Company CB "PRIVATBANK"
Address of bank:	Hrushevskoho str., Kyiv, 01001, Ukraine

Confidentiality

Each party shall keep confidential and not disclose to any confidential information or the other party's business or technical activities except that such obligation shall not apply to information which:

- a) is in, or comes into, the public domain other than by breach of this agreement;
- b) the receiving party can show was in its possession by being in its use or being recorded in its files prior to receipt from the disclosing party;
- c) the receiving party receives from a bona fide party not receiving the information directly or indirectly from the disclosing party; or
- d) is required to disclose by law court order any government or other regulatory authority.

Intellectual Property

The Parties envisage that the exchange staff may make inventions or create other intellectual property in during the period they are at the receiving institution. Such intellectual property will belong to the receiving institution unless such intellectual property are created jointly with the sending institution in which event those materials shall be owned jointly between the parties.

Limitation of liability

To the fullest extent permitted by law, neither party shall be liable to the other in contract, tort (including without limitation negligence) and/or breach of statutory duty for any loss of profits and/or loss of production or any indirect or consequential (including economic) loss of any kind which that the other party may suffer by reason of any act, omission, neglect or default (including negligence) in the performance of this Agreement by it.

To the fullest extent permitted by law, the liability of a party to the other in contract, tort (including without limitation negligence) and/or breach of statutory duty shall in all circumstances be limited to the amount recoverable under any relevant insurance policy held in favour of that party.

ZHYTOMYR: no additional requirements.

DNIPRO: no additional requirements.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
I PARMA01	01.10 – 15.01: July 31	01.03-15.06: December 31
ZHYTOMYR	01.09 – 15.01: July 31	15.02-30.06: December 31
DNIPRO	01.09 – 22.12: July 31	01.02-15.06: December 31

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 6 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

The present agreement is valid for a period mentioned above. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on such terms as may be agreed by the two institutions.

- 4.1. This agreement may be terminated by either party at any time by giving to the other not less than at least one academic year's notice in writing.
- 4.2. Either party may terminate this agreement with immediate effect by giving notice in writing to the other party if the other party commits a material breach (which may, without limitation, consist of a series of minor breaches) of the terms of this agreement which (if capable of remedy) it fails to remedy within 30 days of receipt of a notice requiring such breach to be remedied.
- 4.3. Termination of this agreement shall be without prejudice to the rights of either party against the other which may have accrued up to the date of such termination.

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.]

I PARMA01:

ECTS	Description	National system, 30-point scale
A	Excellent - outstanding performance with only minor errors.	30 lode, 30
B	Very good- above the average standard but with some errors	29-28
C	Good - generally sound work with a number of notable errors	27-25
D	Satisfactory - fair but with significant shortcomings	24-22
E	Sufficient - performance meets the minimum criteria	21-18

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

DNIPRO: the same system as for ZHYTOMYR

⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I PARMA01	Erasmus International Home incoming@unipr.it +39 0521904203 Contact Person stefano.camurri@unipr.it	www.unipr.it http://en.unipr.it
ZHYTOMYR	Centre for Pre-academic Education and Work with Foreign Students iryna.gaidai@gmail.com	https://ztu.edu.ua/en/study/foreign_students.php
DNIPRO	International Relations Department interdsau@gmail.com +38 0976737300	https://www.interdsau.com

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:

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 (email, phone)	Website for information
I PARMA01	Erasmus International Home incoming@unipr.it +39 0521904203 E+ KA107 Contact Person: angelina.manon@unipr.it	www.unipr.it http://en.unipr.it
ZHYTOMYR	Centre for Pre-academic Education and Work with Foreign Students iryna.gaidai@gmail.com	https://ztu.edu.ua/en/study/foreign_students.php
DNIPRO	International Relations Department interdsau@gmail.com +38 0976737300	https://www.interdsau.com

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 (email, phone)	Website for information
I PARMA01	Welcome Office welcomex@unipr.it	http://www.unipr.it
ZHYTOMYR	Centre for Pre-academic Education and Work with Foreign Students info@zhytomyr.edu.ua	http://www.zhytomyr.edu.ua/eng/students.php
DNIPRO	International Relations Department ir@dnipru.dp.ua	http://www.dnipru.dp.ua/en

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
I PARMA01	Simonetta Anna Valenti Vice Rector for International Relations		 IL PRO RETTORE PER L'INTERNAZIONALE Simonetta Anna Valenti 
ZHYTOMYR	Prof. Oksanan Oliynyk, the First Vice-Rector	17.01.2019	 
DNIPRO	Prof. Anatolii Kobets, Rector	17.01.2019	 

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