



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

The institutions<sup>1</sup> 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
- KA171

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 <u>Erasmus Charter for Higher Education</u><sup>2</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the <u>principles of GDPR</u><sup>3</sup> and in line with the technical standards of the <u>European Student Card Initiative</u><sup>4</sup>, 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.

<sup>&</sup>lt;sup>1</sup> 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.

<sup>&</sup>lt;sup>2</sup> https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\_en\_

<sup>&</sup>lt;sup>3</sup> https://ec.europa.cu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\_en

<sup>&</sup>lt;sup>4</sup> 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 <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
Vidzemes Augstskola (Vidzeme University of Applied Sciences)	LV VALMIER01	Mārīte Balaņuka International Project Manager international@va.lv +371 22042022	General: <a href="http://www.va.lv/en">http://www.va.lv/en</a> Faculty/faculties:  Course catalogue: <a href="https://va.lv/en/study-here/exchange-opportunities">https://va.lv/en/study-here/exchange-opportunities</a>
Kharkiv State Academy of Culture (Centre for International Education and Cooperation)	Kharkiv	Alina Borysova International Office Manager moedcenter@ukr.net +38 097 4077730	General: https://ic.ac.kharkov.ua/navchannya/cmos/cmos_e.html Faculty/faculties: Course catalogue: https://ic.ac.kharkov.ua/navchannya/cmos/materials/structurae23.p df

<sup>&</sup>lt;sup>5</sup> 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.

<sup>&</sup>lt;sup>6</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## 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.

## Number of student and staff mobility periods

FROM	ТО	Subjec	Subject area	Study		Number	of mobility periods	
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	t area ISCED CODE' (optiona I)	NAME (optional)	cycle [short cycle, 1st, 2nd or 3rd] (optional)	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]
LV VALMIER01	Kharkiv	1015; 0410; 0321	Tourism, travel and leisure; Business administration; Communication and media (audiovisual aesthetics)	1st, 2nd	4	20 months	4 persons (teaching and/or training)	7 days each
Kharkiv	LV VALMIER01	1015; 0410; 0321	Tourism, travel and leisure; Business administration; Communication and media	1st, 2nd	4	20 months	4 persons (teaching and/or training)	7 days each

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

(audiovisual aesthetics)		

### Optional additional information

e.g. blended mobility, etc.

## 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 <u>language skills</u> at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving	Subject	Language	Language	Recommended level				
institution [Erasmus code or city]	area (Optional)	of instruction 1	of instruction 2	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. 82]			
LV VALMIER01		Latvian	English	B2 English	C1 English			
Kharkiv		Ukrainian	English	B1 English	B2 English			

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.

<sup>&</sup>lt;sup>8</sup> For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <a href="http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a>

## 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

## 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 <sup>9</sup>
	Winter Term: from September to January	May 1
LV VALMIER01	Spring Term: from February to June	October 15
Kharkiy	Winter Term: from September to January	May 1
MIGIRIY	Spring Term: from February to June	October 15

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

<sup>&</sup>lt;sup>9</sup> Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
LV VALMIER01	international@va.lv, +371 22042022	http://va.lv/en/study-here/exchange- opportunities/exchange-students
Kharkiv	moedcenter@ukr.net +38 0974077730	https://ic.ac.kharkov.ua/navchannya/cmos/cmos_e.html

# Selection criteria

Requirement	Details	Website for information (optional)
Academic requirements	Participants (students) are choosing study program according to their study field and subject area.	
	Participants (staff) are choosing teaching or training visit program according to their field of expertise.	
CV	For staff exchange	
Motivation letter	For student exchange	
Inclusion measures <sup>10</sup>	The partner institutions will ensure successful inclusion of participants and are aware of the importance of including participants with fewer opportunities and special needs so that they can participate in the program without discrimination and with equal treatment and opportunities. Fewer	

<sup>&</sup>lt;sup>10</sup> You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here: <a href="https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-en-blus-e

opportunities - different circumstances mentioned in the Erasmus + and European Solidarity Corps Inclusion and Diversity Strategy - economic, social, cultural, geographical, health, disability, origin, discrimination, education, etc., which makes it difficult for these people to participate. Participants with fewer opportunities and special needs are given priority in the selection process, all the necessary information is provided already in the competition rounds. In order to encourage applicants with special needs and fewer opportunities and to apply, the partners are obliged to provide information on the available support of the participating HEIs, including additional financial support. The coordinator of each university is responsible for coordinating, engaging in and supporting inclusion and diversity activities, raising awareness of the different options. The coordinators addresses people with fewer opportunities and special needs in their HEI, adjusting access to their information needs, as well as identifying their needs for mobility, in order to provide appropriate support mechanisms at all stages of mobility. The coordinator in the host HEI is mentor and supporter of the participant during the implementation of the mobility. Other Student applications are evaluated according to the following criteria: academic performance: compliance of the exchange study content with the study program; previous international experience; study semester and year; motivation; academic interest; knowledge of English or the relevant state language; involvement in professional activities and projects, etc. additional criteria of the sending higher education institution. The selection of

students is documented, the partner university provides the selection documents to the host HEI.

### 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* 11.
- 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.

<sup>11</sup> 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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	LV VALMIER01	international@va.lv	http://va.lv/en/study-here/practical-guide
Language Support	LV VALMIER01	international@va.lv	For students, study course "Latvian language and culture", English
Visa	LV VALMIERO1	international@va.lv	http://va.lv/en/contact-us/faqs#exchangestudents
Insurance	LV VALMIER01	international@va.lv	http://va.lv/en/study-here/practical-guide
Inclusion of participants with fewer opportunities	LV VALMIERO1	international@va.lv	e.g. available infrastructure for:  Reduced mobility or hearing/visual impairments, students/staff with children, etc.  The university premises and hostel are accessible for people with reduced mobility. Advice on available possibilities and contact to agree on special requirements. <a href="https://va.lv/en/study-here/practical-guide">https://va.lv/en/study-here/practical-guide</a>
Mentoring	LV VALMIER01	international@va.lv	http://va.lv/en/contact-us/faqs#exchangestudents
Grant payments	LV VALMIER01	international@va.lv	Specified in Grant agreements
Alumni information	LV	international@va.lv	

	VALMIER01		
Accommodation	Kharkiv	moedcenter@ukr.net	e.g. available infrastructure for:
			Reduced mobility or hearing/visual impairments, students/staff with children, etc.
			The Academy premises and hostel are accessible for people with reduced mobility. Advice on available possibilities and contact to agree on special requirements.
Language Support	Kharkiv	moedcenter@ukr.net	For students, study course "Ukrainian language and culture", English
Visa	Kharkiv	moedcenter@ukr.net	https://ic.ac.kharkov.ua/navehannya/emos/emos_e.html
Insurance	Kharkiv	moedcenter@ukr.net	https://ic.ac.kharkov.ua/navchannva/emos/emos_e.html
Inclusion of participants with fewer opportunities	Kharkiv	moedcenter@ukr.net	https://ic.ac.kharkov.ua/navchannya/cmos/cmos_e.html
Mentoring	Kharkiv	moedcenter@ukr.net	https://ic.ac.kharkov.ua/navchannya/cmos/emos_e.html
Grant payments	Kharkiv	moedcenter@ukr.net	Specified in Grant agreements
Alumni information	Kharkiv	moedcenter@ukr.net	https://ic.ac.kharkov.ua/navchannya/emos/emos_e.html

### 7. Recognition

#### Institutions commit to:

Ensure recognition for activities satisfactorily completed.

### LV VALMIER01

#### http://va.lv/en/en/study-here/study-guide

Grades at Vidzeme University of Applled Sciences are awarded on a ten-point scale which is comparable with European Credit Transfer and Accumulation System (ECTS).

#### Kharkiv

### https://ic.ac.kharkov.ua/navchannya/emos/emos e.html

Grades at Kharkiv State Academy of Culture are awarded on a hundred-point scale which is comparable with European Credit Transfer and Accumulation System (ECTS).

- 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:
  - 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.
  - 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.

## 8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through <u>EGRACONS</u> according to the descriptions in the <u>ECTS users' guide</u><sup>12</sup>. 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]				Websil	te for information
V VALMIER01		Achieve- ment level			Approx. ECTS grade	https://va.lv/en/study-here/study-guide
		very high	10	with distinction	Α	
	^	very mgn	9	excellent	Α	
		high	8	very good	В	
		tuga	7	good	C	
			6	almost good	D	
		medium	5	satisfactory	E	
			4	almost satisfactory	E/FX	
		low	3-1	unsatisfactory	Fail	
			passed	Performance at least at the required satisfactory level	passed	
					41	

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

harkiv	Local grade	ECTS grade	Achievement lavel	
	90 - 100	A	excellent	
	82-89	В	good	
	74-81	С	5000	
	64-73	D	satisfactory	
	60-63	E		
	35-59	FX	unsatisfactory with the possibility of reassembly	
	0-34	F	fail, unsatisfactory with mandatory re-study of the discipline	
	https://ic.ac	kharkov	v ua/navchannya/cmos/cmos_e.html	

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

# 10. Termination of the agreement

Changes in the data set above regarding next academic year, can be amended annually, if communicated before January 1st.

Mutual termination can be done by signing an official agreement from both HEIs. 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 <sup>13</sup>
LV VALMIER01	Development vice- rector Iveta Putniņa	12 09.2023	Just 2
Kharkiv	Acting Rector  Natalia Riabukha	1~.092023.	Ammy with the state of the stat
			( ( RAI)

<sup>&</sup>lt;sup>13</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation