



Erasmus+

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement
between

POZNAN UNIVERSITY OF TECHNOLOGY, POLAND
as an institution from Programme country

and
NATIONAL TECHNICAL UNIVERSITY "KHARKIV POLYTECHNIC
INSTITUTE", UKRAINE
as an institution from Partner Country²

[Minimum requirements]³

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+.

The agreement is valid for the duration of KA171 2025 project, i.e. from **01.08.2025** till **31.07.2027**.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
POZNAN UNIVERSITY OF TECHNOLOGY	PL POZNAN02	<u>Erasmus+ Institutional Coordinator:</u>	General information: www.put.poznan.pl

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 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.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement.

		Magdalena Zawirska-Wolniewicz Head of International Relations Office, Pl. M. Skłodowskiej-Curie 5, 60-965 Poznań, Poland magdalena.zawirska-wolniewicz@put.poznan.pl tel.+48 61 665 35 44	Courses catalogue: https://put.poznan.pl/en/erasmus-incoming
NATIONAL TECHNICAL UNIVERSITY "KHARKIV POLYTECHNIC INSTITUTE"	KHARKIV UA	<u>Erasmus+ Institutional Coordinator:</u> Oleksandr Goncharov Head of International Relations Department Kyrpychova str. 2, 61002 Kharkiv, Ukraine Oleksandr.Goncharov@kpi.kharkov.ua tel.: +38 (057) 706-32-28 <u>Academic coordinator:</u> Prof. Kseniia Minakova; Kseniia.Minakova@khpi.edu.ua	General information: www.kpi.kharkov.ua

B. Mobility numbers⁶ per project

All the mobilities under this Inter-Institutional Agreement must be completed within the deadlines agreed by the universities, but no later than by the end of the KA171 2025 project, i.e. by July the 31st 2027.

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

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 periods or average duration*]	Student Mobility for Traineeship S * [Not relevant for calls 2015-2017]
PL POZNAN02	KHARKIV UA	0413	Management and Administration	To be defined	0	0
		06	Information and Communication Technologies			
		07	Engineering, Manufacturing and Construction			
KHARKIV UA	PL POZNAN02	0413	Management and Administration	To be defined	2 PEOPLE X 5 MONTHS	0
		06	Information and Communication Technologies			
		07	Engineering, Manufacturing and Construction			

⁶ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

[*Optional: subject area code & name and study cycle are optional.]

[Optional: Subject area code & name and study cycle are optional]					
FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	Staff Mobility for Teaching	Staff Mobility for Training
				* [total number of days of teaching periods or average duration *]	
PL POZNAN02	KHARKIV UA	0413	Management and Administration	1 PERSON X 5 DAYS	0
		06	Information and Communication Technologies		
		07	Engineering, Manufacturing and Construction		
KHARKIV UA	PL POZNAN02	0413	Management and Administration	0	0
		06	Information and Communication Technologies		
		07	Engineering, Manufacturing and Construction		

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies [Minimum]	Staff Mobility for Teaching [Minimum]

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>

				recommended level: B1]	recommended level: B2]
PL POZNAN02		English	Polish	English B2	English B2
KHARKIV UA		English	Ukrainian	English B2	English 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:

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 organisational 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

1. Selection of the students and staff will be carried out at their home universities in just, objective and transparent manner, with equal opportunities for all candidates.

Poznan University of Technology will not interfere in the partner university's selection process.

2. Poznan University of Technology will split the organisational support funds among the partner universities at the end of the project, depending on the number of completed mobilities with each partner university within KA171 2025 project.

The partner university undertakes to provide the account number to which the funds should be transferred.

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term*	Term*
PL POZNAN02	15 th May	31 st October
KHARKIV UA	30 th of June	30 th of November

[to be adapted in case of a trimester system]*

- The receiving institution will send its decision within [4] weeks.
- 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]*
- 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."]

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Grading system at POZNAN UNIVERSITY OF TECHNOLOGY

<http://www.put.edu.pl/institution/education-at-put>

Very good	(A)	bardzo dobry	5.0
Good plus	(B)	dobry plus	4.5
Good	(C)	dobry	4.0
Satisfactory plus	(D)	dostateczny plus	3.5
Satisfactory	(E)	dostateczny	3.0
unsatisfactory	(F)	niedostateczny	2.0

Grading system at NATIONAL TECHNICAL UNIVERSITY "KHARKIV POLYTECHNIC INSTITUTE"

⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

ECTS grade Mark	Grade and its Description in English	Range (extent) of knowledge (%)
A	Very good	90-100
B	Good	82-89
C		75-81
D	Satisfactory	64-74
E		60-63
FX	Unsatisfactory	35-59
F		1-34

2. 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
PL POZNAN02	incoming@put.poznan.pl	<i>not applicable</i>
KHARKIV UA	yulia.olym@khpi.edu.ua	<i>not applicable</i>

3. 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
PL POZNAN02	incoming@put.poznan.pl	https://put.poznan.pl/en/erasmus-incoming/health
KHARKIV UA	yulia.olym@khpi.edu.ua	https://poland.mfa.gov.ua/

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
PL POZNAN02	incoming@put.poznan.pl	https://put.poznan.pl/en/osiedle-studenckie
KHARKIV UA	yulia.olym@khpi.edu.ua	https://www.kpi.kharkov.ua/eng/for-students/hostels-for-foreign-students/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
PL POZNAN02	Prof. Mariusz Głabowski, Ph.D., D.Sc. Vice-Rector for International Relations	2023-11-17	VICE-RECTOR for INTERNATIONAL RELATIONS  Prof. Mariusz Głabowski, Ph.D., D.Sc.
KHARKIV UA	Prof. Gennadiy Khrypunov, Vice-rector for International Relations	03.11.25	 

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation