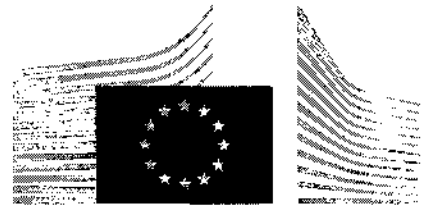

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional[1] agreement 20[21]-20[27][2]

between institutions from Programme and Partner Countries[3]

[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+.

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[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 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.
[4] 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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Directorate Innovation, International Cooperation and Sport
Unit C3: International Cooperation

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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)
***Transilvania* University of Brasov** **ROMANIA** PIC: 999904131 OID number: E10209167	RO BRASOV01	**Institutional Coordinator** Name: Prof. Dr. Eng. Simona LACHE e-mail: slache@unitbv.ro Erasmus Office B-dul Eroilor nr 29, RO-500036 Brasov, Romania ☎/🖷: +40 268473473 🖂: erasmus@unitbv.ro, incoming@unitbv.ro, outgoing@unitbv.ro **Departamental coordinator:** **Name:**Assoc.Prof. Petru Cotfas e-mail: pcotfas@unitbv.ro **Contact person**: Name: Prof. Doru Ursutiu e-mail: udoru@unitbv.ro ;	www.unitbv.ro/en/prospective-students/academic-programmes.html www.unitbv.ro/en/
National University "Zaporizhzhia Polytechnic" (NUZP), Ukraine PIC: OID number:	ZAPORIZHZHIA	**Institutional and Academic Coordinator:** Prof. Galyna Tabunshchyk galina.tabunshchik@gmail.com Tel +38 0617698267 **Incoming and Outgoing Student Mobilitt Contact Person** Leading Specialist of international department: Larysa Duiko interdep@zntu.edu.ua Tel/fax: +38 061 224 42 37 Zhukovskogo Str, 64 Zaporizhzhia, 69063, Ukraine	www.zntu.edu.ua

B. Mobility numbers[7] 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, 1st, 2nd or 3rd]*	Number of student mobility periods	
					Student Mobility for Studies *[total number*	*Student Mobility for Traineeships* *

[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.

[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)*

					* of months of the study periods or average duration*]	
RO BRASOV01	ZAPORIZHZHIA	0610	Information and Communication Technologies	1st, 2nd	2*5=10	2*3=6
		0710	Engineering and engineering trades	1st, 2nd	2*5=10	2*3=6
ZAPORIZHZHIA	RO BRASOV01	0610	Information and Communication Technologies	2nd, 3rd	2*6	1*6
		0710	Engineering and engineering trades	2nd, 3rd	2*6	

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

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* *
RO BRASOV01	ZAPORIZHZHIA	0610	Information and Communication Technologies	2*5=10	2*5=10
		0710	Engineering and engineering trades	2*5=10	2*5=10
ZAPORIZHZHIA	RO BRASOV01	0610	Information and Communication Technologies	2*5=10	2*5=10
		0710	Engineering and engineering trades	2*5=10	2*5=10

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[8]	
				Student Mobility for	Staff Mobility for Teaching

[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

				Studies *[Minimum recommended level: B1]*	*[Minimum recommended level: B2]*
RO BRASOV01		Romanian	English*	B1 – Romanian or English*	B2 – Romanian or English
ZAPORIZHZHIA		Ukrainian	English*	B1 – Ukrainian or English*	B2 – Ukrainian or English*

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

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.
- 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

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; agreement on how to use organisational support funds; 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.]

RO BRASOV01:

Selection/preparation/integration of incoming students and staff will be carried out in accordance with the principles of the Erasmus University Charter. Additional information is provided at https://www.unitbv.ro/en/

Partner Universities will send a detailed nomination list with the beneficiaries of the Erasmus mobility, by e-mail, to incoming@unitbv.ro, together with the required documents. The required documents will be sent by e-mail (pdf format).

We could specify in due time, upon request, if special needs of students and staff with disabilities can be fulfilled.

ZAPORIZHZHIA:

Selection/preparation/integration of incoming students and staff will be carried out in accordance with the principles of the Erasmus University Charter and with the principles of the Institution.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
RO BRASOV01	15, June	15, December
ZAPORIZHZHIA	15, May	15, November

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

2. The receiving institution will send its decision within [x] weeks.

RO BRASOV01 will send to the partner institution its decision within maximum 4 weeks from the reception of the required documents, according to the information provided at www.unitbv.ro/en/erasmus-students/incoming-students.html

ZAPORIZHZHIA will send its decision within maximum 4 weeks from the reception of the required documents, according to the information provided at
http ://zntu.edu .ua/akademichna-mobilnist

3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

RO BRASOV01: Transcript of Records will be issued by RO BRASOV01 no later than 4 weeks after the assessment period has finished, and sent by post to home institution.

ZAPORIZHZHIA: Transcript of Records will be issued by National University "Zaporizhzhia Polytechnic" no later than 4 weeks after the assessment period has finished, and sent by e-mail to the institutional coordinator at home institution.

4. 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.

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' guide[9]. 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.]

RO BRASOV01

(1 credit = 25 hours total work)
1 full academic year = 60 credits
1 semester = 30 credits
3 months = 20 credits
Grading distribution will be provided by student's Transcript of Records.

ROMANIAN grading system	ECTS grade
10 = Excellent	A = Excellent
9 = Very good	B = Very good

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

From 7 to 8 = Good	C = Good
6 = Satisfactory	D = Satisfactory
5 = Sufficient	E = Sufficient
From 1 to 4 = Fail	F = Fail

ZAPORIZHZHYA: http: //zntu.edu.ua /international-students-zntu
1 ECTS respond to 30 hours.
1 full academic year= 60 ECTS; 1 semester= 30 ECTS

National University "Zaporizhzhia Polytechnic"		**ECTS**
Grade	Grade	Predicate
5	A	Very Good
4	B	Better than good
4	C	Good
3	D	Better than satisfactory
3	E	Satisfactory
2	F	Unsatisfactory / Fail
Zal / Pass	Participation; i.e. the student has successfully and regularly attended the course.	

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:

Institution [Erasmus code or city]	**Contact details** (email, phone)	**Website for information**
RO BRASOV01	incoming@unitbv.ro phone: +40 268 473 473	www.unitbv.ro/en/erasmus-students/incoming-students.html
ZAPORIZHZHIA	Svitlana Sydorchenko Head of International dept. and work with foreign students interdep@zntu.edu.ua tel.+38 061 7698223; +380679816019	http ://zntu .edu.ua/international-students-zntu Ukrainian Ministry of Foreign Affairs: http://mfa.gov. ua/ en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners

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**
RO BRASOV01	incoming@unitbv.ro phone: +40 268 473 473	www.unitbv.ro/en/erasmus-students/incoming-students.html

ZAPORIZHZHIA	Department of international relations and working with foreign students Tel./Fax +38 061 2244237 Tel. +38 061 7698223	http://zntu.edu. ua/international-students-zntu

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
RO BRASOV01	incoming@unitbv.ro phone: +40 268 473 473	www.unitbv.ro/en/erasmus-students/incoming-students.html
ZAPORIZHZHIA	Leading Specialist of international department: Larysa Duiko interde12@zntu.edu.ua Tel./Fax +38 061 2244237 Tel. +38 061 7698223	http://zntu.edu. ua/international-students-zntu

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[10]
RO BRASOV01	Prof. Dr. Eng. Ioan Vasile ABRUDAN, Rector		
National University "Zaporizhzhia Polytechnic" ZAPORIZHZHIA	Dr. Techn. Sc., Hab. Prof., Sergiy Byelikov, Rector.	04.11.20	

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