

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

Inter-institutional¹ agreement 2019-2022²
Contract Extension
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Poltava V. G. Korolenko National Pedagogical University, Ukraine	Poltava	Anastasiia Momot in.pnpu@gmail.com Phone: +380664604142	http://pnpu.edu.ua/en

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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.

University College Copenhagen - KP Humletorvet 3 DK-1799 Copenhagen, Denmark	DK KOBENHA55	International Coordinator Sabine Lam skl@kp.dk Phone: +45 41897558 Institutional Coordinator Tilde Bruun Nabe-Nielsen Phone: +45 41898830 international@kp.dk	General information: www.kp.dk/international Teacher Education: https://www.kp.dk/en/study-at-kp/teacher-education/
[...]			

B. Mobility numbers⁷ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
Poltava	DK KOBENHA55	0111	Teacher Education	1 st	5/4,5 months	
DK KOBENHA55	Poltava	0111	Teacher Education	1 st	2/4,5 months	

*[*Optional: subject area code & name and study cycle are optional.]*

⁷ 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>

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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
Poltava	DK KOBENHA55	0111	Teacher Education	2/5 days	
DK KOBENHA55	Poltava	0111	Teacher Education	2/5 days	

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 ⁸	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
Poltava		English		B1	B2
DK KOBENHA55		English		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

⁸ 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>

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 host institution shall notify the home institution and exchange students in advance of any additional costs to be incurred and that these will be the responsibility of the participating student.

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

DK KOBENHA55:

- Exchange students are only accepted based on a nomination by the home institution. The University College welcomes students and staff with disabilities but requests students and/or staff to advise the International Office of any disabilities and/or specific learning difficulties before students/staff can be accepted to ensure required support can be provided.
- The student is obliged to participate in the introduction programme like days of welcoming, tutor and buddy programmes.
- For student participating in practical placement please bring a criminal record.

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; any split of organisational support funds among the partners; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
Poltava	Nomination deadline for incoming students: 15 th March Deadline for application 1 st April	Nomination deadline for incoming students: 15 th September Deadline for application 1 st October
DK KOBENHA55	Nomination deadline for incoming students: 15 th March Deadline for application 1 st April	Nomination deadline for incoming students: 15 th September Deadline for application 1 st October

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 2 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. The agreement can be cancelled, activities can be added to it, and changes in mobility data can be made annually provided they are communicated before August 1.

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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

G. Information

1. Grading systems of the institutions

DK KOBENHA55:

KP has fully implemented the ECTS-system in accordance with Danish Law, and supports the system by specifying the relationship between ECTS-points and learning

outcomes for each course. One ECTS point equals 27 work hours. All University Colleges (UC) in Denmark have implemented assessment principles on how to grant credits to learning activities abroad, content and extent, equivalence, passed examination and/or qualifying education. All UCs have agreed on specifying the level of education and the qualifying education. Learning agreements including ECTS-points are mandatory and must be signed one month before the exchange takes place. KP's Erasmus Coordinator signs the agreement and the International Coordinator (IC) signs as departmental coordinator. For traineeships, a training agreement including ECTS-points is mandatory and must be signed one month before the stay. The IC and the host institution sign the agreement.

Full Academic year: 60ECTS

One Semester: 30ECTS

Danish mark	Explanation of the mark	Equivalent ECTS mark
12	For an excellent performance	A
10	For a very good performance	B
7	For a good performance	C
4	For a fair performance	D
02	For an adequate performance	E
00	For an inadequate performance	Fx
-3	For an unacceptable performance	F

After mobility the sending institution is responsible to convert grades in the final Transcript of Records of the student into the grading system used at the home institution.

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. 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.]

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:

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Poltava	University coordinator: Anastasiia Momot in.pnpu@gmail.com telephone+380664604142	http://en.pnpu.edu.ua/
DK KOBENHA55	Teacher Education Department: Sabine Lam skl@kp.dk +45 4189 755	https://www.kp.dk/en/how-to-apply/visa/

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
Poltava	Anastasiia Momot in.pnpu@gmail.com telephone+380664604142	http://en.pnpu.edu.ua/
DK KOBENHA55	Teacher Education Department: Sabine Lam skl@kp.dk +45 4189 755	https://www.kp.dk/en/how-to-apply/insurance-information-2/

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
--	--	--------------------------------

Poltava	Anastasiia Momot in.pnpu@gmail.com telephone+380664604142	http://en.pnpu.edu.ua/
DK KOBENHA55	KP Housing Team housing@kp.dk	https://www.kp.dk/en/how-to-apply/housing-for-exchange-students/

H. Funding


1. Grants for students and staff

The student and staff mobilities agreed upon in this agreement can only be granted funding for EU mobility grant, when KP has received funding for the grants from the EU commission. Funding must be applied for at the EU each year in February. In case KP is not granted funding for this partnership for an academic year, grants for mobility will not be available for this academic year.

2. Administrative funding

Attached to each completed mobility KP is awarded an additional administrative funding by the EU (OS-funding) at 350€ per mobility. From this OS funding KP will pay the students case order ID for their visa (study permit) and their housing fee.

I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
Poltava	Roman Sitarchuk a. i. Rector, Poltava V. G. Korolenko National Pedagogical University		
DK KOBENHA55	Stefan Hermann Vice Chancellor, University College Copenhagen - KP		

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

Poltava	Anastasiia Momot in.pnpu@gmail.com telephone+380664604142	http://en.pnpu.edu.ua/
DK KOBENHA55	KP Housing Team housing@kp.dk	https://www.kp.dk/en/how-to-apply/housing-for-exchange-students/

H. Funding



1. Grants for students and staff

The student and staff mobilities agreed upon in this agreement can only be granted funding for EU mobility grant, when KP has received funding for the grants from the EU commission. Funding must be applied for at the EU each year in February. In case KP is not granted funding for this partnership for an academic year, grants for mobility will not be available for this academic year.

2. Administrative funding

Attached to each completed mobility KP is awarded an additional administrative funding by the EU (OS-funding) at 350€ per mobility. From this OS funding KP will pay the students case order ID for their visa (study permit) and their housing fee.

I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
Poltava	Roman Sitarchuk a. i. Rector, Poltava V. G. Korolenko National Pedagogical University		
DK KOBENHA55	Stefan Hermann Vice Chancellor, University College Copenhagen - KP	2021, July 12	

University College Copenhagen
Hornbøletorvet 3
DK-1799 Copenhagen

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation