



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 20[21]-20[27] 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/documents/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
Nord University	N BODO04	Ida Charlotte Jakobsen Senior advisor/Erasmus+ coordinator KA171 International Office Ida.c.jakobsen@nord.no +47 755 17 822 Sandra Wiik International coordinator Nord University Business School Sandra.wiik@nord.no +47 755 17 879	General: https://www.nord.no/en Faculty/faculties: https://www.nord.no/om/fakulteter-og-sentre/handelshogskolen Course catalogue: https://www.nord.no/en/studies
Petro Mohyla Black Sea National University	MYKOLAIV	Alla Koval Prof. Institutional Coordinator Vice-rector for Scientific Work and International Cooperation	General: https://chmnu.edu.ua/category/pro-universitet/ Faculty/faculties: https://chmnu.edu.ua/category/fakulteti/fakultet-ekonomichnih-nauk/ Course catalogue: https://chmnu.edu.ua/training-

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.

			<p>alla.koval@chmnu.edu.ua</p> <p>Yevhen Servatynskyi Administrative Responsible Senior Specialist of the International Relations Office</p> <p>fordep@chmnu.edu.ua +38 0512 76 55 77</p> <p>Ganna Nord Faculty Coordinator +38 0512 76 55 59</p> <p>kma.nord@gmail.com</p>	<p>information-base-economics/</p>
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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

Student mobility

FROM	TO	Subject area	Subject area	Study cycle	Number of mobility periods		
					Student Mobility	Staff Mobility	Staff Mobility
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	ISCED CODE ⁷	NAME (optional)	[short cycle, 1st, 2nd or 3rd] (optional)	(Specify here total number of students)	(Specify here total number of staff)	(Specify here total number of days)
MYKOLAIV	N BODO04	041	Business and administration	2,3	2 students	5 months	

Staff mobility

FROM	TO	Subject area	Subject area	Study cycle	Number of mobility periods		
					Student Mobility	Staff Mobility	Staff Mobility
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	ISCED CODE ⁸	NAME (optional)	[short cycle, 1st, 2nd or 3rd] (optional)	(Specify here total number of students)	(Specify here total number of staff)	(Specify here total number of days)

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

⁸ <https://citrcabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

N BODO04	MYKOLAIV	041	Business and administration			1 staff	5 days
MYKOLAIV	N BODO04	041	Business and administration			1 staff	5 days

Optional additional information

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 skills⁹ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language 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: B2]
N BODO04	041	English	Norwegian	C1	
MYKOLAIV	041	Ukrainian / English		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.

⁹ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. 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
The organisational support budget will be used for the coverage of visa and residence permit costs of the participants wherever applicable.	Visa/residence permit costs, incoming students
The organisational support budget will otherwise be used to enhance administrative and practical support services for incoming students and Nord University	Visa/residence permit costs, outgoing participants
The organisational support budget will be administrated by Nord University alone.	Support systems and services for incoming students at Nord University

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 ¹⁰
N BODO04	Winter Term: from August to December	Nomination: 1. April Application: 15. April
	Spring Term: from January to June	Nomination: 15. September Application: 1. October
MYKOLAIV	Winter Term: from September to December	June 15 th (Nomination and Application Deadline)
	Spring Term: from January to June	November 30 th (Nomination and Application Deadline)

The receiving institution will send its decision within 5 weeks and no later than 5 weeks.

¹⁰ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

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:

Application procedure		Contact details (email, phone)	Website for information
N BODO04		international@nord.no + 47 755 17 870	https://www.nord.no/en/admission https://www.nord.no/en/checklist-new-international-students
MYKOLAIV		fordep@chmnu.edu.ua +38 0512 76 71 91	https://chmnu.edu.ua/category/international-department/

Selection criteria – Nord University, N BODO04		Website for information (optional)
Requirement	Details	
Academic requirements	Minimum average grade of current study results: B Subject area (ISCED CODE: 041) EQF level – Master and PhD Language level – B2 CEFR	
CV	No	
Motivation letter	Yes	

Inclusion measures ¹¹	Students with fewer opportunities include: <ul style="list-style-type: none"> • Students supporting minors under 18 • Students with refugee status • Students with disabilities and chronic health conditions
Other	

Selection criteria –MYKOLAIV

Requirement	Details	Website for information (optional)
Academic requirements	Minimum average grade of current study results: B Subject area (ISCED CODE: 041) EQF level – Master and PhD Language level – B2 CEFR	
CV	Personal profile/introduction of the applicant/suitability for the teaching and research area	
Motivation letter	Motivation for the study abroad	
Inclusion measures ¹²	According to the ERASMUS + guidelines	

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 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

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*¹³.
- 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. 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.

¹³ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

N BODO04

Preparatory & Support Measures		Contact details (email, phone)	Website for information & arrangements
Accommodation	Student Welfare Organisation Studentinord bolig@studentinord.no		https://www.studentinord.no/housing
Language Support			Students may choose ECTS-awarding English or Norwegian language courses offered at the Faculty of Education and Arts. The number of places on these courses are limited.
Visa			https://www.udi.no/en/want-to-apply/
Insurance	International Office international@nord.no +47 7551 7870		Incoming students from countries outside EU/EEA are not members of the National Health Insurance Scheme and must have a private health insurance from their home country covering the complete period of stay at Nord. https://www.helsenorge.no/en/foreigners-in-norway/
Grant payments			Grant payments for incoming students and staff are initiated by the International office upon arrival.
Inclusion of participants with fewer opportunities	Helen Iren Hardy Serviceorget@nord.no Truls Didriksen Truls.didriksen@nord.no		https://www.nord.no/en/student/administrer/special-learning-arrangements

MYKOLAIV

Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
Accommodation	Yevhen Servatynskyy fordep@chmnu.edu.ua	https://chmnu.edu.ua/category/pro-universitet/
Language Support	fordep@chmnu.edu.ua	https://chmnu.edu.ua/category/international_students/
Visa	fordep@chmnu.edu.ua	https://chmnu.edu.ua/category/international_students/
Insurance	fordep@chmnu.edu.ua	https://chmnu.edu.ua/category/international_students/
Inclusion of participants with fewer opportunities	Head of the center Liudmyla Opanasenko centerspp@chmnu.edu.ua	
Grant payments	Yevhen Servatynskyy fordep@chmnu.edu.ua	https://chmnu.edu.ua/category/international_students/

6. 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.]*

Preparatory & support measures	Contact Details (email, phone)	Website for information & arrangements
N BODO04	Sandra Wiik Sandra.wiik@nord.no +47 755 17 879	Nord University uses the ECTS system for grading and recognition of results.
MYKOLAIV	Ganna Nord kma.nord@gmail.com	Petro Mohyla Black Sea National University uses the ECTS system for grading and recognition of results.

- 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.
- N BODO04:** student participants are required to download their transcripts from their Studentweb account.
- 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**¹⁴. 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
N BODO04	N/A	https://www.uhr.no/f/p1/14bfb251a-5e7c-4e34-916b-85478c61a800/karaktersystemet_generelle_kvalitative_beskrivelser.pdf
MYKOLAIV	N/A	https://chmnu.edu.ua/revelant_information/

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

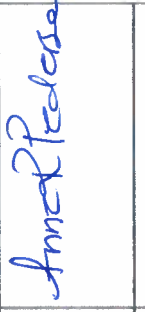

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9. Termination of the agreement

This agreement will remain valid for its full duration unless terminated by one of the parties involved. In the event of unilateral termination, a notice of at least one academic year will 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

¹⁴ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁵
Nord University N BODO04	Anne Ringen Pedersen Director of Student and Academic Affairs	27.06.23	
Petro Mohyla Black Sea National University MYKOLATV	Leonid KLYMENKO Prof.,dr. Rector	28.06.2023	



¹⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation