

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

**Inter-institutional<sup>1</sup> agreement 2020-2023<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</sup>**

**[Minimum requirements]<sup>4</sup>**

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**

<b>Full name of the institution / country</b>	<b>Erasmus code or city<sup>5</sup></b>	<b>Contact details<sup>6</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
Tilburg University, The Netherlands	NL TILBURG01	<i>Policy Contact</i> International Office Ms. Zarrea Plaisier Tel: +31 13 466 8235 <a href="mailto:internationalprojects@tilburguniversity.edu">internationalprojects@tilburguniversity.edu</a>	<a href="http://www.tilburguniversity.edu">www.tilburguniversity.edu</a>

<sup>1</sup> 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+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> 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.

<sup>4</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>5</sup> 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.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement.

		<p><i>Mobility Contact</i></p> <p>Study Abroad &amp; Exchange Office</p> <p>Tel. +31 13 466 4477</p> <p>Email: <a href="mailto:studyabroad@tilburguniversity.edu">studyabroad@tilburguniversity.edu</a></p>	
H.S. Skovoroda Kharkiv National Pedagogical Universit	Kharkiv	<p><i>Policy Contact</i></p> <p>Vice-rector for educational and scientific work</p> <p>Ms. Natalya Yakushko</p> <p>Tel: +380 57 700 3497</p> <p>Email: <a href="mailto:prorektor_yakushko@hnpu.edu.ua">prorektor_yakushko@hnpu.edu.ua</a></p> <p><i>Mobility Contact</i></p> <p>Center of International Cooperation &amp; Abroad Students Education</p> <p>Tel. +380 99 940 9897</p> <p>Email: <a href="mailto:kalashnikl1979@gmail.com">kalashnikl1979@gmail.com</a></p>	

## B. Mobility numbers<sup>7</sup> for the full duration of the project

*[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 of the sending institution]	TO [Erasmus code of the receiving institution]	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 *
NL TILBURG01	Kharkiv	1 x 14 days	1 x 14 days

<sup>7</sup> 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>)

Kharkiv	NL TILBURG01	1 x 14 days	1 x 14 days
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### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>8</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NL TILBURG01	English	English	n/a	B2
Kharkiv	English	English	n/a	B2

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](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.

<sup>8</sup> 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>

- 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.]*

- If mobile participants do not adhere to the rules and regulations at the host university, the receiving coordinator will inform the sending contact person and mobility will stop for the next semester.
- Partners agree that the Organisational support budget shall be dedicated to lengthening and/or creating new mobilities to ensure that the mobility budget is fully utilized, in support of the project coordination at Tilburg University and the organization of partner meetings. Budget allowing, partners may request financing for specific activities in support of the project. This budget will be awarded at the sole discretion of Tilburg University.
- Tilburg University complies with the privacy legislation as stipulated in the European General Data Protection Regulation (GDPR), details of which can be found under Tilburg University's privacy statement at <https://www.tilburguniversity.edu/disclaimer/privacy-statement/>. Tilburg University's partner institutions are required to follow the guidelines of this Regulation for all students and staff affiliated in any capacity to Tilburg University. For specific details of European Union legislation, please go to [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=legisum:310401\\_2](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=legisum:310401_2).
- Tilburg University must be informed about a mobile participant coming to Tilburg University with a disability six months in advance of the start of the mobility period in order to be able to offer the appropriate services. Tilburg University offers special services for students and staff with a disability. For more information regarding facilities for students, please go to: <https://www.tilburguniversity.edu/students/studying/study-progress/circumstances/disabled.htm>. Facilities for staff members with a disability can be arranged via Tilburg University's contact person.
- Other requirements related to academic or organizational aspects of the cooperation are communicated to the partner university by means of Partner Information Sheets & Fact sheets in addition to the ICM Handbook provided at the beginning of the project.

## F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term*	Spring Term*
NL TILBURG01	Nominations: 1 May Applications: 15 May Not applicable for PhD students	Nominations: 1 October Applications: 15 October Not applicable for PhD students
Kharkiv	Nominations: 1 September Applications: 15 September Not applicable for PhD students	Nominations: 1 January Applications: 15 January Not applicable for PhD students

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

2. The receiving institution will send its decision within five weeks.
3. A Transcript of Records will be issued by the receiving institution no later than five 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

This agreement will be valid from August 1, 2020 to July 31, 2023. In case of earlier unilateral termination, a notice of at least one academic year must be given. This means that a unilateral decision to discontinue mobility must be notified to the other party by October 1, 2020 and will only take effect as of September 1, 2021. 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<sup>9</sup>. 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.]*

NL TILBURG01: <https://www.tilburguniversity.edu/education/bachelors-programs/study-choice/dutch-higher-education/> and [www.studyinholland.nl/education-system/dutch-grading-system](http://www.studyinholland.nl/education-system/dutch-grading-system)

The basic allocation of academic credits is 60 (ECTS) per year of study, or 30 per semester. 1 credit (ECTS) equals 28 hours of study.

### 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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
NL TILBURG01	<a href="mailto:immigration@tilburguniversity.edu">immigration@tilburguniversity.edu</a>	<a href="https://www.tilburguniversity.edu/education/practicalissues/beforearrival/immigration/">https://www.tilburguniversity.edu/education/practicalissues/beforearrival/immigration/</a>

<sup>9</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

	(students only)	(students only)
Kharkiv	<a href="mailto:icandiec@hnpu.edu.ua">icandiec@hnpu.edu.ua</a> (students only)	<a href="http://hnpu.edu.ua/sites/default/files/files/Centr_mijnarod_spiv/Doc_for_entering_en.pdf">http://hnpu.edu.ua/sites/default/files/files/Centr_mijnarod_spiv/Doc_for_entering_en.pdf</a> (students only)

### **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
NL TILBURG 01		<a href="https://www.tilburguniversity.edu/education/practicalissues/beforearrival/insurances">https://www.tilburguniversity.edu/education/practicalissues/beforearrival/insurances</a>
Kharkiv	<a href="mailto:icandiec@hnpu.edu.ua">icandiec@hnpu.edu.ua</a> (students only)	

### **4. Housing**

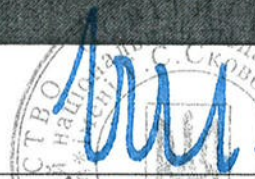

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
NL TILBURG G01		<a href="https://www.tilburguniversity.edu/education/practicalissues/beforearrival/accommodation/">https://www.tilburguniversity.edu/education/practicalissues/beforearrival/accommodation/</a>

	<u>icandiec@hnp</u> <u>u.edu.ua</u> (students only)	

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature
NL TILBURG01	Dr. Wim B.H.J. van de Donk, Rector Magnificus/President	8/2/21	
Kharkiv	Dr. Yuri Boychuk, Rector	23.12.20	



<sup>10</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation