

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

Inter-institutional¹ agreement 2020-2022²
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)
Universidad Politécnica de Cartagena ELDI – Edificio Este – 3ª Planta – Sala E 3.1 Calle del Ángel, s/n 30202 CARTAGENA (Murcia)	E MURCIA04	Institutional coordinator: Beatriz Marin Noriega E: relint@upct.es Administrative contact: David Moral E: david.moral@upct.es T: + 34 868 07 1001 Academic Coordinators: See ANNEX	International Office: https://international.upct.es/

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.

State Agrarian and Engineering University in Podilya 13, Shevchenko Str., Kamianets-Podilskiy, Khmelnytskyi region, Ukraine, 32316	KAMIANETS- PODILSKYI	Institutional coordinator: Prokopchuk Lilia E: prokopchuklm@gmail.com T: +380960956490 Administrative contact: Anastasia Polishchuk E: vld-mizh@pdatu.edu.ua T: +380987743125 Academic coordinators: Yasinetska Iryna E: pro_navch@pdatu.edu.ua T: +380978372907	International Office: http://pdatu.edu.ua/viddil-mizhnarodnykh-zviazkiv.html
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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	Student Mobility for Traineeship 5 + <i>(Not relevant for 2015 and 2016)</i>
E MURCIA 04	KAMIANETS -PODILSKYI			1 st , 2 nd , 3 rd	5 months (per mobility)	N/A

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>)

		0710	Engineering			
		0610	Telecom			
		0716	Naval Eng.			
		0732	Civil Engineering			
		0730	Architecture			
		0810	Agricultural Eng.			
		0410	Business			
		1015	Tourism			
KAMIANETS- PODILSKYI	E MURCIA 04			1 st , 2 nd , 3 rd	5 months (per mobility)	N/A
		0710	Engineering		5 months	
		0410	Business		5 months	

[*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration +]	
E MURCIA 04	KAMIANETS -PODILSKYI			5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0710	Engineering		
		0610	Telecom		
		0716	Naval Eng.		

		0732	Civil Engineering		
		0730	Architecture		
		0810	Agricultural Eng.		
		0410	Business		
		1015	Tourism		
KAMIANETS- PODILSKYI	E MURCIA 04			5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0410	Business		
		1015	Tourism		

IMPORTANT NOTE: the days/months shown in this agreement correspond to the total approved by the European Commission for this Call. These days/months will be distributed among beneficiaries from all the participating Institutions upon their selection. Your Institution will not necessary be granted with the days/months specified in this contract. Also please note we included ALL the areas offered in UPCT. Feel free to erase those who do not apply to your Institution.

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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MURCIA 04	KAMIANETS- PODILSKYI	Spanish	English	B2	B2
KAMIANETS- PODILSKYI	E MURCIA 04	Spanish	English	B1	B2

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>

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; 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]	Autumn term* [month]	Spring term* [month]
E MURCIA 04	Before June 15 th	Before November 30 th
KAMIANETS-PODILSKYI	Before June 15 th	Before November 30 th

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

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

3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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

[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

E MURCIA 04

Grade in Spanish Academic Records	Definition	10-points grading scale	Definition	Estimated percentage	Estimated ECTS Grade
4	Matrícula de Honor	10	Topper in Class or Subject	90 to 100%	A+
3	Sobresaliente	9	90% Contents assumed	90 to 100%	A+
2	Notable	8	80% Contents assumed	70 to 89.9%	B
1	Aprobado	6	60% Contents assumed	50 to 69.9%	C
	Suspenso		Less than 50% contents assumed (60% in many cases)	49% or below	FX-F

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
E MURCIA 04	relint@upct.es sri.support@upct.es	EN: https://international.upct.es/news/initial-authorization-of-stay-for-study-purposes-procedures ES: https://international.upct.es/news/autorizacion-inicial-de-estancia-para-estudiar-procedimiento
KAMIANETS -PODILSKYI	vid-mizh@pdatu.edu.ua	http://pdatu.edu.ua/

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
E MURCIA 04	relint@upct.es	
KAMIANETS-PODILSKYI	vid-mizh@pdatu.edu.ua	




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
E MURCIA 04	Residence Hall: secretaria.colao@upct.es Private accommodation: relint@upct.es	Residence Hall: https://residencias.upct.es/ Apartments: http://bolsadepisosupct.housingon.com/ ERASMUSU: https://erasmusu.com/es/
KAMIANETS- PODILSKYI	vid-mizh@pdatu.edu.ua	http://pdatu.edu.ua/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
E MURCIA 04	Prof. Juan Angel Pastor Franco Vice rector for Studies and International Relations		 <p>PASTOR FRANCO JUAN ANGEL - 50716177G</p> <p>Firmado digitalmente por PASTOR FRANCO JUAN ANGEL - 50716177G Fecha: 2021.05.24 18:38:46 +02'00'</p>
KAMIANETS- PODILSKYI	Prof., DSc., Volodymyr Ivanyshyn Rector		 

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

ANNEX – UPCT ACADEMIC COORDINATORS

School/Faculty	Area of studies	Name	Email	Website
School of Industrial Engineering	0710 (General, Mechanical, Electrical, and Chemical Engineering)	Mr. Joaquín Roca	jroca.gonzalez@upct.es	https://etsii.upct.es/
School of Telecommunications Engineering	0610 (Telecommunications, Telematics)	Ms. Camino Rea	camino.rea@upct.es	https://teleco.upct.es/
School of Naval and Ocean Engineering	0716 (Naval Engineering)	Mr. José Enrique Gutiérrez	jose.gutierrez@upct.es	https://navales.upct.es/
School of Civil Engineering	0732 (Civil Engineering)	Mr. Enrique Castro	enrique.castro@upct.es	https://caminosyminas.upct.es/
School of Architecture and Building Engineering	0730 (Architecture and Building Engineering)	Mr. Manuel Ródenas	manuel.rodenas@upct.es	https://etsae.upct.es/
School of Agricultural Engineering	0810 (Agricultural Engineering)	Ms. Julia Weiss	julia.weiss@upct.es	https://agronomos.upct.es/
Faculty of Business Studies	0410 (Business Studies)	Mr. José Antonio García	josea.garcia@upct.es	https://fce.upct.es/
Faculty of Business Studies	1015 (Tourism)	Mr. José Antonio García	josea.garcia@upct.es	https://fce.upct.es/