



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**

The institutions¹ 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 2021-2027 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 Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, 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.

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
Lesya Ukrainka Volyn National University OID: E10142066	Lutsk, Ukraine	Olena Pavlova, Head of the Department of Economics and Nature Management pavlova.olenavnu.edu.ua +380985038484	General: https://vnu.edu.ua/en Faculty/faculties: https://vnu.edu.ua/en Course catalogue: https://vnu.edu.ua/en
University of Technology Information and Management OID: E10163553	Rzeszów, Poland	Aldona Dzidzik Erasmus+ Coordinator adzidzik@wsiz.edu.pl +48178661224 Katarzyna Śliwa-Martinez Project Specialist kasliwa@wsiz.edu.pl +48178661276	General: https://en.uitm.edu.eu/ Faculty/faculties: https://en.uitm.edu.eu/ Course catalogue: https://en.uitm.edu.eu/

⁵ 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.

⁶ 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. In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).

Number of student and staff mobility periods

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

FROM [Erasmus code or 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]
RZESZÓW	LUTSK	-	-	-	-	-	-	-
LUTSK	RZESZÓW	041 0413 0311	Business and Administration, Economics, Entrepreneurship and Trade, Sustainability	1 st / 2 nd	3	15	5	5 days + 2 travel days

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

Optional additional information

1. The IIA shall regulate relations between the parties, and their respective rights and obligations with regard to their participation in the **project n° 2023-1-PL01-KA171-HED-000129773** under the Grant Agreement between the National Agency and the Coordinator.
2. The project has duration of **36 months**. It starts on 01.08.2023 and ends on 31.07.2026. The **period of eligibility of the costs** starts on **01.08.2023** and ends on **31.07.2026**.
3. Partners agreed on *Rules for organizing and financing mobilities under the Erasmus+ program: Higher Education Action 1: Educational mobility under project No. 2023-1-PL01-KA171-HED-000129773*.
4. The Partner University will send the documents providing evidence of the recruitment procedure and costs confirmation. The documents will be sent to Mobility and International Project Office at UITM:

STA/STT:

for qualification purposes:

Application Form with additional documents (if applies)

Letter of Acceptance

before mobility:

Mobility Agreement

Certificate of Disability (if applies)

Grant Agreement

Bank Details form

An insurance policy

Consents for GDPR

after mobility:

Certificate of Attendance

Mobility Report - Report on a business trip (if applies)

online EUSurvey tool (online report)

Employee's declaration - foreign delegation

Costs form

SMS:

for qualification purposes:

Application Form with additional documents (if applies)

Letter of Acceptance

before mobility:

Learning Agreement with Transcript of Records

Certificate of Disability (if applies)

Grant Agreement

Bank Details form

An insurance policy

Consents for GDPR

after mobility:

Certificate of Attendance

Mobility Agreement with Transcript of Records

online EUSurvey tool (online report)

Erasmus Story

Costs form

Costs confirmation documents:

- **Travel and individual support** (lump sums): **Certificate of Attendance** - proof of participation in the activity in the form of a declaration signed by the host organization specifying the name and surname of the participant, the purpose of the activity, as well as the confirmed start and end dates of physical mobility. Participants are obliged to keep **travel proofs (tickets)** and present them to the Project Coordinator (UITM) upon request;
- **Organizational support** (lump sums): the same supporting documents as required for individual support;
- **Top-up for participants with fewer opportunities** (actual costs): bills and recipes.

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 language skills⁸ at the start of the mobility period (see also section 5 “Preparation and Support”).

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or 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]
RZESZÓW	-	English	English	B2	B2
LUTSK	-	English	English	B2	B2

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.

PL RZESZOW03 B2 is equivalent to (minimum recommended):

Studies with English as the language of instruction	No certificate required	
IELTS	5.5	
LCCI	EFBusiness / EFCommerce / EFTourism Level 2 (Grades: <i>Merit</i> or <i>Distinction</i>)	
TOEFL PBT	565	550 (without Writing and Speaking)
TOEFL CBT	225	210 (without Speaking)
TOEFL IBT	80	
TOEIC	660	
ESOL	FCE grade A or B	

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://euopass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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.

This section is mandatory/applicable only for KA171.

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
The organizational support will be used by UITM for priority objectives.	The priority objective is to support administration and organization of mobilities, directly related to the implementation of a participant mobility e.g. administration of the project by the Erasmus+ Office at Partner Universities; covering of high visa and insurance costs and health/vaccination related procedures, providing equipment for online communication with staff and project coordinators of Partner Universities, facilitation of the integration of incoming mobile participants, promotion of the project activities.

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, 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
Lesya Ukrainka Volyn National University, Lutsk, Ukraine	Winter Term: from October to February Spring Term: from March to July	The staff mobility documents must reach the UITM by the mobility data agreed through exchanges of emails as written proof and according to the recruitment schedule for a destination country.
University of Technology Information and Management, Rzeszów, Poland	Winter Term: from October to February Spring Term: from March to July	The staff mobility documents must reach the UITM by the mobility data agreed through exchanges of emails as written proof and according to the recruitment schedule for a destination country.

The receiving institution will send its decision within 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
Lesya Ukrainka Volyn National University, Lutsk, Ukraine	Olena Pavlova, Head of the Department of Economics and Nature Management pavlova.olenavnu.edu.ua +380985038484	General: https://vnu.edu.ua/en
University of Technology Information and Management, Rzeszów, Poland	Aldona Dzidzik Erasmus+ Coordinator adzidzik@wsiz.edu.pl +48178661224 Katarzyna Śliwa-Martinez Project Specialist kasliwa@wsiz.edu.pl +48178661276	General: https://en.uitm.edu.eu/

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.

Requirement	Details STA/STT	Details SMS
Academic requirements	Master of Science Degree	European Level of Qualification - 5
CV	According to the Application Form with attachments (if apply)	According to the Application Form with attachments (if apply)
Motivation letter	According to the Application Form with attachments (if apply)	According to the Application Form with attachments (if apply)

Inclusion measures ¹⁰	Certificate of Disability (if applies)	Certificate of Disability (if applies)
Other	N/A	N/A

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](#)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.
- 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.

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

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

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	Rzeszów	Administration Office dormitory@wsiz.edu.pl; +48178661432	https://en.uitm.edu.eu/student-services/accommodation-rental-services/
Language Support	Rzeszów	Center of Foreign Languages cjo@wsiz.edu.pl; tel. +48 178661129	https://wsiz.edu.pl/uczelnia/kolegia/kolegium-mediow-i-komunikacji-spolecznej/centrum-jezykow-obcych/
Visa	Rzeszów	Ministry of Foreign Affairs Republic of Poland kancelaria@msz.gov.pl, +48225239000	https://www.gov.pl/web/diplomacy
Insurance	Rzeszów	Mobility and International Projects Office erasmus@wsiz.edu.pl; +48178661224	https://en.uitm.edu.eu/international/erasmus/
Inclusion of participants with fewer opportunities	Rzeszów	UITM Office for Students with Disabilities, bon@wsiz.edu.pl, +48178661104	https://wsiz.edu.pl/uczelnia/uczelnia-przyjazna-osobom-z-niepelnosprawnosciami/
Mentoring	Rzeszów	Relevant Department/Collage (contacts available under the link)	https://en.uitm.edu.eu/student-services/deans-office-for-studies-in-english/faculties/
Grant payments	Rzeszów	The Bursary Office (contacts available at Erasmus+ Office)	https://wsiz.edu.pl/dla-studenta/kwestura/
Alumni information	Rzeszów	Mobility and International Projects Office erasmus@wsiz.edu.pl, +48178661224	https://en.uitm.edu.eu/international/erasmus/
Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Lutsk	Olena Pavlova, Head of the Department of Economics and Nature Management pavlova.olena@vnu.edu.ua +380985038484	General: https://vnu.edu.ua/en
Language Support	Lutsk		
Visa	Lutsk		
Insurance	Lutsk		
Inclusion of participants with fewer opportunities	Lutsk		
Mentoring	Lutsk		
Grant payments	Lutsk		
Alumni information	Lutsk		

6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

N/A

- 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.

7. 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' guide](#)¹². 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
---------------------------------------	-----------------------------	-------------------------

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

Lesya Ukrainka Volyn National University, Lutsk, Ukraine	N/A	N/A
University of Technology Information and Management, Rzeszów, Poland	N/A	N/A

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


Partner universities will ensure the selection, preparation, and integration of incoming students and staff in accordance with the principles outlined in the Erasmus Charter for Higher Education and ECHE Card. They will also accommodate special needs of students and staff with disabilities and will provide further details upon request.

Partner universities are requested to send a detailed nomination list of Erasmus mobility beneficiaries to Erasmus+ Coordinators, along with the required documents in PDF format to:

- LUVNU: pavlova.olena@vnu.edu.ua
- UITM: erasmus@wsiz.edu.pl

9. Termination of the agreement

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
Lesya Ukrainka Volyn National University, Lutsk, Ukraine	Yurii Hromyk, prof., Rector-in-Charge	15.03.2024	
University of Technology Information and Management, Rzeszów, Poland	Andrzej Rozmus, Prof. Rector	15.03.2024	

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation