



**Erasmus+ Programme
Inter-institutional agreement
Key Action 1**

Mobility of higher education students and staff

**between EU Member States and third countries associated to the
Programme
and third countries not associated to the Programme**

Project number

2025-1-PL01-KA171-HED-000325806

The institutions¹ named below agree to cooperate for the exchange of students and/or staff

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

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. Information about the higher education institutions

Name of the institution (and)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
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- 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

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.

department where relevant)			
Poznań University of Economics and Business	PL POZNAN03	Katarzyna Jakubiak katarzyna.jakubiak@ue.poznan.pl ; tel. +48 61-856-93-65	General: https://ue.poznan.pl/en/ Course catalogue: https://ue.poznan.pl/en/students/incoming-exchange-students/
Kamianets- Podilskyi Ivan Ohienko National University Faculty of Natural Sciences and Economics		Tetiana Storchova storchova.tetyana@kpnu.edu.ua tel. +380 (68) 852 74 36 Nataliia Mazur mazur@kpnu.edu.ua	General: http://inter.kpnu.edu.ua/uk/ http://eng.kpnu.edu.ua/ Faculty/faculties: Faculty of Natural Sciences and Economics Course catalogue: https://kpnu.edu.ua/publichna-informatsiia/

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

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)	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]
KAMIANETS- PODILSKYI	PL POZNAN03	041 0311	Business and Administra tion Economics	2	10	2	10 days

Optional additional information

Student with fewer opportunities will receive a higher individual support (additional 250 euro per month).

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").

Receiving Institution [Erasmus code or city]	Subject area (Optional)	Language of instruc tion 1	Language of instruc tion 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

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

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

PL POZNAN03	041 0311	English	Polish	B2	C1
KAMIANETS- PODILSKYI	041 0311	English		B2	C1

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.

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
<p>Total OS – 2 000 euro</p> <p>POLAND – 1 000 euro (half amount of 2 000 euro)</p> <p>The remaining part of the grant will be allocated according to the number of participants sent specified in the agreement:</p> <p>(for each participant 250 euro)</p> <p>POLAND: 0 euro</p> <p>UKRAINE: 1 000 euro</p>	<p>Organisational support will cover costs directly linked to the implementation of mobility activities, for example:</p> <p>orientation days for students,</p> <p>national tours, tickets to museums or cultural venues,</p> <p>promotional materials,</p> <p>organisation of information meetings,</p> <p>staff training and visits,</p> <p>preparation and organisation of lecturers' visits, etc.</p>

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^a
PL POZNAN03	Autumn Term: from beginning of October to mid-February Spring Term: from end of February to end of June	31 st of October 31 st of May
KAMIANETS-PODILSKYI	Autumn Term: from beginning of September to mid-January Spring Term: from end of January to end of June	31 st of August 31 st of January

The receiving institution will send its decision within 4 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:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
PL POZNAN03	Katarzyna Jakubiak katarzyna.jakubiak@ue.poznan.pl ; tel. + 48 61-856-93-65	https://ue.poznan.pl/en/students/incoming-exchange-students/
KAMIANETS-	Tetiana Storchova	https://inter.kpnu.edu.ua/uk/academic-mobility-

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

PODILSKYI	storchova.tetyana@kpnu.edu.ua tel. +380 (68) 852 74 36	platform-2/
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Academic and additional requirements

Selection criteria of students

Requirements	Details	Website for information (optional)
KAMIANETS- PODILSKYI The following criteria will be implemented:	<p>Selection of students will be conducted through internal recruitment at the sending institution and final acceptance of them will depend on the receiving university.</p> <p>In the case of equal results, priority is given to students belonging to disadvantaged or underrepresented groups, including:</p> <ul style="list-style-type: none"> – students who are combat veterans or whose parents have combat veteran status (until the student reaches the age of 23); – students who are orphans or children deprived of parental care; – students affected by the Chornobyl disaster; – students whose one parent was killed or went missing in the area of the Anti-Terrorist Operation (ATO), military actions, or armed conflicts (until the student reaches the age of 23); – students whose one parent was killed during mass civic protest actions (until the student reaches the age of 23); – students registered as internally displaced persons (until the student reaches the age of 23); – students with disabilities, including children with disabilities and persons with disabilities of Groups I-III (for the officially established period of disability); – students from low-income families (for the officially established period of social assistance). 	<p>Regulations on the Organization and Conduct of the Selection Competition for Participation in the EU Erasmus+ Programme under KA1: Learning Mobility at Kamianets-Podilskyi Ivan Ohienko National University: https://drive.google.com/file/d/113qhTC4kPTxkpvxwD7cNuQVrkog1xBdE/view</p> <p>Students are selected on a competitive basis. The selected student is the applicant who achieves the highest total score according to a cumulative assessment system based on the following criteria:</p> <ul style="list-style-type: none"> – academic performance (maximum 10 points); – foreign language proficiency (maximum 8 points); – motivation letter (maximum 2 points).

