



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**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 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 years 20[21]-20[27] in:

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.

- 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

Contact details ⁶ (email, phone)		Websites
St. Cyril and St. Methodius University of Veliko Tarnovo International Relations Office	BG VELIKO01	Erasmus Institutional Coordinator: Assoc. Prof. Anna Ivanova IIA responsible: e-mail: s.hristova@ts.uni-vt.bg Incoming: incoming@ts.uni-vt.bg Outgoing: d.pandulcheva@ts.uni-vt.bg

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.

2 T. Tarnovski str. 5003 Veliko Tarnovo, Bulgaria tel. +359 62 618 268 tel. +359 62 618 310			Teacher mobility: i.byanova@ts.uni-vt.bg http://www.uni-vt.bg/1/ https://erasmus-vtu.bg/en/ Course catalogue: https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies Departmental coordinator: Marinela Petrova, Senior lecturer, Phd Department of Romance Languages marinela.petrova@ts.uni-vt.bg
Ivan Franko National University of Lviv International Relations Office Universytetska Str. 1, Room 209, Lviv, 79000 Ukraine	UA LVIV01	Erasmus Institutional Coordinator: Assoc. Prof. Oksana Krayevska; erasmus.coordinator@lnu.edu.ua ; +38 (032) 239-41-15 Departmental coordinator: Assoc. Prof. Yulia Naniak	General: http://international.lnu.edu.ua/ International Office: http://www.international.lnu.edu.ua Faculty/faculties: https://lnu.edu.ua/en/about/faculties/ Courses in English: https://international.lnu.edu.ua/incoming-mobility/erasmus-students/courses/

		Faculty of Foreign Languages yuliya.nanyak@lnu.edu.ua + 38 097 76 15 999	
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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.

Number of student and staff mobility periods

FROM [Erasmus code 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)	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]
BG VELIKO 01	UA LVIV01	023	Languages	1 st , 2 nd , 3 rd	4	6 months	2	1 week
UA LVIV01	BG VELIKO01	023	Languages	1 st , 2 nd , 3 rd	4	6 months	2	1 week

Optional additional information

blended mobility

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

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]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility <i>Minimum recommended level in at least one of the languages: B1</i>	Staff Mobility <i>Minimum recommended level in at least one of the languages for teaching: B2</i>
BG VELIKO01	Languages	Bulgarian	French	B1	B2
UA LVIV01	Languages	Ukrainian	French	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.

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
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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>

70% for the University of Veliko Tarnovo,
30% for the partner University from the
OS Budget

- organizational arrangements with partner institutions, including visits to 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;
- provide updated course catalogues for international students;
- provide information and assistance to students and staff;
- selection of students and staff;
- preparation of the learning agreements to ensure full recognition of the students' educational components- preparation and recognition of mobility agreements for staff;
- linguistic and intercultural preparation provided to both incoming and outbound students and staff, complementary to the Erasmus+ Online Linguistic Support;
- facilitate the integration of incoming mobile participants in the HEI; ensure an efficient mentoring and supervision arrangements of mobile participants;
- specific arrangements to ensure the quality of student traineeships in enterprises; ensure recognition of the educational components and related credits, issuing transcript of records and diploma supplements;
- support the reintegration of mobile participants and build on their acquired new competences for the benefit of the HEI and peers.

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

[Erasmus code or city]		
BG VELIKO 01	Winter Term: from mid-September to December Spring Term: from February to June	July 15 November 30
UA LVIV01	Winter Semester: from 1st September to 5th January Summer Semester: from 9th February to 30th June	Nomination: 15.05, application 01.06 Nomination: 15.11, application 01.12

The receiving institution will send its decision within [x] 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
BG VELIKO01	incoming@ts.uni-vt.bg	https://erasmus-vtu.bg/en/
UA LVIV01	ifnul.incoming.mobility@gmail.com ; ifnul.erasmusplus@gmail.com phone: +380322394115	https://international.lnu.edu.ua/incoming-mobility/erasmus-students/

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	<u>Undergraduate Studies</u> : students must be enrolled at least in the second year/have completed at least 60 ECTS credits from university studies.	Regulations on the procedure for implementing the right to academic mobility at Ivan Franko National University of Lviv dated October 12, 2022

