



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**

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
UNIVERSITY OF WESTERN MACEDONIA - GREECE	G KOZANI02	Aikaterini Blanta Erasmus+ Institutional Coordinator erasmus@uowm.gr +30 2461068065 Prof. Evangelos Siskos esiskos@uowm.gr +30 2467087060	General: www.uowm.gr/en/ Faculty of Economic Sciences, Department of International & European Economic Studies, Kozani, Greece Course catalogue: https://iees.uowm.gr/
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS OID: E10205889	UA KHARKIV	Institutional Coordinator Yuliya Dobroskok Tel.: +380962282878 International Relations Office +380577021190 international@hneu.net Nauky avenue, 9a 61166 Kharkiv	General: https://www.hneu.edu.ua/ International relations office: http://depint.hneu.edu.ua/ Course catalogue: https://inlnk.ru/DByRGa https://inlnk.ru/1PLB9K https://inlnk.ru/84PNBV https://inlnk.ru/0Q5z93

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.



Erasmus+

Higher Education:
Mobility Agreement form
Participant's name

⁴ All references to "enterprise" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁵ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>

⁷ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁸ The ISCED-F 2013 search tool (available at http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

⁹ A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

¹⁰ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.

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. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE? (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility for Studies [Specify here total number of students]	Student Mobility for Studies [Specify here total number of months]	Staff Mobility for Teaching [Specify here total number of staff]	Staff Mobility for Teaching [Specify here total number of days]
G KOZANI02	UA KHARKIV	0311	Economics	-	-	-	-	-
		041	Business and Administration					
		0412	Finance, banking and insurance					
UA KHARKIV	G KOZANI02	0311	Economics	-	-	-	1	7 (5+2)
		041	Business and Administration					
		0412	Finance, banking and insurance					

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

Optional additional information

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 skills^a at the start of the mobility period (see also section 5 "Preparation and Support").

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				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]
G KOZANI02	All	Greek	English	B1	B2
	All				
S. Kuznets KhNUE	All	English	Ukrainian	B1 (recommended B2)	B2

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.

^a 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>

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.

This section is mandatory/applicable only for KA171. Repartition of the granted Organisational Support between the partners is strongly recommended, but not mandatory:

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
OS is managed by the EU Member State University	The organisational support linked to the mobilities is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound
	The organisational support is used for organisational arrangements with partner institutions
	The organisational support is used by the EU Member State University to provide updated course catalogues for international students as well as information and assistance to students and staff
	The organisational support is used by the EU Member State University to facilitate the integration of incoming mobile participants and ensure an efficient mentoring and supervision arrangement of mobile participants

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
G KOZANI02	Winter Term: from September to mid-February	15 th June
	Spring Term: from mid-February to end of June	30 th November
S. Kuznets KhNUE	Winter Term: from September 1 st to January 31 st	Nomination deadline winter term: May 20 th
	Spring Term: from February 1st to June 30th	Nomination deadline spring term: November 20th

The receiving institution will send its decision within [4] weeks and no later than 5 weeks.

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

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:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
G KOZANI02	Aikaterini Blanta Erasmus+ Institutional Coordinator erasmus@uowm.gr +30 2461068065	https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
UA S. Kuznets KhNUE	International@hneu.net +380962282878	http://suri.li/elabhh

Selection criteria		
<i>Please sum up in this table the selection criteria. This is a non-exhaustive list - partners are invited to agree on the eventual list of selection criteria.</i>		
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Transcript of Records	https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
CV	In English	https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
Motivation letter	In English	https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/