Selection criteria of staff members

Requirements	Details	Website for information (optional)
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<p>KAMIANETS-PODILSKYI</p> <p>The following criteria will be implemented:</p>	<p>Selection of Staff will be conducted through internal recruitment at the sending institution and final acceptance will depend on the receiving university.</p>	<p>Regulations on the Organization and Conduct of the Selection Competition for Participation in the EU Erasmus+ Programme under KA1: Learning Mobility at Kamianets-Podilskyi Ivan Ohienko National University: https://drive.google.com/file/d/113qhTC4kPTxkpvxxD7cNuQVrkog1xBdE/view</p> <p>The winner of the competition for participation in the EU Erasmus+ Programme is an academic and teaching staff member who has obtained the highest total number of points among all applicants in accordance with the following criteria:</p> <ul style="list-style-type: none"> – Academic profile, calculated using the following formula: (rating score 1000) × 2. – Foreign language proficiency (maximum 8 points). – Motivation letter (maximum 2 points). <p>The winner of the competition for participation in the EU Erasmus+ Programme is a teaching or other staff member who has obtained the highest total number of points among all applicants in accordance with the following criteria:</p> <ul style="list-style-type: none"> – Foreign language proficiency (maximum 8 points). – Motivation letter (maximum 2 points).
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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*¹⁰.
- 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.

¹⁰ 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
Staff exchange Accommodation/Language Support/Visa/Insurance/ Mentoring/Inclusion of participants with fewer opportunities/Alumni information/Grant payments, etc.	PL POZNAN03	Katarzyna Jakubiak katarzyna.jakubiak@ue.poznan.pl ; tel. + 48 61-856-93-65 Alicja Ciesielczyk alicja.ciesielczyk@ue.poznan.pl ; tel. +48 61-856-93-64	
Student exchange Accommodation/Language Support/Visa/Insurance/ Mentoring/Inclusion of participants with fewer opportunities/Alumni information	PL POZNAN03	Katarzyna Jakubiak katarzyna.jakubiak@ue.poznan.pl ; tel. + 48 61-856-93-65 Marta Pikies- Komorowska marta.pikies-komorowska@ue.poznan.pl tel.:+48 61 856 93 66	https://ue.poznan.pl/en/students/incoming-exchange-students/
Staff exchange Accommodation/Language Support/Visa/Insurance/ Mentoring/Inclusion of participants with fewer opportunities/Alumni information, etc.	KAMIANETS- PODILSKYI	Tetiana Storchova storchova.tetyana@kpnu.edu.ua tel. +380 (68) 852 74 36	http://inter.kpnu.edu.ua/uk/ http://eng.kpnu.edu.ua/ https://eng.kpnu.edu.ua/erasmus/information-for-partners/
Student exchange Accommodation/Language Support/Visa/Insurance/ Mentoring/Inclusion of participants with fewer opportunities/Alumni information/Grant payments, etc.	KAMIANETS- PODILSKYI	Tetiana Storchova storchova.tetyana@kpnu.edu.ua tel. +380 (68) 852 74 36	http://inter.kpnu.edu.ua/uk/ http://eng.kpnu.edu.ua/ https://eng.kpnu.edu.ua/erasmus/information-for-partners/

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. The European Credit Transfer and Accumulation System will be used as a recognition tool.
- 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:
 - 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.
 - 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.
 - 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.

Erasmus+
Mobility
Guidelines
for
Partners

8. Grading systems of the institutions

Institution [Erasmus code or city]	Website for information
PL POZNAN03	https://ue.poznan.pl/en/students/incoming-exchange-students/
KAMIANETS-PODILSKYI	https://eng.kpnu.edu.ua/grading-system/

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' guide¹¹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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

10. 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."

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹²
POZNAN UNIVERSITY OF ECONOMICS AND	Dr hab. Łukasz Puślecki, prof. UEP Vice-Rector for	07.01.2026	 Vice-Rector for External Relations dr hab. Łukasz Puślecki, prof. UEP

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

BUSINESS, POZNAN	External Relations		
KAMIANETS- PODILSKYI IVAN OHIENKO NATIONAL UNIVERSITY, KAMIANETS- PODILSKYI, UKRAINE	Nataliia Bakhmat, Acting Rector, Doctor of Pedagogical Sciences, Professor	03.12.202 5	 