	<p><u>Master Studies:</u> students must have completed at least one semester at the HEI of origin before completing a period of mobility/must hold a bachelor's degree (1st cycle) or equivalent.</p> <p><u>Doctorate Studies:</u> students must have completed at least one year of studies and already have a research project.</p> <p><u>Teaching and non-Teaching Staff:</u> Preliminary work plans/Mobility Agreements must be signed by the applicant, home and host HEIs. An invitation email from the host HEI can be accepted.</p>	https://international.lnu.edu.ua/wp-content/uploads/2022/11/ifnul_academic_mobility_2022.pdf
CV	<p>Curriculum Vitae, preferably using the Europass format (available at http://europass.cedefop.europa.eu)</p>	<p>Regulations on the procedure for implementing the right to academic mobility at Ivan Franko National University of Lviv dated October 12, 2022</p> <p>https://international.lnu.edu.ua/wp-content/uploads/2022/11/ifnul_academic_mobility_2022.pdf</p>
Motivation letter	<p>Letter of Motivation (maximum one page), explaining the reasons for the application, specific competences, academic interests, professional experience and benefits that the mobility grant will bring to the candidate and its context.</p> <p>Description of the research project for mobilities for thesis and laboratory activities for MA and PhD students</p>	<p>Regulations on the procedure for implementing the right to academic mobility at Ivan Franko National University of Lviv dated October 12, 2022</p> <p>https://international.lnu.edu.ua/wp-content/uploads/2022/11/ifnul_academic_mobility_2022.pdf</p>

Inclusion measures ¹⁰	<p>Whenever there is an equivalent academic/professional level, priority will be given to candidates that never performed a mobility period before in order to reach a wider range of participants. Cross-cutting issues like gender balance, ethnic minorities, disadvantaged groups and socio-economic backgrounds, among others, must apply and preference shall be given to them.</p> <p>The application will include a specific section that will allow the identification of disadvantaged groups and it will be stated in the Application Guide that extra points will be given to candidates with fewer opportunities.</p>	<p>Regulations on the procedure for implementing the right to academic mobility at Ivan Franko National University of Lviv dated October 12, 2022 https://international.lnu.edu.ua/wp-content/uploads/2022/11/ifnul_academic_mobility_2022.pdf</p>
Other	-	-

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**.

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

- 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	BG VELIKO01	incoming@ts.uni-vt.bg +359 62 618 306	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
Language Support	BG VELIKO01	incoming@ts.uni-vt.bg +359 62 618 306	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
Visa	BG VELIKO01	incoming@ts.uni-vt.bg +359 62 618 306	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
Insurance	BG VELIKO01	incoming@ts.uni-vt.bg +359 62 618 306	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
Inclusion of participants with fewer opportunities	BG VELIKO01	incoming@ts.uni-vt.bg +359 62 618 306	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.

Mentoring	BG VELIKO01	incoming@ts.uni-vt.bg +359 62 618 306	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
Grant payments	BG VELIKO01	incoming@ts.uni-vt.bg +359 62 618 306	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
Alumni information	BG VELIKO01	incoming@ts.uni-vt.bg +359 62 618 306	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	UA LVIV01	ifnul.incoming.mobility@gmail.com ifnul.erasmusplus@gmail.com phone: +380322394115	https://international.lnu.edu.ua/incoming-mobility/accommodation/
Language Support	UA LVIV01	ifnul.incoming.mobility@gmail.com ifnul.erasmusplus@gmail.com phone: +380322394115	https://international.lnu.edu.ua/incoming-mobility/erasmus-students/
Visa	UA LVIV01	ifnul.incoming.mobility@gmail.com ifnul.erasmusplus@gmail.com phone: +380322394115	https://international.lnu.edu.ua/incoming-mobility/practical-information-about-your-stay/ https://international.lnu.edu.ua/incoming-mobility/going-to-ukraine-visa-and-rules/
Insurance	UA LVIV01	ifnul.incoming.mobility@gmail.com ifnul.erasmusplus@gmail.com phone: +380322394115	https://international.lnu.edu.ua/incoming-mobility/practical-information-about-your-stay/ https://international.lnu.edu.ua/incoming-mobility/going-to-ukraine-visa-and-rules/
Inclusion of participants with fewer opportunities	UA LVIV01	ifnul.incoming.mobility@gmail.com ifnul.erasmusplus@gmail.com phone: +380322394115	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.

Mentoring	UA LVIV01	ifnul.incoming.mobility@gmail.com ifnul.erasmusplus@gmail.com phone: +380322394115	https://international.lnu.edu.ua/incoming-mobility/international-students-guide/
Grant payments	UA LVIV01	N/A	N/A
Alumni information	UA LVIV01	alumni@lnu.edu.ua https://alumni.lviv.university/en/ ifnul.incoming.mobility@gmail.com ifnul.erasmusplus@gmail.com phone: +380322394115	The Alumni Association of the IFNUL https://alumni.lviv.university/en/ Lviv University Alumni Association aims to focus all its energy, activities and programs on creating a community of graduates, friends, employees, teachers and students that respects the priorities and values of the Association; supports the spirit of belonging and pride for the University; seeks to promote the development of the University by sharing its own experience, knowledge, resources and competencies.

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

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 [REDACTED] 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 [x] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

- 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' guide¹². 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
BG VELIKO01	N/A	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
UA LVIV01	N/A	http://international.lnu.edu.ua/incoming-mobility/academic-information/

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


10. Termination of the agreement

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
BG VELIKO01	Prof. Dimitar Dimitrov, PhD	11.09.2023	

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

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

UA LVIV01	Prof. Serhiy Riznyk, Vice-Rector for Academic Affairs and International Cooperation		
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