



EUROPEAN UNION

Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Key Action 1**

Learning mobility for higher education students and staff

**Inter-institutional agreement
between**

**Brandenburg University of Technology Cottbus-Senftenberg, Germany
and**

Kharkiv National Automobile and Highway University, Ukraine

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 year 2022 in KA171 (Project Period 01.08.2022-31.07.2025).

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
Brandenburg University of Technology Cottbus - Senftenberg	D COTTBUS03	<p>Mareike Kunze, Director International Relations Office, ERASMUS+ Institutional Coordinator Phone: +49 355 69 3188 Email: mareike.kunze@b-tu.de</p> <p>Michael Mannel, International Relations Office, Inter-Institutional Agreements Coordinator Phone: +49 355 69 2338 Email: michael.mannel@b-tu.de</p> <p>Ina Rothe, International Relations Office, Student and Staff Mobility Coordinator Phone: +49 355 69 2102 Email: ina.rothe@b-tu.de</p> <p>Dr. Ralf Ossenbrink, Department for Joining and Welding Technology</p>	<p>https://www.b-tu.de/en/</p> <p>https://www.b-tu.de/en/students/studying-and-learning/course-catalogue</p>

⁵ Higher education institutions (HEIs) from 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.

		Erasmus+ Departmental Coordinator Phone: 355 69 3776 Email: ralf.ossenbrink@b-tu.de	
Kharkiv National Automobile and Highway University	KHARKIV	Yaroslava Levchenko, Dean of international students office ERASMUS+ Institutional Coordinator (Student and Staff Mobility Coordinator) Phone: +38 057-707-36-80 Email: slavalevcenko1984@gmail.com Kateryna Danylenko Head of international Relation Department Inter-institutional Agreements Coordinator Phone: +380 985616294 Email: international@khadi.kharkov.ua Diana Borisovna Hlushkova Erasmus+ Departmental Coordinator Phone: +38057 707-37-29; fax: 057 700-38-75	https://www.khadi.kharkov.ua/en/ https://di.khadi.kharkov.ua/?lang=en

		Email: diana.borisovna@gmail.com	
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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 agree to accept informal communication means (e.g. exchanges of emails as written proof).

Guidance for number of student and staff mobility periods (for the project period 1.8.2022 – 31.07.2025) according to the available funds. If required, adjustments are allowed within the approved funds and in regard to the project guidelines.

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]
D COTTBUS03	KHARKIV	0720	Manufacturing and Processing	1 st , 2 nd , 3 rd	2	6	1	10

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%20202013%20-%20Detailed%20field%20descriptions.pdf>

KHARKIV	D COTTBUS03	0720	Manufacturing and Processing	1 st , 2 nd , 3 rd	4	20	1	8
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Optional additional information

Staff Mobility for Training

If funds and resources are available, the partners agree to support ERASMUS+ Staff Mobilities for Training.

Short-term blended mobility option for students

If funds and resources are available, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

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	Subject	Language	Language	Recommended level
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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>.

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: B2]
D COTTBUS03		German / English/Russian (depending on the study programme and the language of instruction)	German/ English/ Russian (depending on the study programme and the language of instruction)	B1	B2
KHARKIV		English	Ukrainian/Russian	B1	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.

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.

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 ⁹
D COTBUS03	Winter semester (October to March) Summer Semester (April to September)	15th of January (Nomination and Application Deadline) 15th of July (Nomination and Application Deadline)
KHARKIV	Winter semester (September to December) Summer Semester (January to June)	15th of January (Nomination and Application Deadline) 15th of July (Nomination and Application Deadline)

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

	Application Deadline)
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The receiving institution will send its decision within 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
D COTTBUS03	Ina Rothe ina.rothe@b-tu.de +49 355 69 2102	https://www.b-tu.de/en/international
KHARKIV	Kateryna Danylenko +380 985616294 international@khadi.kharkov.ua	https://www.khadi.kharkov.ua/en/international-relations-department/

Selection criteria		
Requirement	Details	Website for information (optional)
Academic performance	Transcript of Records	

Language skills	Language Certificate (at least B1) in the language of instruction	
CV	Personal profile / introduction of the applicant / suitability for the teaching and research area	
Motivation letter	Motivation for the study abroad	
Inclusion measures ¹⁰	According to the ERASMUS+ guidelines	

6. Preparation and support

The Higher Education Institution(s) in a 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.

AI 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.

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

- 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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	D COTTBUS03	Ina Rothe ina.rothe@b-tu.de + 49 355 69 2102	Home > International > International Students > Before Studies > Accommodation
	KHARKIV	Kateryna Danylenko +380 985616294 international@khadi.kharkov.ua	-
Language Support	D COTTBUS03	Ina Rothe ina.rothe@b-tu.de + 49 355 69 2102	https://www.b-tu.de/en/sprachen
	KHARKIV	Kateryna Danylenko +380 985616294 international@khadi.kharkov.ua	https://www.khadi.kharkov.ua/en/international-relations-department/
Visa	D COTTBUS03	Ina Rothe ina.rothe@b-tu.de + 49 355 69 2102	Home > International > International Students > Before Studies > Entry and Visa
	KHARKIV	Kateryna Danylenko +380 985616294 international@khadi.kharkov.ua	https://www.khadi.kharkov.ua/en/international-relations-department/
Insurance	D COTTBUS03	Ina Rothe ina.rothe@b-tu.de	Home > International > International Students > Before Studies > Health Insurance

		+ 49 355 69 2102	
	KHARKIV	Kateryna Danylenko +380 985616294 international@khadi.kharkov.ua	-
Inclusion of participants with fewer opportunities	D COTTBUS03	Ina Rothe ina.rothe@b-tu.de + 49 355 69 2102	https://www.b-tu.de/en/university-life/diversity/barrier-free-studies
	KHARKIV	Kateryna Danylenko +380 985616294 international@khadi.kharkov.ua	-
Mentoring	D COTTBUS03	Ina Rothe ina.rothe@b-tu.de + 49 355 69 2102	https://www.b-tu.de/en/international/
	KHARKIV	Kateryna Danylenko +380 985616294 international@khadi.kharkov.ua	-
Grant payments	D COTTBUS03	Ina Rothe ina.rothe@b-tu.de + 49 355 69 2102	https://www.b-tu.de/en/international/
	KHARKIV	-	-
Alumni information	D	Ina Rothe ina.rothe@b-tu.de	https://www.b-tu.de/en/international/

	COTBUS03	+ 49 355 69 2102	
	KHARKIV	Kateryna Danylenko +380 985616294 international@khadi.kharkov.ua	https://www.khadi.kharkov.ua/en/alumni/

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. The following recognition tool will be used: [European Credit Transfer and Accumulation System](#)
- 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 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 [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.

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

D COTTBUS03:

Evaluation of Performance Verifications

Single Grade	Rating	Final Grade	Rating
1.0/1.3	very good	until 1.5	very good
1.7/2.0/2.3	Good	above 1.5 – 2.5	good
2.7/3.0/3.3	Satisfactory	above 2.5 – 3.5	satisfactory
3.7/4.0	Sufficient	above 3.5 – 4.0	sufficient
4.1 - 5.0	Fail	above 4.1	fail

When forming the final grade, the mean of all grades achieved in modules completed with an examination is weighted with the amount of credits achieved and attempted.

KHARKIV:

Evaluation of Performance Verifications at KhNAHU


National differentiated grade			
National grade	Min. marks	Max. marks	
Excellent	90	100	
Good	75	89	
Satisfactory	60	74	
Fail	0	59	

National undifferentiated grade		
Passed	60	100
Fail	0	59
ECTS grade		
A	90	100
B	80	89
C	75	79
D	67	74
E	60	66
Fx	35	59
F	0	34

9. Termination of the agreement

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 ¹³
D COTTBUS03	Mareike Kunze Director International Relations Office Institutional ERASMUS+ Coordinator	15.2.2023	 Brandenburg University of Technology Cottbus-Senftenberg International Relations Office P.O. Box 10 13 44 • 03013 Cottbus Germany
KHARKIV	Yaroslava Levchenko, Dean of international students office ERASMUS+ Institutional Coordinator (Student and Staff Mobility Coordinator		

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