Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff between EU Member States and third countries not associated to the Programme

The institutions[1] named below agree to cooperate for the exchange of students and staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2022-2027 in: Erasmus+ KA171, Erasmus+ KA131.

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.

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
Sveučilište u Zagrebu (University of Zagreb)	HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105; @:	http://www.unizg.hr/homepage /international-relations/partnerships/erasmus/

---

[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

[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.

Croatia	OID: E10209270	zpitner@unizg.hr; erasmus.noneu@unizg.hr	erasmus-ka107-partner-countries/
Poltava State Agrarian University (PSAU) Poltava, Poltava Oblast, Ukraine	Poltava PIC: 901847025 OID: E10303349	Ms Tetiana Kapitalova; International relations office +380661237826; @: international.office@pdau.edu.ua	https://www.pdau.edu.ua/content/ka1-akademichna-mobilnist

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 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 [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]	Number of student mobility periods	
					Student Mobility for Studies SMS [Total number of students/months]	Student Mobility for Traineeships SMP [Total number of students/months]
PSAU, Poltava	HR ZAGREB 01	0810 0841 0888	Agriculture Veterinary Agriculture, forestry, fisheries, veterinary, inter-disciplinary programmes	1st, 2nd or 3rd	10 months (2 students x 5 months)	10 months (2 students x 5 months)
HR ZAGREB 01	PSAU, Poltava	/	/	/	/	/

---

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

STAF MOBILITY

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 staff/days]*	*Staff Mobility for Training* *[Total number of staff/days]*
PSAU, Poltava	HR ZAGREB 01	0810 0841 0888	Agriculture Veterinary Agriculture, forestry, fisheries, veterinary, inter-disciplinary programmes	5 days (1 person x 5 days)	5 days (1 person x 5 days)
HR ZAGREB 01	PSAU, Poltava	0810 0841 0888	Agriculture Veterinary Agriculture, forestry, fisheries, veterinary, inter-disciplinary programmes	5 days (1 person x 5 days)	5 days (1 person x 5 days)

Optional additional information
e.g. blended mobility, etc. N/A – to be agreed between Institutions if required and depending on project implementation

2. 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").

---

[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

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or city]	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*]
HR ZAGREB 01	Croatian	English	B2 according to CEFR or IELTS 5.5 – 6.5 or TOEFL 87-109 or equivalent test/certificate	B2 according to CEFR or IELTS 5.5 – 6.5 or TOEFL 87-109 or equivalent test/certificate
PSAU, Poltava	Ukrainian	English	B2 according to CEFR or IELTS 5.5 – 6.5 or TOEFL 87-109 or equivalent test/certificate	B2 according to CEFR or IELTS 5.5 – 6.5 or TOEFL 87-109 or equivalent test/certificate

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*.*

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:

Within the project the University of Zagreb will receive organizational support as contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound, to comply with the Erasmus Charter for Higher Education and inter-institutional agreement between Programme and Partner Countries.

The financing mechanism of the OS: 500 EUR per participant.

The partners in the project agree to share the OS funding up to 30% to the benefit of the Partner Institution – the exact financial share will be based on the number of participants (completed mobilities) and determined between partners, in writing, in the last year of each project, not later than 5 months before the project end.

OS Use and Repartition	Priority Objectives
The absolute priority in the use of OS is co-financing of the salary of the project coordinator and project assistant at the	Additional mobilities for students/staff **NOTE:** in case of continued war in Ukraine, students & staff from Ukraine with refugee

University of Zagreb and the partner Institution as this is precondition for the project application & implementation.	status in Croatia will have the absolute priority if financing of mobility.
	Organisational arrangements with partner institutions, including visits to potential partners, to agree on the terms of the inter-institutional agreements for the selection, preparation, reception and integration of mobile participants; and to keep these inter-institutional agreements updated.
	Linguistic and intercultural preparation provided to both incoming and outbound students and staff, complementary to the Erasmus+ Online Language Support.

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 as 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]
HR ZAGREB 01	WINTER / 1ST SEMESTER October 1 to February 28 Winter examination period (no classes) February 1 to 26 Nomination / application by email to erasmus.noneu@unizg.hr by 10 May	SUMMER / 2ND SEMESTER March 1 to July 15 Summer examination period (no classes) June 13 to July 15 Nomination / application by email to erasmus.noneu@unizg.hr by 10 November
PSAU, Poltava	WINTER / 1ST SEMESTER October 1 to February 28 Winter examination period (no classes) February 1 to 26 Nomination / application by email to international.office@pdau.edu.ua by 10 May	SUMMER / 2ND SEMESTER March 1 to July 15 Summer examination period (no classes) June 13 to July 15 Nomination / application by email to

---

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

		international.office@pdau.edu.ua
		by 10 November

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
HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105 @: zpitner@unizg.hr; erasmus.noneu@unizg.hr	http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/erasmus-ka171-third-countries-associated-to-the-programme/info-incoming-students-ka171/ Application link is sent directly by the project coordinator to nominated student
PSAU, Poltava	Ms Tetiana Kapitalova; international.office@pdau.edu.ua	https://www.pdau.edu.ua/content/incoming-students-and-staff Application form is sent directly by the project coordinator to nominated student

Selection criteria (applicable for both institutions)

Requirement	Details	Website for information (optional)
Academic requirements	Good success in studying at home university (higher GPA is advantage)	http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/erasmus-ka171-third-countries-associated-to-the-programme/info-incoming-students-ka171/
CV	obligatory, in English	http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/erasmus-ka171-third-countries-associated-to-the-programme/info-incoming-students-ka171/
Motivation letter	not obligatory	http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/erasmus-ka171-third-countries-associated-to-the-programme/info-incoming-students-ka171/
Inclusion measures[10]	In case of available funding the following student categories may apply for additional grant support: **1. Students of lower socioeconomic status Description/proof of status:** confirmation that student is a recipient of state grant.	http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/erasmus-ka171-third-countries-associated-to-the-programme/info-incoming-students-ka171/

[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

	2. Students who have a refugee status, asylum seekers or migrants **Description/proof of status:** decision granting asylum or subsidiary protection, like residence permit. It is also important that with the above-mentioned status prove their identity, and this is possible with following documents: - passport for an asylum seeker, - special passport for aliens, - other identification document(s). **3. Students with inclusion support** **Description/proof of status:** Participants with physical, mental or health related conditions that require extra financial support to allow their participation in the mobility and for accompanying persons (including costs related to travel and subsistence, if justified and as long as it is not covered through budget categories "travel support" and "individual support" for these participants). Real costs are financed - the request must be justified by the applicant and approved by the Croatian National Agency for Mobility and EU Programmes. Documents to be provided by student: Real costs are financed - the request must be justified by the applicant and approved by the Croatian National Agency for Mobility and EU Programmes. Documents to be provided by student: family physician's or specialist doctor health certificate (original is mandatory, not older than 6 months) and the decision of the competent state institution/organization with the indicated degree (percentage) and type of of person's impairment (copy/scan of the document is acceptable).	
Other	For graduate/PhD students, in case on research work for thesis at host institution, students need to send an outline of research topic for consideration to host institution	http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/erasmus-ka171-third-countries-associated-to-the-programme/info-incoming-students-ka171/

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*[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.

- 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.

---

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

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	HR ZAGREB 01	Petra Šarenić (Ms) Accommodation Unit, Student Centre University of Zagreb Phone: +385-1-4593-582 @: petra.sarenic@sczg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/
Accommodation	PSAU, Poltava	Campus director: Serhii Shabelnyk serhii.s.shabelnyk@pdaa.edu.ua	Campus, dormitories https://www.pdau.edu.ua/content/studentske-mistechko-pdau
Language Support	HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105; @: erasmus.noneu@unizg.hr	https://croaticum.ffzg.unizg.hr/
Language Support	PSAU, Poltava	Ms Tetiana Kapitalova; International relations office international.office@pdau.edu.ua	https://www.pdau.edu.ua/content/centr-yevropeyskoyi-osvity-ta-inozemnyh-mov
Visa	HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105; @: erasmus.noneu@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
Visa	PSAU, Poltava	Ms Tetiana Kapitalova; International relations office international.office@pdau.edu.ua	https://mfa.gov.ua/en/consular-affairs/entry-and-stay-foreigners-ukraine
Insurance	HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105; @: erasmus.noneu@unizg.hr	Each mobile participant (student/staff) needs to have medical insurance – to be bought by the participant prior to mobility commencement
Insurance	PSAU, Poltava	Ms Tetiana Kapitalova; International relations office international.office@pdau.edu.ua	Each mobile participant (student/staff) needs to have medical insurance – to be bought by the participant prior to mobility commencement
Inclusion of participants with fewer opportunities	HR ZAGREB 01	For additional funding within KA171, information is provided by the project coordinator: Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105; @: erasmus.noneu@unizg.hr	http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/erasmus-ka171-third-countries-associated-to-the-programme/info-incoming-students-ka171/
Inclusion of participants with fewer opportunities	PSAU, Poltava	For additional funding within KA171, information is provided by the project coordinator: Ms Tetiana Kapitalova; International relations office international.office@pdau.edu.ua	https://www.pdau.edu.ua/content/application-practical-information-incoming-exchange-students-partner-institutions
Mentoring	HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105; @: erasmus.noneu@unizg.hr	At UNIZG we apply a system of ECTS/Erasmus coordinators (academic staff) at each faculty/department –

			responsible for academic advising and mentoring
Mentoring	PSAU, Poltava	Ms Tetiana Kapitalova; International relations office international.office@pdau.edu.ua	At PSAU we apply a system of coordinators for academic mobility (academic staff) at each faculty/institute – responsible for academic advising and mentoring
Grant payments	HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105; @: erasmus.noneu@unizg.hr	All grant payments are made by the project coordinator
Grant payments	PSAU, Poltava	Ms Tetiana Kapitalova; International relations office international.office@pdau.edu.ua	All grant payments are made by the project coordinator

6. Recognition

Institutions commit to:
- Ensure recognition for activities satisfactorily completed.

- **University of Zagreb** will use *the European Credit Transfer and Accumulation System* to ensure recognition of the results achieved at host institution. The results achieved at host Institution will be included in the transcript of records at home Institution and visible in the diploma supplement.

- **Poltava State Agrarian University will use** Regulations on academic mobility of participants in the educational process at Poltava State Agrarian University to ensure recognition of the results achieved at host institution.

 [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 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.]

- 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 [8] 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.

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[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
HRZAGREB01	N/A	Grading System at UNIZG: http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/
PSAU, Poltava	N/A	-

---

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

Poltava State Agrarian University (PSAU)

On a 2-point scale	On a 4-point scale (differentiated grading)	ECTS Equivalent	On a 100-point scale
passed	excellent (5)	A	90-100
	good (4)	B	82-89
		C	74-81
	satisfactory (3)	D	64-73
		E	60-63
failed	fail (2)	FX	35-59
		F	1-34
Required for passing: 60 (3) or better			

8. Termination of the agreement

The present agreement is valid for the above-mentioned period. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on terms as agreed by the two institutions.

This agreement may, at any time during its period of validity, be terminated upon prior notice by one of the Universities to the other in writing and not later than one year before the termination date, without prejudice to the activities under way.

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]
University of Zagreb HR ZAGREB 01	Professor Stjepan Lakušić, PhD rector		
Poltava State Agrarian University (PSAU) Poltava, Ukraine	Professor Oleksandr Halych, PhD rector		

---

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

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[13]
University of Zagreb HR ZAGREB 01	Professor Stjepan Lakušić, PhD rector		
Poltava State Agrarian University (PSAU) Poltava, Ukraine	Professor Oleksandr Halych, PhD rector	29. 2023	

---

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