

6-41/9
14.09.2020



Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2020-2023²
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 (e.g. of the course catalogue)
Estonian University of Life Sciences Eesti Maaülikool (EMÜ)	EE TARTU01	Eda Tursk Institutional Erasmus coordinator erasmus@emu.ee , +3727313021	https://www.emu.ee/en/courses
Odessa National Academy of Food Technologies (ONAFТ), Odessa, Ukraine	Odessa, OID 10212537	Sergey Fedosov ONAFТ, vul. Kanatna 112, 65039 Odessa, Ukraine snfedosov@ukr.net +380972717524	www.onaft.edu.ua

B. Mobility numbers to be implemented

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 [total number of months of the study]	Student Mobility for Traineeships *

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.

					<i>periods or average duration*</i>	
Odessa	EE TARTU01	0721	Food processing	2 nd cycle (after min 3 years of studies)	One student for one semester (5 months)	NA

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 ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
EE TARTU01	all	English	English	B2	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

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:

⁷ 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>

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 organizational 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

Criteria for selecting participants at ONAFT:

ONAFT will organize the distribution of information and open a call with a fixed deadline for application for this mobility programme. Details are indicated in the table B above.

Applicants are required to submit following documents (all in English):

1. Curriculum Vitae
2. Copy of Passport
3. Motivation Letter
4. Transcript of records
5. Language certificate (or assessment of the language skills via Skype interview)

ONAFT will select the participants, considering following criteria:

1. Sufficient English proficiency
2. Previous experience in other mobility programmes (Erasmus Mundus, Tempus etc, staff with no previous experience of teaching in the EU will be more preferred).

Once ONAFT has completed the pre-selection process, the nomination information shall be sent to EMÜ. The mobility coordinator in EMÜ will provide supporting documents for visa application, assist with the Learning Agreement (students) etc. Nominated students are expected to fill in and submit their applications together with supporting documents through the online application portal Dream Apply: <https://emu-exchange.dreamapply.com/>

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]
EE TARTU01	Nomination: April 15 Application: 01 May	Nomination: November 15 Application: 01 December

2. The receiving institution will send its decision within 4 weeks.
3. 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.
4. Termination of the agreement
Both Institutions acknowledge the fact that neither the European Commission nor the National Agencies can be hold responsibility in case of a conflict.
The present Agreement can be terminated by mutual consent of both Institutions. The mobility commenced before the termination of the Agreement should be continued until its completion.
5. Amendments to the Agreement:
Any amendment to the present Agreement requires an annex in a written form, under the pain of nullity by mutual consent of both Institutions and confirmed in correspondence between Erasmus+ Coordinators via emails.

G. Information

1. Staff and student will receive an EU grant as a contribution to their costs for travel and subsistence during the period abroad as follows:

Type of Mobility	Individual support	Travel (according to distance calculator)
Students	800 € per month	275 €

2. Grading systems of the institutions

EE TARTU01: Academic achievement is graded under two systems: A-B-C-D-E-F and Pass-Fail system. Please note that many courses are graded on the Pass/Fail scale!

Grade	Definition in Estonian	Definition in English	Description
A	<i>Suurepärane</i>	Excellent	outstanding performance

B	<i>Väga hea</i>	Very good	outstanding performance with some errors
C	<i>hea</i>	Good	generally sound work with a number of notable errors
D	<i>rahuldav</i>	Satisfactory	fair but with significant shortcomings
E	<i>kasin</i>	Sufficient	some knowledge of the subject but severe shortcomings
F	<i>puudulik</i>	Insufficient (Fail)	unsatisfactory knowledge

3. 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
EE TARTU01	Anastassia Safonova International student coordinator Anastassia.safonova@emu.ee +372 731 3074	https://www.emu.ee/en/studies/estonia/residence-permits/
Odessa	Yulia Levchuk levchuk_onaft@ukr.net +380937110224	-

2. 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
EE TARTU01	Anastassia Safonova International student coordinator Anastassia.safonova@emu.ee +372 731 3074	https://www.emu.ee/en/studies/estonia/health-and-safety/
Odessa	Yulia Levchuk levchuk_onaft@ukr.net +380937110224	-

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
EE TARTU01	Anastassia Safonova International student coordinator Anastassia.safonova@emu.ee +372 731 3074	https://www.emu.ee/en/studies/practical-information/campus-services/Accommodation application form: https://yhiselamud.emu.ee/Kohataotlus.aspx
Odessa	Yulia Levchuk levchuk_onaft@ukr.net +380937110224	N/A

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵
EE TARTU01	Eda Tursk Erasmus Institutional Coordinator Estonian University of Life Sciences	09.09.2020	
	Mait Klaassen Rector of the Estonian University of Life Sciences	09/09/2020	
Odessa	Maryna Mardar Vice-Rector for Scientific and Pedagogical Work and International Relations	09.09.2020	

⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation