



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**

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.

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
In the beginning of each semester partners may on a mutually acceptable basis discuss and agree on use of organisational support funds.	Organizational arrangements with partner institutions.
	Provide information and assistance to students and staff a) to ensure successful exchange period; b) to facilitate adoption in the HEI and local environment (including ice-breaking events, linguistic and intercultural preparation).
	Promote and manage the participation of individuals with fewer opportunities.
	Promote and manage blended and/or international mobility; specific arrangements to ensure the quality of student traineeships in receiving enterprises/organizations.
	Force majeure situations.

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
RIGA02	Winter Term: from 01 September to 30 January	01 June (15 May for studies at the Faculty of Architecture)
	Spring Term: from 31 January to 22 June	15 November (if visa is required upon arrival) 01 December
Kryvyi Rih	Winter Term: from 01 September to 30 January	01 June
	Spring Term: from 31 January to 22 June	01 November

The receiving institution will send its decision within [2] 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:

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

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
RIGA02	E-mail: globalerasmus@rtu.lv	https://international.rtu.lv/erasmus-partner-countires/incomingexchange.rtu.lv
Kyryvyi Rih	E-mail: knu@knu.edu.ua	https://doir.knu.edu.ua/

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	RIGA02 Student has to be registered at least as a 3rd semester student at the Bachelor level. To receive Erasmus+ scholarship, the student cannot have academic debts and cannot be on academic leave. Average grade: 7* and above Subject area (ISCED code) at home university corresponds with subject area at host university. In order to receive Erasmus+ traineeship scholarship after graduation, student has to apply for it while being a student. <i>*see Section 8: Grading systems of the institutions</i>	incomingexchange.rtu.lv
CV	-	
Motivation letter	RIGA02 A well-defined objective for participating in a mobility presented during the video interview.	incomingexchange.rtu.lv

Inclusion measures ¹⁰	RIGA02 During the selection process, partners will discuss categories of participants with fewer opportunities. Each case will be discussed and agreed in advance.	
Other	RIGA02 Priority will be given to those participants without previous participation in an exchange programme. Portfolio (Faculty of Architecture). Professional and research achievements, extracurricular activities.	incomingexchange.rtu.lv

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	Kryvyi Rih National University Student has to be registered at least as a 3rd semester student at the Bachelor level. To receive Erasmus+ scholarship, the student cannot have academic debts and cannot be on academic leave. Average grade: 7* and above Subject area (ISCED code) at home university corresponds with subject area at host university. In order to receive Erasmus+ traineeship scholarship after graduation, student has to apply for it while being a student.	

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

	<i>*see Section 8: Grading systems of the institutions</i>	
CV		
Motivation letter	Kryvyi Rih National University	
Inclusion measures ¹¹	Kryvyi Rih National University During the selection process, partners will discuss categories of participants with fewer opportunities. Each case will be discussed and agreed in advance.	
Other	Kryvyi Rih National University Priority will be given to those participants without previous participation in an exchange programme. Professional and research achievements, extracurricular activities.	

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*¹².
- 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.

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

- 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.
- 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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	RIGA02	accommodations@rtu.lv	https://international.rtu.lv/accommodation/
Language Support	RIGA02	E-mail: globalerasmus@rtu.lv	Language courses can be arranged for a group of incoming exchange students.
Visa	RIGA02	E-mail: globalerasmus@rtu.lv	https://international.rtu.lv/exchange-students/

Insurance	RIGA02	E-mail: globalerasmus@rtu.lv	https://international.rtu.lv/exchange-students/
Inclusion of participants with fewer opportunities	RIGA02	E-mail: globalerasmus@rtu.lv	
Mentoring	RIGA02	buddy@rtusp.lv	www.bit.ly/RTUBuddy
Grant payments	RIGA02	E-mail: globalerasmus@rtu.lv	
Alumni information	RIGA02	E-mail: globalerasmus@rtu.lv	https://international.rtu.lv/alumni/

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Kyiv Rih	E-mail: kostiuk@knu.edu.ua	http://www.knu.edu.ua/
Language Support	Kyiv Rih	E-mail: kostiuk@knu.edu.ua	http://www.knu.edu.ua/
Visa	Kyiv Rih	E-mail: kostiuk@knu.edu.ua	http://www.knu.edu.ua/

Insurance	Kryvyi Rih	E-mail: kostiuk@knu.edu.ua	http://www.knu.edu.ua/
Inclusion of participants with fewer opportunities	Kryvyi Rih	E-mail: kostiuk@knu.edu.ua	http://www.knu.edu.ua/
Mentoring	Kryvyi Rih	E-mail: kostiuk@knu.edu.ua	http://www.knu.edu.ua/
Grant payments	Kryvyi Rih	E-mail: kostiuk@knu.edu.ua	http://www.knu.edu.ua/
Alumni information	Kryvyi Rih	E-mail: kostiuk@knu.edu.ua	http://www.knu.edu.ua/

7. 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.]*

RIGA02:

- Confirmation from the partner that the selected study courses are recognized;
- Description of all acquired subjects in English together with the Transcript of Records to facilitate the recognition of study subjects.

- 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 [4] weeks after the assessment period has finished at the receiving HEI.
 - 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.

8. 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' guide¹³. 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
RIGA02	NA	10 (with distinction) 9 (excellent) 8 (very good) 7 (good) 6 (almost good) 5 (satisfactory) 4 (almost satisfactory) 3-1 (fail)
Kyvyi Rih		A - 90-100 excellent B - 80-89 good C - 71-79 (almost good) D - 61-70 satisfactory E - 50-60(almost satisfactory) F - 30 - 49 fail with the possibility of retaking Fx - 0 - 29 fail without the possibility of retaking

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

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

10. Termination of the agreement

In the event of modification of the inter-institutional agreement, a notice of at least one semester should be given.
In the event of unilateral termination, a notice of at least one academic year should be given.
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
RIGA02	Dr. sc. ing. Talis Juhna, Rector	12.04.2023.	
Kyryvy Rih National University, Kyryvy Rih	Prof. Mykola Stupnik, Rector	12.04.2023	

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