

Key Action 1
– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2018-20[20]
between institutions from Programme and Partner Countries

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 <i>Nom complet de l'établissement / Pays</i>	Erasmus code or city ¹ <i>Code Erasmus ou ville⁵</i>	Contact details (email, phone) <i>Coordonnées⁶ (e-mail, téléphone)</i>	Website (eg. of the course catalogue) <i>Site internet (du catalogue de cours par exemple)</i>
ECOLE SUPERIEURE D'AGRICULTURES (ESA) FRANCE	F ANGERS08	Address : 55 rue Rabelais, BP 30748 49007 ANGERS CEDEX 01 FRANCE Head of International Relations Office : Stéphane BROCHIER, s.brochier@groupe-esa.com Phone : +33 241 23 55 36 Erasmus+ Coordinator : Carine BILLAUD, c.billaud@groupe-esa.com Phone : +33 241 23 56 54 Project Coordinator : Catherine PELLIER, c.pellier@groupe-esa.com Phone : +33 241 23 55 15	http://www.groupe-esa.com http://courseguide.groupe-esa.com/
Odessa National Academy of Food Technologies (ONAFТ) UKRAINE	ODESSA	Address : Kanatnaya Str. 112, 65039, Odessa UKRAINE Legal Representative : Bohdan IEGOROV Erasmus+ Coordinator: Olha TITLOVA International Relations Office Mail : titlova@ukr.net Phone : +38-063-247-62-01	http://www.onaft.edu.ua/ http://www.inter.onaft.edu.ua/

¹ 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.

B. Mobility numbers² per 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 [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code* [ISCED]	Subject area name*	Study cycle [short cycle, 1 st , 2 nd or 3 rd]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
ODESSA	F ANGERS08	0721	Food Processing	2nd	2 students for 7 months (3,5 months per student) per academic year	Not relevant

[*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*
ODESSA	F ANGERS08	0721	Food Processing		2 teachers for 10 days (5 days per person)
F ANGERS08	ODESSA	0721	Food Processing	5 days X 1 teacher	

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 ³	
				Student Mobility for Studies [Minimum recommended level : B1]	Staff Mobility for Teaching [Minimum recommended level : B2]
F ANGERS08		FRENCH		French level : B1	Not relevant
ODESSA		ENGLISH		Not relevant	English level : B2

For more details on the language of instruction recommendations, see the course catalogue of ESA [Link provided in the table section A].

² Mobility numbers can be given per sending/receiving institutions and per education field
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

³ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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 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 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

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; any split of organisational support funds among the partners; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

The sending institution is responsible for selecting participants and providing them with all necessary support including pre-departure preparation.

The receiving institution offers participants a study programme, or a programme of staff training or teaching activities at their institution.

1. Selection criteria for ONAFT students :

- **Master of Science and Engineering major vine and wine (oenology) – 3,5 months :**
- ✓ **Prerequisites:** Graduated with BSc within this subject area with good GPA (3.3 at least) and enrolled in 1st year of Master at ONAFT

Required language skills: **B1 in French** – recognized French certificate to submit such as - TFI (Test de Français International) : minimum score 500 points, DELF 1 B1 (Diplôme Etudes Langue Française) : minimum A4, TCF (Test de Connaissance du Français) : minimum score 350 points.

2. Application Process for ONAFT students :

1. Applicants will submit their demand to the IRO of ONAFT, which will preselect the candidates with respect to the prerequisites mentioned above.
2. The IRO of ESA will interview the preselected candidates for approval.
3. The final candidates will apply on OLAGE (<https://olage.groupe-esa.com/>) - ESA online application system

List of documents to be uploaded on OLAGE :

- Application form (online input)
- The official transcripts of records (in French or English) of the last 2 years
- A CV (Students may use the Europass CV template. Download [here](#))
- An official French certificate (B1 required) or English certificate for the bachelor level (B1 required)
- A birth certificate

- copy of valid passport
 - One passport-sized photograph
4. The concerned Program Director will evaluate applications and interview the final candidates. The Admissions committee will notify the students about the decision on admission or rejection in writing. This process might take several weeks.
 5. Once admitted, students will be in contact with Ms. Sylvie Guégan-Bañuelos, ESA Incoming mobility Coordinator s.guegan@groupe-esa.com –for all pedagogical questions during their stay and Ms. Alejandra Carril a.carril@groupe-esa.com for all practical aspects (housing, insurance, etc.).
 6. ESA IRO will send Erasmus+ mobility documents (participant grant agreement, Learning agreement) to ONAFT IRO so that the students fill in and sign these documents before their departure. After signature, those documents will be sent to ESA IRO by e-mail. The original documents (mobility grant agreement) will be signed by the students on their arrival in Angers.

3. Tuition fees :

As exchange students, ONAFT students will not pay tuition fees to study at ESA. However, some specialization modules include a compulsory requirement for students to take part in field trips, visits of companies or specific projects. If so, they must pay the whole cost of their participation.

4. Academic Calendar

- **Free intensive session of French course** from September 3 to September 14 (compulsory for all international students) at ESA.
- **September 17, 2018:** lectures in Master of Science and Engineering until December 14, 2018
- The IRO will organize an **orientation day prior** to this session for all administrative and practical aspects. All International Students are requested to attend orientation day.

5. Grant management

ESA - the Programme Country institution - will be responsible for signing the grant agreement with the participant and will administer all grant payments for mobility to Europe ("incoming") and from Europe ("outgoing").

- **Financial support for students :**

ONAFT Students performing an Erasmus+ study mobility at ESA will receive an **individual support of 850 € per month**, during their stay at ESA. They shall receive financial support for the academic period at ESA (lectures and exams included). In addition, ESA shall provide the student with travel support in the form of direct provision of the required travel support services. In such case, the institution shall ensure that the provision of services will meet the necessary quality and safety standards.

The grant (individual support) will be paid monthly to the student on their French bank account. The first payment will be made as soon as they open a bank account on their arrival in Angers (France).

At the end of his study period at ESA, the student will have to submit the online EU survey.

The financial support or part of it shall be repaid if the student does not carry out the mobility activity in compliance with the terms of the agreement. If the student terminates the agreement before it ends or does not submit the online participant report, he/she shall have to refund the amount of the grant already paid.

Students with special needs may ask for additional Erasmus+ financial support. ESA IRO must be informed by the nomination of the students.

- **Financial support for staff :**

ONAF T Staff performing an Erasmus+ teaching or training mobility at ESA. ESA shall provide the participant with travel and individual support in the form of direct provision of the required travel (**360 € as a contribution for travel**) and individual support services (**160 € per day of activity**), and shall ensure that the provision of services will meet the necessary quality and safety standards.

ESA staff performing a teaching mobility at ONAF T. ESA shall provide the participant with travel and individual support in the form of direct provision of the required travel (**360 € as a contribution for travel**) and individual support services (**180 € per day of activity**), and shall ensure that the provision of services will meet the necessary quality and safety standards.

The financial support shall be repaid if the participant does not carry out the mobility activity in compliance with the terms of the agreement.

Organisational support :

The grant foresees **organisational support (OS)** of 350 € per mobile participant, for both incoming and outgoing students or staff, to cover costs directly linked to the implementation of mobility activities, such as visits to partners, selection of participants, linguistic preparation, etc.

The OS grant has been calculated automatically based on the number of participants, both students (incoming) and staff (incoming and outgoing) as foreseen in our application, that is 1 750 € in total.

The partners agree to use and distribute the OS grant as follows: 60% for ESA and 40% for ONAF T, at the end of the project.

6. Participation of students and staff with special needs :

ESA Buildings are adapted to welcome students with disabilities and there is a dedicated person for help and support.

In case of a disability, a supervisor teacher is designated to organize and ensure a specific follow-up:

- approach to get acquainted with the disability .
- talks with everyone concerned to offer the best conditions to make the training project successful.
- information available for the teachers who take part in the training as well as advice on the help they can offer.
- adaptation of the examination conditions depending on the disability.

ONAF T must inform ESA (IRO) prior to nomination in order to find out if the specific needs of the participant may be fulfilled.

F. Calendar

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

Receiving institution [Erasmus code or city] <i>Etablissement d'accueil (Code Erasmus ou ville)</i>	Autumn Term* <i>Semestre 1*</i>	Spring Term* <i>Semestre 2*</i>
F ANGERS08	April 15	Not re relevant

The nominations should be sent to the IRO of ESA to the following email address c.pellier@groupe-esa.com . The preselected ONAF T students are required to register through the online application system at <https://olage.groupe-esa.com/> by the dates specified in the calendar.

2. The receiving institution will send its decision within 7 weeks.
3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

G. Information

1. Grading systems of the institutions

The ONAFT students will take exams and will obtain ECTS credits : 28 credits for 3 months mobility.