Inclusion measures ¹⁰		
Other		

Selection criteria S. Kuznets KhNUE		
Requirement	Details	Website for information (optional)
Academic requirements	With the agreement of both universities, Students who wish to participate in Erasmus Program, have to be registered at S.Kuznets KhNUE and the partner university. The student must take a minimum 30 ECTS courses each semester to apply. First-year students are not eligible to participate in the program. Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are	Simon Kuznets Kharkiv National University Of Economics; Application procedures, Selection procedures and results will be published on http://www.fsf.hneu.edu.ua/?page_id=4360
CV	Any CV form is accepted	
Motivation letter	This letter should present the applicant's motivation to enrol the related course, preferred study track and mobility, the competencies and skills he / she would like to achieve, future perspectives and aspirations after the related course.	
Inclusion measures	During the selection procedures, additional points will be given to the special students with differently	

¹⁰ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here:
https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

	able-bodied or physically challenged students, and disadvantaged groups.	
Other	Personal information about the applicant – family name, name, date of birth, place of birth, nationality, address, sex, recent identity photo	

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*²¹.
- 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.

²¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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**.
- 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.

The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	G KOZANI02	erasmus@uowm.gr +30 2461068065	https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
Language Support	G KOZANI02	erasmus@uowm.gr +30 2461068065	https://erasmus.uowm.gr/en/International-credit-mobility/incoming-students-mobility/
Visa	G KOZANI02	erasmus@uowm.gr +30 2461068065	https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
Insurance	G KOZANI02	erasmus@uowm.gr +30 2461068065	https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
Inclusion of participants with fewer opportunities	G KOZANI02	erasmus@uowm.gr +30 2461068065	Available infrastructure for: Reduced mobility https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
Mentoring	G KOZANI02	erasmus@uowm.gr +30 2461068065	https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
Grant payments	G KOZANI02	erasmus@uowm.gr +30 2461068065	https://erasmus.uowm.gr/en/International-credit-mobility/incoming-students-mobility/
Alumni information		-	-

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
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Accommodation	S. Kuznets KhNUE	international@hneu.net +380962282878	http://www.fsf.hneu.edu.ua/?page_id=4360
Language Support	S. Kuznets KhNUE	international@hneu.net +380962282878	http://www.fsf.hneu.edu.ua/?page_id=4360
Visa	S. Kuznets KhNUE	international@hneu.net +380962282878	http://www.fsf.hneu.edu.ua/?page_id=4360
Insurance	S. Kuznets KhNUE	international@hneu.net +380962282878	http://www.fsf.hneu.edu.ua/?page_id=4360
Inclusion of participants with fewer opportunities	S. Kuznets KhNUE	international@hneu.net +380962282878	e.g. available infrastructure for: Reduced mobility, students/staff with children, etc.
Mentoring	S. Kuznets KhNUE	international@hneu.net +380962282878	http://depint.hneu.edu.ua/
Grant payments	S. Kuznets KhNUE	international@hneu.net	
Alumni information	S. Kuznets KhNUE	international@hneu.net +380962282878	http://www.fsf.hneu.edu.ua/?page_id=4360

Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

Recognition Tools: The European Credit Transfer and Accumulation System, Learning Agreement, Transcript of Records, Mobility Agreement, Letter of Attendance

- 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 [x] 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]*
 - 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.

7. 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**¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
G KOZANI02		https://erasmus.uowm.gr/en/international-credit-mobility/incoming-students-mobility/
S. Kuznets KhNUE	NA	90-100 - «A» - EXCELLENT - outstanding performance with only minor errors 82-89 - «B» - VERY GOOD - above the average standard but with some errors 74-81 - «C» - GOOD - generally sound work with a number of notable errors 67-73 - «D» - SATISFACTORY - fair but with significant shortcomings 60-63 - «E» - SUFFICIENT - performance meets the minimum criteria 35-59 - «FX» - FAIL - some more work required before the credit can be awarded 1-34 - «F» - FAIL - considerable further work is required





8. Any other information regarding the terms of the agreement (optional)

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

9. 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."]

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
G KOZANI02	Prof. Theodoros Theodoulidis, Rector	14/12/2023	 
S. Kuznets KhNUE	Dr. Prof. Volodymyr Ponomarenko, Rector	19.12.23	 

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation