Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobilityfor higher education students and staff

between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme

The institutions[1] named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2022-2027 in:

- KA131

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

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[1]Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:
- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

[2]https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

[3]https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[4]https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

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
Fachhochschule St. Pölten GmbH/ St. Pölten University of Applied Sciences	A ST-POLT03	Postal address: Campus-Platz 1, 3100 St. Pölten, Austria **Co-operationAgreements/Institutional Coordinator:** Daniela Lohner, Head of International Relations T: +43 2742 313228 262 M: +43 676 847 228 262 cooperation@fhstp.ac.at **Office for International Relations – Administrative Contacts:** https://www.fhstp.ac.at/en/about-us/st-polten-uas-services/international-relations **Academic Contacts:** https://www.fhstp.ac.at/en/international/international-coordinators	General:www.fhstp.ac.at/en Faculty/faculties: Computer Science & Security: https://www.fhstp.ac.at/en/academic-studies-continuing-education#tabs_section--channelTopic008 International: https://www.fhstp.ac.at/en/international Course catalogue:https://www.fhstp.ac.at/en/international/incoming-students/courses-in-english
Odesa National University of Technology	UA ODESA	Contact person: Liudmyla Fihurska fihurska@gmail.com Julia Levchuk levchyk_onaft@ukr.net	General: https://ontu.edu.ua Faculty/faculties: https://ontu.edu.ua/chair Course catalogue: https://ontu.edu.ua/chair

Mobility numbers per academic year

The partners agreeto update the mobility data,whenever possible, by no later than the end of January in the preceding academic yearformally via an amendment of the inter-institutional agreement.In case of later updates in the mobility data,the partners can also agree to acceptinformal communication means (e.g. exchanges of emails as written proof).

Number of student and staff mobility periods

FROM [Erasmus codeor city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[7] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
A ST-POLT03	UA ODESA	0610	Information and communication technologies	-	-	-	2 person	2x5 days
UA ODESA	A ST-POLT03	0610	Information and communication technologies	1st and 2nd	4x5months	20 months	2 person	2x5 days

Optional additional information

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

Blended mobility

2. 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[8] at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus codeor 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]
A ST-POLT03		English	German	B1	B2
UA ODESA		Ukrainian	English	Ukrainian or English, CEFR B2 (TOEFL IBT 78, IELTS 6.0)	Ukrainian or English, CEFR B2 (TOEFL IBT 78, IELTS 6.0)

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided inthe first section.

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[8]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

3. 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.

4. 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, transparentand 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]
A ST-POLT03	Winter Term: from September to end of January/beginning of February Spring Term: mid of February to end of June/beginning of July	15 May 15 November
UAODESA	Winter Term: from the beginning of September to the end of December Spring Term: from the beginning of February to the beginning of June	Nomination by April 15, application by May 1 Nomination by October 15, application by Nov 1

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

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**
A ST-POLT03	incomingstudents@fhstp.ac.at, +43 676 847 228 302	https://www.fhstp.ac.at/en/international/incoming-exchange-erasmus-students/application
UAODESA	fihurska@gmail.com, +38-096-7252789	http://cie.ontu.edu.ua/?lang=en

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

Selection criteria

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.:

Each partner defines the selection criteria for their outgoing and incoming students. Students have to meet the requirements of the courses they choose at the partner institution, as laid down in the respective course catalogues.

A ST-POLT03: The selection criteria for outgoing students are: academic performance/grades, interview, engagement for the St. Pölten UAS, motivation letter. Incoming Students are selected by their home institution and nominated to the host institution.

UA ODESA: The selection criteria for outgoing students are: academic performance/grades, interview, engagement for the ONUT, motivation letter. Incoming Students are selected by their home institution and nominated to the host institution.

Requirement	Details	Website for information (optional)
Academic requirements	Students must have completed at least the first year of their bachelor studies before going abroad. A ST-POLT03: Students from St. Pölten UAS going abroad have to fulfil the requirements laid down in the Consent Form & Academic Requirements for Studying Abroad.	
CV	see info above	
Motivation letter	see info above	
Inclusion measures[10]	Each partner will encourage and support participants with fewer opportunities (seeErasmus+ Programme Guide) and provide them with information and assistance.	https://www.fhstp.ac.at/en/about-us/gender-mainstreaming-and-diversity-management

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[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

	A ST-POLT03: Please contact the Office for International Relations for further any details (incomingstudents@fhstp.ac.at) and/or the Expert Gender & Diversity (Anna Steinberger, asteinberger@fhstp.ac.at).	
Other		
Academic requirements	Students must have completed at least the first year of their bachelor studies before going abroad.	
CV	see info above	
Motivation letter	see info above	
Inclusion measures[11]	Each partner will encourage and support participants with fewer opportunities (seeErasmus+ Programme Guide) and provide them with information and assistance.	
Other		

5. 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*[12].

- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participantsneed to cover upfront**, to the extent possible.

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[11] 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

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

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 individualgrant 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 **interculturalcompetences**.

- 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.

- 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 necessarya 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	A ST-POLT03	incomingstudents@fhstp.ac.at	https://www.fhstp.ac.at/en/international/incoming-students/accommodation
Language Support	A ST-POLT03	incomingstudents@fhstp.ac.at	https://www.fhstp.ac.at/en/international/incoming-exchange-erasmus-students/german-language-classes-and-coltural-programme
Visa	A ST-POLT03	incomingstudents@fhstp.ac.at	https://oead.at/en/to-austria/entry-and-residence
Insurance	A ST-POLT03	incomingstudents@fhstp.ac.at	https://oead.at/en/to-austria/entry-and-residence
Inclusion of participants with fewer opportunities	A ST-POLT03	incomingstudents@fhstp.ac.at Expert Gender &Diversity: Anna Steinberger, asteinberger@fhstp.ac.at	https://www.fhstp.ac.at/en/about-us/gender-mainstreaming-and-diversity-management
Mentoring	A ST-POLT03	Students get academic support by the 'International Coordinator' of their department: https://www.fhstp.ac.at/en/international/international-coordinators. Further, students can rely on administrative support from the Office for International Relations: incomingstudents@fhstp.ac.at /	

		outgoingstudents@fhstp.ac.at.	
		The 'Erasmus Student Network (ESN)' provides student buddies for all international exchange students and peer-to-peer support: https://www.fhstp.ac.at/en/international/international-student-network-isn	
Accommodation	UA ODESA	UA ODESA: fihurska@gmail.com levchyk_onaft@ukr.net	
Language Support	UA ODESA	UA ODESA: fihurska@gmail.com levchyk_onaft@ukr.net	
Visa	UA ODESA	UA ODESA: fihurska@gmail.com levchyk_onaft@ukr.net	
Insurance	UA ODESA	UA ODESA: fihurska@gmail.com levchyk_onaft@ukr.net	
Inclusion of participants with fewer opportunities	UA ODESA	UA ODESA: fihurska@gmail.com levchyk_onaft@ukr.net	
Mentoring	UA ODESA	UA ODESA: fihurska@gmail.com levchyk_onaft@ukr.net	

6. 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.]

A ST-POLT03:

Outgoing Students from St. Pölten UAS hand in their transcript of records at the Office for International Relations at St. Pölten UAS. The student's studies abroad will be fully approved for the studies at the home university, provided the student fulfils the requirements laid down in the Learning Agreement.The recognition tool used will be the [European Credit Transfer and Accumulation System](#).

UA ODESA:

o   *Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents will be in English and containing a full, accurate and timely record of the achievements at the end of the mobility period.*

o   *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.*

o   *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.*

Outgoing Students from ONTU hand in their transcript of records at the dean's office of ONUT.

- 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-academicorganisationsand 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:

    o 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.

- o 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]*
- o Providingstudents 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 EGRACONSaccording to the descriptions in the ECTS users' guide[13]. 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
A ST-POLT03		**AUSTRIAN GRADING SCHEME:** Austrian Grading System: 1 = Excellent 2 = Good 3 = Satisfactory 4 = Sufficient 5 = Unsatisfactory MitErfolgteilgenommen/Successfully completed Ohne Erfolg teilgenommen/Not completed
UA ODESA		http://inter.ontu.edu.ua

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

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

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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[14]
A ST-POLT03	**Daniela Lohner** Head of International Relations on behalf of the Executive Board		
UAODESA	**Prof. Dr. Maryna Mardar** Vice Rector	13 December 2022	

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