



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 20[21]-20[27] 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
<p>V. N. Karazin Kharkiv National University</p>	<p>KHARKIV</p>	<p>Contact persons: Institutional Coordinator: Prof. Oleksandr Khyzhniak Head of International Relations Office email: int.relations@karazin.ua</p> <p>Departmental Coordinator for Erasmus+: Daria Rashchupkina Project Manager International Relations Office, int.dep@karazin.ua Tel. +380577050954</p> <p>Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@physgeo.com</p>	<p>General: http://www.univer.kharkov.ua/en</p>
<p>Jan Kochanowski University of Kielce/Uniwersytet Jana Kochanowskiego w Kielcach (UJK)</p>	<p>PL KIELCE02</p>	<p>Contact persons: Beata Banach-Rzga Head of International Relations Office Tel. +48 41 349 72 67 email: bbanach@ujk.edu.pl</p> <p>Erasmus+ officers:</p>	<p>https://en.ujk.edu.pl/</p> <p>Useful information https://erasmus.ujk.edu.pl/info-for-incoming-students/</p> <p>Course catalogue https://erasmus.ujk.edu.pl/info-for-incoming-students/courses-in-english/</p>

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.

		Kinga Gola (incoming students) kgola@ulj.edu.pl Tel. +48 41 349 72 97 Agnieszka Wilczkowska (outgoing students) agnieszka.wilczkowska@ulj.edu.pl Tel. +48 41 349 72 73 Magdalena Malaga (incoming staff) magdalena.malaga@ulj.edu.pl Tel. +48 41 349 70 82	
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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.

Number of student and staff mobility periods

FROM	TO	Subject area	Subject area	Study cycle	Number of mobility periods			
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	ISCED CODE? (optional)	NAME (optional)	[short cycle, 1st, 2nd or 3rd] (optional)	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]
PL KIELCE02	Kharkiv	05	Natural Sciences		2 x 5 months	10 months	2 x 5 days (8 teaching hours)	10 days
Kharkiv	PL	05	Natural		2 x 5 months	10 months	2 x 5 days (8)	10 days

⁷ <https://circabc.europa.eu/sd/a/2856ba66-aa7c-4ada-a42b-f2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

KIELCE02	Sciences				teaching hours)	
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The exact number and type of student/staff mobilities in the project depends on the funding granted by Erasmus+ National Agency. The tables in section 2 show an estimated number of student and staff mobilities.

Optional additional information

e.g. blended mobility, etc.

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		Recommended level	
		instruction 1	instruction 2	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]
PL KIELCE02		English	Polish	B1	B2
V. N. KARAZIN KHARKIV NATIONAL UNIVERSITY		Ukrainian	English	B1	B2

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>

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 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 repatriation of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repatriation		Priority Objectives	
Partners agree to share OS grant. OS grant repatriation will reflect each partner's workload in support of the mobility project.	costs directly linked to the implementation of mobilities		
	selection of participants		
	linguistic preparation and support		
	visits to partners		

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
PL KIELCE02	Winter Term: October - February Spring Term: February - July	Winter Term: nomination deadline: 30th June application deadline: 30th July Spring Term: nomination deadline: 15th January application deadline: 30th January
V. N. KARAZIN KHARKIV NATIONAL UNIVERSITY	Winter Term: from September to January Spring Term: from February to July	Winter Term: June, 1st Spring Term: November, 1st

The receiving institution will send its decision within [x] 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)	
Receiving Institution [Erasmus code or city]		Website for information	
PL KIELCE02	Kinga Gola (incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97	https://erasmus.ujk.edu.pl/info-for-incoming-students/application-form/	
V. N. KARAZIN KHARKIV NATIONAL UNIVERSITY	Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@phvsgeo.com Incoming students and staff: int.dep@karazin.ua	http://www.univer.kharkov.ua/en	
Selection criteria*			
Receiving institution	Requirement	Details	Website for information (optional)
PL KIELCE02	<ol style="list-style-type: none"> 1. Nomination 2. Academic requirements 3. Inclusion measures 4. Application 5. Orientation days 	<ol style="list-style-type: none"> 1. Before application students must be officially nominated by their home university. We may accept late applications upon agreement of both parties. The nomination should be sent to the International Relations Office and include the following information: 	https://erasmus.ujk.edu.pl/info-for-incoming-students/application-form/

<p>V. N. KARAZIN KHARKIV NATIONAL UNIVERSITY</p>	<ol style="list-style-type: none"> 1. Academic requirements 2. CV 3. Motivation letter 4. Inclusion measures 	<ul style="list-style-type: none"> - name and surname of the nominee - date of birth - e-mail - gender - field of study/academic area - level of study. 2. 30 ECTS per semester, LA, ISCED, EQF level. 3. Participants with fewer opportunities (see Erasmus+ Programme Guide) should be prioritised. 4. Completed application form online, copy of ID card/passport, official photograph jpg 236 x 295 pixels. 5. Exchange students are encouraged to participate in orientation sessions which are held at the beginning of each semester. 	
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* Participants are selected by their home university, based on its own criteria of selection. Then, the home university will nominate the participants. Subsequently, UJK will issue a Letter of Acceptance for the participant to confirm officially that the mobility is going to be implemented.

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*¹⁰.
- 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**.

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- **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	PL KIELCE02	Kinga Gola (incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97 Magdalena Malaga (incoming staff) magdalena.malaga@ujk.edu.pl Tel. +48 41 349 70 82	https://erasmus.ujk.edu.pl/info-for-incoming-students/accommodation/
Accommodation	Kharkiv	Incoming students and staff: int.dep@karazin.ua Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@physgeo.com	http://www.univer.kharkov.ua/en
Language Support	PL KIELCE02	Kinga Gola (incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97 Magdalena Malaga (incoming staff) magdalena.malaga@ujk.edu.pl Tel. +48 41 349 70 82	Course of Polish language and culture for incoming students, free of charge.
Language Support	Kharkiv	Incoming students and staff: int.dep@karazin.ua Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@physgeo.com	http://www.univer.kharkov.ua/en
Visa	PL KIELCE02	Kinga Gola (incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97	https://erasmus.ujk.edu.pl/info-for-incoming-students/visa/

	Khar'kiv	<p>Magdalena Malaga (Incoming staff) magdalena.malaga@ujk.edu.pl Tel. +48 41 349 70 82</p> <p>Incoming students and staff: int.dep@karazin.ua</p> <p>Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@phvsgeo.com</p>	http://www.univer.kharkov.ua/en
Insurance	PL KIELCE02	<p>Kinga Gola (Incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97</p> <p>Magdalena Malaga (Incoming staff) magdalena.malaga@ujk.edu.pl Tel. +48 41 349 70 82</p> <p>Incoming students and staff: int.dep@karazin.ua</p> <p>Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@phvsgeo.com</p>	https://erasmus.ujk.edu.pl/info-for-incoming-students/insurance/
Insurance	Khar'kiv	<p>Incoming students and staff: int.dep@karazin.ua</p> <p>Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@phvsgeo.com</p>	http://www.univer.kharkov.ua/en
Inclusion of participants with fewer opportunities	PL KIELCE02	<p>Kinga Gola (Incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97</p> <p>Magdalena Malaga (Incoming staff) magdalena.malaga@ujk.edu.pl Tel. +48 41 349 70 82</p> <p>Incoming students and staff: int.dep@karazin.ua</p>	<p>https://erasmus.ujk.edu.pl/info-for-incoming-students/participants-with-special-needs/</p> <p>Available structure for</p> <ul style="list-style-type: none"> - Reduced mobility - Hearing impairments - Visual impairments <p>Each case will be individually analysed. http://www.univer.kharkov.ua/en</p>
Inclusion of participants with fewer opportunities	Khar'kiv	<p>Incoming students and staff: int.dep@karazin.ua</p> <p>Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism</p>	

		<p>Prof. Natalia Popovych n.popovych@phvsgeo.com</p>	
Mentoring	PL KIELCE02	<p>Kinga Gola (incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97</p> <p>Magdalena Malaga (incoming staff) magdalena.malaga@ujk.edu.pl Tel. +48 41 349 70 82</p>	<p>Administrative support by International Relations Office Academic support by Erasmus+ faculty and institute coordinators.</p>
Mentoring	Kharkiv	<p>Incoming students and staff: int.dep@karazin.ua</p> <p>Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@phvsgeo.com</p>	<p>http://www.univer.kharkov.ua/en</p>
Grant payments	PL KIELCE02	<p>Kinga Gola (incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97</p> <p>Magdalena Malaga (incoming staff) magdalena.malaga@ujk.edu.pl Tel. +48 41 349 70 82</p> <p>Incoming students and staff: int.dep@karazin.ua</p>	<p>UJK will administer grant payments for incoming and outgoing mobilities between partner universities. https://erasmus.ujk.edu.pl/erasmus-partner-countries-ujk/student/ https://erasmus.ujk.edu.pl/erasmus-partner-countries-ujk/staff/</p>
Grant payments	Kharkiv	<p>Academic Coordinator for Erasmus+ in School of Geology, Geography, Recreation and Tourism Prof. Natalia Popovych n.popovych@phvsgeo.com</p>	<p>http://www.univer.kharkov.ua/en</p>

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

The recognition process is carried out at the sending institution.

Recognition tools that will be used: The 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 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:
 - 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.
 - A Transcript of Records will be issued by the receiving institution no later than [4] weeks after the assessment period has finished at the receiving HEI.
 - 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**¹¹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

Institution [Erasmus code or city]		EGRACONS [if applicable]		Website for information	
PL KIELCE02				https://erasmus.uik.edu.pl/info-for-incoming-students/grading-system/	
V. N. KARAZIN KHARKIV NATIONAL UNIVERSITY	N/A			Points	Four – scale evaluation
				1-49	unsatisfactory
				50-69	satisfactory
				70-89	good
				90-100	excellent
					Two- scale evaluation
					not passed
					passed

PL KIELCE02 Grading system



The Polish grading system in higher education is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst. Moreover, students can also be marked with additional sign of + which equals half a point: + means 0.5 more. Some courses, however, are not evaluated on such a marking scheme and for these a student may simply obtain *zal.* or *zaliczenie* which means that their workload was satisfactory and they have passed the course.

Local grade	ECTS grade	Local definition
5	A	Very good (<i>bardzo dobry</i>)
4+	B	Better than good (<i>dobry plus</i>)
4	C	Good (<i>dobry</i>)
3+	D	Better than satisfactory (<i>dostateczny plus</i>)
3	E	Satisfactory (<i>dostateczny</i>)
2	F	Failed/Unsatisfactory (<i>niedostateczny</i>)
<i>Zal.</i>	Credit/approval	Credited without marks

9. 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. 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."

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹²
PL KIELCE02	Erasmus+ Institutional Coordinator dr hab. inż. Barbara Gawdzik, prof UJK Vice-Rector for Education	2022 -05- 17	 Jan Kocjanowski University of Kielce Erasmus+ Institutional Coordinator
V. N. KARAZIN KHARKIV NATIONAL UNIVERSITY	Anatoliy Babichev Vice-President for Research And Teaching	13/05/2022	 dr hab. inż. Barbara Gawdzik, prof UJK



¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation