



Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 201x-201x²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Czech University of Life Sciences Prague Faculty of Tropical AgriSciences	CZ PRAHA02	Kamýcká 129 165 21 Praha – Suchdol Czech Republic Erasmus Institutional Coordinator Martina Vilimovská	http://www.czu.cz ECTS Package/Course Catalogue: https://www.czu.cz/en/r-9190-international-

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

		+420 224 38 20 71 vilimovska@rektorat.czu.cz	relations/r-9288-study-programmes-in-english
		Departmental Coordinator Petra Chaloupková, Ph.D. chaloupkova@ftz.czu.cz	
		Contact Person Jana Hummelová hummelova@ftz.czu.cz	
Bila Tserkva National Agrarian University (Bila Tserkva) Faculty of Economics	BILA TSERKVA 998182866	Pl. Soborna, 8/1 Bila Tserkva, Ukraine, 09100 Erasmus Institutional Coordinator Natalia Vovkotrub e-mail: vona76@ukr.net mignarod@ukr.net Phone: +38 04563 52587,+380681199222 Fax: +38 04563 52587 Departmental Coordinator Tetyana Sokolska sokolska-1@ukr.net Contact Person Natalia Vovkotrub e-mail: vona76@ukr.net	University Website: http://www.btsau.edu.ua/
[...]			

B. Mobility numbers⁷ per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
[Erasmus	[Erasmus				

⁷ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

code or city of the sending institution]	code or city of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * [Not relevant for 2017 and 2019]
CZ PRAHA02	BILA TSERKVA 998182866	081 Agriculture	Agricultural economics	PhD	1 student for 3 months	
BILA TSERKVA 998182866	CZ PRAHA02	081 Agriculture	Agricultural economics	Master/Bachelor	3 students for 5 months	

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
CZ PRAHA02	Bila Tserkva National Agrarian University 998182866	081 Agriculture	Agricultural economics	1 teaching staff for 10 days	
Bila Tserkva National Agrarian University 998182866	CZ PRAHA02	081 Agriculture	Agricultural economics	2 teaching staff for 10 days	

C. 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 at the start of the study or teaching period:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA02	Bila Tserkva National Agrarian University 998182866	English	English	B1	B2
Bila Tserkva National Agrarian University 998182866	CZ PRAHA02	English	Russian	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal

⁸ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

opportunities to participants eligible for mobility.

- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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 enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full,

accurate and timely record of their achievements at the end of their mobility period.

- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

Infrastructure to welcome students and staff with disabilities at CZ PRAHA02:

CULS offers consultations to students with health disabilities, specific learning disabilities, or to those who require psychological care. CULS also issues recommendations to students and teachers regarding their attitude to such students during teaching and testing. This means, for example, recommendations for assistive devices, an appropriate approach to teaching, longer times for tests, only oral examinations, etc. On the basis of such assessments, if the student submits it to his or her teacher, after coming to an agreement with the teacher, the student will be able to individually modify the mode of teaching and testing. Conversely, reductions in required knowledge compared to other students are not possible.

The students will be assessed by the CULS Institute of Education and Communication - CULS Counselling Centre for Students with Special Needs, which also issues recommendations for particular students. Assessments or confirmations from other persons or institutions are not taken into consideration.

Bila Tserkva National Agrarian University:

Bila Tserkva National Agrarian University does not have a selection criterion for incoming students and staff. We rely on each partner university selecting their student/staff according to their national Erasmus selection criteria. All staff and students will be accepted in accordance to the Erasmus Inter-Institutional Agreement with only some exceptions:

For incoming placement students:

- depending on the availability of the relevant department and the suitability of the dates.

For incoming teaching and training staff:

- depending on the availability of the relevant department and the suitability of the dates.

Bila Tserkva National Agrarian University has not the infrastructure to welcome students and staff with disabilities.

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
CZ PRAHA02	1 October	1 February
Bila Tserkva National Agrarian University 998182866	July 15 th	November 15 th

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The present agreement is signed for 2 (two) years, starting from the date of its signature by both parties, and is renewable by tacit agreement for equal periods. Each party may terminate this agreement by a written notice (registered letter) given prior at least one academic year. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2019 will only take effect as of 1 September 2019+1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

CZ PRAHA02

Local grade 1 = A (ECTS grade)
Local grade 2 = B (ECTS grade)
Local grade 3 = D (ECTS grade)
Local grade 4 = F (ECTS grade)
Local "Zápočet" = Credited / Passed * = Student achievements in some subjects are not graded only "credited", where the student has attained a satisfactory level.

BILA TSERKVA NATIONAL AGRARIAN UNIVERSITY:

ECTS-credits: 60 per year/30 per semester, we fully recognized the European Union's transfer system of credits and according to the ECTS principles they are assessed by the adequate number of credits for each subject.

GRADING SCHEME FOR ABSOLUTE ASSESSMENT

GRADE POINTS	MARK	GRADE	DEGREE
5,0	90-100	A	Excellent
4,5	82-89	B	Very Good
4,0	74-81	C	Good
3,5	64-73	D	Average
3,0	60-63	E	Satisfactory
2,0	35-59	FX	Fail
1,0	1-34	F	No Attendance

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. A link to a webpage

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA02	Jana Hummelová Erasmus+ coordinator FTA Faculty of Tropical AgriSciences Czech University of Life Sciences Prague Kamýcká 129, 165 21 Praha 6 - Suchdol Tel.: +420 224 382 496 E-mail: hummelova@ftz.czu.cz	https://www.ftz.czu.cz/en/r-9422-international-relations
Bila Tserkva National Agrarian University 998182866	Vovkotrub Nataliia, Erasmus+ Institutional coordinator E-mail: vona76@ukr.net Tel.: +380681199222 Fax.: +380456357802	http://www.btsau.edu.ua/

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA02	Jana Hummelová Erasmus+ coordinator FTA Faculty of Tropical	https://www.ftz.czu.cz/en/r-9422-international-relations/r-10714-information-for-foreign-

	AgriSciences Czech University of Life Sciences Prague Kamýcká 129, 165 21 Praha 6 - Suchdol Tel.: +420 224 382 496 E-mail: hummelova@ftz.czu.cz	students
Bila Tserkva National Agrarian University 998182866	Vovkotrub Natalia, Erasmus+ Institutional coordinator E-mail: vona76@ukr.net Tel.: +380681199222 Fax.: +380456357802	http://www.btsau.edu.ua/



4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA02	Jana Hummelová Erasmus+ coordinator FTA Faculty of Tropical AgriSciences Czech University of Life Sciences Prague Kamýcká 129, 165 21 Praha 6 - Suchdol Tel.: +420 224 382 496 E-mail: hummelova@ftz.czu.cz	https://www.ftz.czu.cz/en/r-9422-international-relations/r-10714-information-for-foreign-students
Bila Tserkva National Agrarian University 998182866	Vovkotrub Natalia, Erasmus+ Institutional coordinator E-mail: vona76@ukr.net Tel.: +380681199222 Fax.: +380456357802	http://www.btsau.edu.ua/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
CZ PRAHA02	prof. Ing. Jiří Balík, CSc., dr. h. c. <i>Jiří Sklenička</i> Rector	25-04-2018	
Bila Tserkva National Agrarian University 998182866	Prof. Dr. Anatoliiy Danylenko, Rector		



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¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

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Reis