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 institutions[1] 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 2022-2027 in:

- 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 Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], 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.

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[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

Universidade de Santiago de Compostela	E Santiag01	Institutional Coordinator
		Enrique López Veloso
		Mobility Office
		Pavillón Estudantil, 1º – Campus Vida
		15782 Santiago de Compostela – Spain
		Tel. +34 881812846 / 881811095
		e-mail: erasmus.ka107@usc.es
			General: https://www.usc.gal
			
			Faculty/faculties: https://www.usc.gal/en/center
			
			Course catalogue*:
			
			  Bachelor: https://www.usc.gal/en/studies/degrees
			
			  Master: https://www.usc.gal/en/studies/masters
			
			  PhD: https://www.usc.gal/en/studies/doctoral-programme

Poltava State Medical University	Poltava	Institutional Coordinator Prof. Igor Kaidashev Vice-Rector for Research and Development Poltava State Medical University, 23 Shevchenko Str., Poltava 36011 Ukraine e-mail: i.kaidashev@pdmu.edu.ua	General: www.pdmu.edu.ua Faculty/faculties: https://en.pdmu.edu.ua/education/departments Course catalogue: https://en.pdmu.edu.ua/admission/specialties-and-degrees

*Course catalogue must be actualised every year in the receiving university and they must make this information available to students.

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[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 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]	Subjec t area ISCED CODE[7] (optiona l)	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]
Poltava	E Santiag01	-	All areas taught at receiving university	1st , 2nd or 3rd	3	3 x 5 months each = 15 months	1 for teaching	7 days
E Santiag01	Poltava	-	All areas taught at receiving university	-	-	-	-	-

* This number of mobilities should be executed within 31st July 2025. After this date, this IIA could be renewed automatically and new mobilities could be allocated depending on the result of future calls for applications of Erasmus+ KA171. Additional mobilities could be agreed by partners through informal communication means (e.g. exchanges of emails as written proof).

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 skills[8] at the start of the mobility period (see also section 5 "Preparation and Support").

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

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]
E Santiag01	**Bachelor Degree** in: -Chemistry. -Chemical Engineering. -English Philology. **Master** in Chemistry at the interface with Biology and Materials Science. **All PhD Programmes.**	English	Spanish, Galician French in some PhD Programmes	B1	B1 in Spanish or B2 in English recommended. No certificate is required.
E Santiag01	Any other area	Spanish	Galician	B1	B1 in Spanish or B2 in English recommended. No certificate is required.
Poltava	**Health Sciences**	English	Ukrainian	B1	B1 or B2 in English recommended. No certificate is required.

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.

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[a] 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

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
E Santiag01	Ensuring compliance of Erasmus+ rules by reporting the execution of the project to the relevant National Agency, its full implementation and managing new applications for annual funding following the deadlines established by European Commission; supporting participants in logistics for their mobility period abroad, such as mandatory medical insurance and obtaining visa at Spanish embassies/consulates, and warranting participants receive scholarship payments.

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]
E Santiag01	Winter Term: from 1st September to 31st January Spring Term: from 1st February to 30th June	Winter Term: 30th March Spring Term: 30th October PhD students can be nominated 3 months before their arrival to USC.
Poltava	Winter Term: from 1st September to 31st January Spring Term: from 1st February to 30th June	Winter Term: 30th March Spring Term: 30th October

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:

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[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
E Santiag01	erasmus.ka107@usc.es +34 881812846 / 881811095	https://www.usc.gal/en/perfis/internacional/programas/erasmusICM_KA107/erasmusicm_ka107_estudantes_incoming.html Nominated students will have to register in USC online system following the guidelines of the Erasmus staff.
Poltava	interdep@pdmu.edu.ua	www.pdmu.edu.ua

Selection criteria

This is a non-exhaustive list – partners will agree on the eventual list of selection criteria.

Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS already completed. Average mark in the current degree.	
CV	Only for staff.	
Inclusion measures[10]	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide). To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process. Any condition of fewer opportunities must be certified by an external official institution, as for example: a Ministry, a Health Institution, etc.	

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[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

Work Plan	Only for staff.	
Acceptation letter from a member of the Host University	Only for staff and PhD students.	

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_[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.

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[11] 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
Accommodation	E Santiag01	Erasmus.ka107@usc.es +34 881812846 / 881811095	https://www.usc.gal/en/perfis/internacional/programas/erasmusICM_KA107/
Language Support	E Santiag01	Erasmus.ka107@usc.es +34 881812846 / 881811095	https://www.usc.gal/en/perfis/internacional/programas/erasmusICM_KA107/
Visa	E Santiag01	Erasmus.ka107@usc.es +34 881812846 / 881811095	https://www.exteriores.gob.es/es/EmbajadasConsulados/Paginas/index.aspx
Insurance	E Santiag01	Erasmus.ka107@usc.es +34 881812846 / 881811095	https://www.usc.gal/en/perfis/internacional/programas/erasmusICM_KA107/
Inclusion of participants with fewer opportunities	E Santiag01	Sepiu.santiago@usc.es +34 881812858 / 881812859	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://www.usc.es/en/servizos/sepiu/index.html
Mentoring	E Santiag01	Erasmus.ka107@usc.es +34 881812846 / 881811095	https://www.usc.gal/en/perfis/internacional/programas/erasmusICM_KA107/
Grant payments	E Santiag01	Erasmus.ka107@usc.es +34 881812846 / 881811095	https://www.usc.gal/en/perfis/internacional/programas/erasmusICM_KA107/

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements

Accommodation	Poltava	interdep@pdmu.edu.ua	www.pdmu.edu.ua
Language Support	Poltava	interdep@pdmu.edu.ua	https://www.spainvisa.eu/embassies/ukraine/
Visa	Poltava	interdep@pdmu.edu.ua	https://www.spainvisa.eu/embassies/ukraine/
Insurance	Poltava	interdep@pdmu.edu.ua	https://www.spainvisa.eu/embassies/ukraine/
Inclusion of participants with fewer opportunities	Poltava	interdep@pdmu.edu.ua	Available infrastructure for reduced mobility or hearing/visual impairments, students/staff with children, etc.
Mentoring	Poltava	interdep@pdmu.edu.ua	www.pdmu.edu.ua

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

> The host university will provide a Transcript of Records in English and/or in the home university language. The home university will recognize the courses or activities as specified in the learning agreement in the academic file of the student.
>
> For PhD students, the recognition can consist of the recognition of the merit of a research stay abroad.

- 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 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.

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.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information			
E Santiag01	-	**Local Grade**		**ECTS Grade**	**Definition**
		Matricula de Honor	10	A+	**EXCELLENT** – Outstanding performance with only minor errors. Just in very exceptional cases
		Sobresaliente	9-9.9	A	**VERY GOOD** – Above the average standard but with some errors
		Notable	7-8.9	B	**GOOD** – Generally sound work with a number of notable errors
		Aprobado	5-6.9	C/D/E	**SATISFACTORY/SUFFICIENT** – Performance meets the minimum criteria. Average performance
		Suspenso	0-4.9	F/FX	**FAIL** - Failed
		Apto	-	-	**PASS** - Passed
Poltava	-	**ECTS Grade**	**Definition**		
		A+	**EXCELLENT** – Outstanding performance with only minor errors. Just in very exceptional cases		
		A	**VERY GOOD** – Above the average standard but with some errors		

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

		B	GOOD – Generally sound work with a number of notable errors	
		C/D/E	SATISFACTORY/SUFFICIENT – Performance meets the minimum criteria. Average performance	
		F/FX	FAIL - Failed	
		-	PASS - Passed	

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

10. 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.

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]
E Santiag01	Enrique López Veloso Institutional Coordinator	30/11/2022	Fdo.: Enrique López Veloso
Poltava	Prof. Igor Kaidashev Institutional Coordinator	24/11/20	

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