ESA ensure to provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. The table below will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by ONAFT.

Title of the course/unit ^α	Code (1) ^α	Start ^α	End ^α	Nb. Hours ^α	ECTS available (2) ^α	Local grade (3) ^α	ECTS grade (4) ^α	ECTS rewarded ^α
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^α refer to the ECTS information Package[¶]

(2) ECTS credits: 1 full academic year = 60 credits, 1 semester = 30 credits, 1 term/trimester = 20 credits[¶]

(3) Local grade at ECTS grading scale: Grading scale consists of 20-point scale. Course awarded if local grade > 10.[¶]

(4) ECTS grade: Local grade converted in ECTS grade based on the successful students' distribution.[¶]

% of successful students normally achieving the grade ^α	ECTS Grade Awarded ^α	DEFINITION ^α
10% ^α	A ^α	EXCELLENT: outstanding performance with only minor errors ^α
25% ^α	B ^α	VERY GOOD: above the average standard but with some errors ^α
30% ^α	C ^α	GOOD: generally sound work with a number of notable errors ^α
25% ^α	D ^α	SATISFACTORY: fair but with significant shortcomings ^α
10% ^α	E ^α	SUFFICIENT: performance meets the minimum criteria ^α
α	I ^α	Passed with the forbearance of the jury ^α
α	R ^α	Passed after repeating exams ^α
α	F ^X ^α	FAIL: some more work required before the credit can be awarded. Grade great than 7-10 ^α
α	F ^α	FAIL: considerable further work is required. Grade less than 7 ^α

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 <i>Site internet</i>
F ANGERS08	Ms. Catherine PELLIER c.pellier@groupe-esa.com , Phone : +33 2 41 23 55 15 Fax : +33 2 41 23 55 32	http://www.groupe-esa.com/international/etudiants-internationaux-2/lesa-vous-accompagne/?lang=en
ODESSA	Ms. OIHA TITLOVA Mail : titlova@ukr.net Phone : +38-063-247-62-01	http://www.inter.onaft.edu.ua/

⁴ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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] <i>Etablissement (code Erasmus ou ville)</i>	Contact details (email, phone) <i>Coordonnées (e-mail, téléphone)</i>	Website for information <i>Site internet</i>
F ANGERS08	Ms. Alejandra CARRIL a.carril@groupe-esa.com , +33 (0)2 41 23 55 08, Fax : +33 (0)2 41 23 55 32	http://www.groupe-esa.com/international/etudiants-internationaux-2/lesa-vous-accompagne/?lang=en
ODESSA	Ms. Olha TITLOVA Mail : titlova@ukr.net Phone : +38-063-247-62-01	http://www.inter.onaft.edu.ua/

As non-European students, the ONAFT exchange students will have to pay the mandatory national health insurance which costs 217 € (amount for 2017-2018 which is reassessed each academic year). All information will be provided by Ms. CARRIL before the mobility and Ms. CARRIL will assist the students for their registration on their arrival.

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] <i>Etablissement (code Erasmus ou ville)</i>	Contact details (email, phone) <i>Coordonnées (e-mail, téléphone)</i>	Website for information <i>Site internet</i>
F ANGERS08	Ms. Alejandra CARRIL a.carril@groupe-esa.com , +33 (0)2 41 23 55 08, Fax : +33 (0)2 41 23 55 32	http://www.groupe-esa.com/international/etudiants-internationaux-2/lesa-vous-accompagne/?lang=en
ODESSA	Ms. Olha TITLOVA Mail : titlova@ukr.net Phone : +38-063-247-62-01	http://www.inter.onaft.edu.ua/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city] <i>Etablissement (code Erasmus ou nom et ville)</i>	Name, function <i>Nom, fonction</i>	Date <i>Date</i>	Signature ⁵ <i>Signature¹⁰</i>
F ANGERS08	René SIRET, ESA General Manager Phone : +33 241 23 56 54 Fax : +33 241 23 55 32 e.mail : c.billaud@groupe-esa.com	 55 rue Rabelais - BP 30748 49007 Angers Cedex 01 + 33 2 41 23 55 55 SIRET : 342 382 637 00011 NAF : 854ZZ 12.07.18	
ODESSA	Professor Marina Mardar ONAFT Vice-Rector for Scientific and Pedagogical Work and International Cooperation Phone : (048) 712-42-21 e-mail: intl_onapt@ukr.net	09.07.2018	

⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation