

Dear team! Cordial congratulation and welcome
to the Erasmus Community
on behalf of National Erasmus Office – Ukraine!
We value your care, support and solidarity with Ukraine!

Ukrainian teams are working with a strong resilience
being under threats every day in Ukraine!
Working in close cooperation,
we will cope with challenges together!



I. What our team can do for your project:

NEO – Ukraine team provides consultations and assistance on specific issues on projects implementation in Ukraine and promote your project activities and results widely.

Our team is a helping hand to CBHE project teams and to any challenges your teams might be faced cooperating with Ukraine, especially during the martial law period.

For any questions or help from our side, please do not hesitate to contact Svitlana Shytikova, NEO Coordinator via **WhatsApp /Viber - +380505966045 (24/7)**, email: office@erasmusplus.org.ua

NEO – Ukraine has created the Telegram Chat for Ukrainian CBHE partners (2022-2027) to communicate on urgent issues, exchange experience and interproject cooperation. The Chat address could be provided to the Ukrainian beneficiaries, please recommend your partners to contact us urgently, if they are not in the Chat yet.

The webpage for the Ukrainian beneficiaries with the specifics of the implementation of the projects in Ukraine during the martial law, legislation, registration and other practical information (in Ukrainian language): <https://erasmusplus.org.ua/opportunities/mozhlyvosti-dlya-organizacij/vykonavchym-proyektiv-2021-2027/>

Videorecording and other resources for the beneficiaries of 2022 calls prepared by the EACEA in the context of Grant holders meeting: <https://grant-holders-meeting-erasmus.b2match.io/page-461>

Updates on the situation during the Martial Law in Ukraine at the NEO – Ukraine webpage: <https://erasmusplus.org.ua/en/opportunities/erasmus-during-the-war-in-ukraine/>

NEO Ukraine team provides consultation and training sessions on specifics of Ukrainian legislation on implementation of the EU-funded projects (for project teams, accountants etc.), please do not hesitate to contacts us to organise such sessions, if required, especially for newcomers.

If there are delays of payments of project related invoices within universities by the State Treasury or banks, NEO Ukraine provides letters about the priorities of payments under CBHE project. Please inform the Ukrainian partners to send to NEO the e-letter with details on the delay, including name of the project, date, purpose of payment, amount of invoice, when was submitted to State Treasury Service of Ukraine or any other relevant information.

NEO team provides visa support letters for Embassies for staff and students, if required (for Ukrainians with biometric passports visa is not required for the missions): please send details in English language via e-mail: name, surname, position, role in the project, institution, passport#, project # and title, purpose of visit, dates, a copy of invitation letter to office@erasmusplus.org.ua).

The project teams are highly recommended to contact Ministry of Education and Science of Ukraine to invite for events and for promotion of CBHE projects activities and outcomes for a wider impact via the MoES of Ukraine Internet Resources.

We would appreciate if your project invites NEO team to your events and share with us the announcements, news, articles on best practices or other related information to be published and disseminated further via our website, Face Book page and other channels.

NEO has a specific page for the projects news in 2 languages (English and Ukrainian), so do not hesitate to send the information for further promotion: <https://erasmusplus.org.ua/project-news/>

Please send in English and Ukrainian languages e-mails with articles, news, announcements, press-releases for wider promotion and dissemination.

It is important that the description of the project: title, objectives, partnership, activities, expected outcomes and relevant contacts and official Erasmus+ CBHE logo are placed on University and other organisations in partnership Internet resources.



**Co-funded by
the European Union**

It is recommended that each partner university check at their home universities if they have/had other CBHE or Tempus projects to ensure cooperation and synergy. List of all Erasmus+ and Tempus IV projects with contacts for synergy for avoiding duplication is available at: <https://erasmusplus.org.ua/en/project-database/>

EACEA and FTOP Resources:

- ✓ [Managing your grant](#)
- ✓ [Funding Tenders Opportunities](#)
- ✓ [Continuous reporting on Milestones & Deliverable – Online Manual](#)
- ✓ [Communication with the Granting Authority](#)
- ✓ [Amendments – Online Manual](#)
- ✓ [Annotated Model Grant Agreement \(Eng\) – AGA.](#)
- ✓ [Annotated Grant Agreement – translation into Ukrainian language Анотована типова грантова угода](#)
- ✓ [Unofficial translation of Grant Agreement 2021-2027 \(Ukrainian language\).](#)
- ✓ [Guidelines for Beneficiaries: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=ERASMUS2027>](#)

II. What is important to know about cooperation with Ukrainian Universities and other organisations during the martial war.

Status of Organisations involved into the CBHE projects:

There is a brutal invasion of Russian Federation to Ukraine and there is no safe place all over Ukraine.

The overall challenges are: unsafety, staff/students lost, volunteering, in army, abroad, lack of electricity, means of communication (Internet/tel.), heating, access to water, [other war consequences](#).

However, all higher education institutions are resilient and operational in different formats – offline, online, hybrid or blended depending on their location, safety situation and availability of shelters.

Some territories, cities are temporarily occupied in Donetsk Region (Mariupol, Donetsk etc.), Kherson Region, Luhansk Region, Zaporizhzhya Region (Berdyansk, Melitopol) and Crimea. Some Regions territories of Donetsk (Bahmut), Kherson, Lugansk, Mykolayv, Zaporizhzhya, Sumy, Kharkiv and Dnipro Regions are close to the active hostilities. Detailed map is updating at <https://twitter.com/DefenceHQ>

All educational institutions from the temporary occupied territories were relocated and only those are eligible to continue cooperation in the CBHE projects and other Erasmus+ projects. Staff and students who are enrolled into the relocated universities are eligible to benefit Erasmus opportunities.

The legal address of such universities have remained the same however the location/office address **MUST** always be the one at the territory that is under control of the National Authorities of Ukraine. You can always check with the NEO team, in case of the doubts.

Banking system is operational in the territories under control of the national authorities of Ukraine.

Students and staff might be relocated within Ukraine or abroad where the safety situation required.



Some students and staff had to stay in the temporary occupied territories, however continue their study and work for the relocated institutions.

Thus the human resources are limited and there are many newcomers to the job who needs additional updates or trainings.

Please make sure all your partners receive necessary documents (like Grant Agreement with relevant Annexes) and that they understand perfectly their roles and responsibilities.

It is recommended to agree on transparent and equal treatment mechanisms with all necessary procedures for project implementation and finance management (Partnership Agreement, Memorandum, Minutes etc.).

It is highly recommended that the international relation and accounting offices are involved actively to help with project implementation for administrative support and coordination (the working time of the staff of these offices is eligible and can be declared within the project).

It is important to remember that it is university (institutional) cooperation, not individuals, all fund transfers must be done via accounts of the universities and partner organisations. Please refrain from transferring funds to accounts of individuals and/or to make payments in cash.

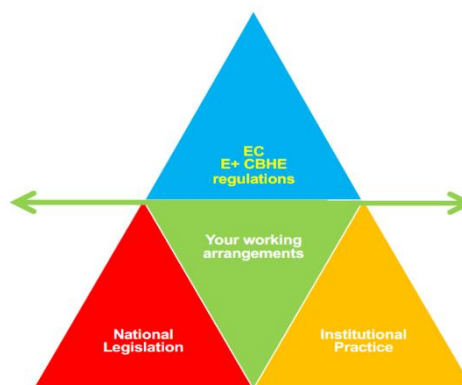
It is important that the Ukrainian universities update the coordinating university about the situation with their banks.

In case, any problem on managing the grant is communicated by the Ukrainian university, please request them to formulate it in details and send them to NEO-Ukraine for immediate assistance.

Work in the International Projects:

Majority of Ukrainian Universities have their Development Strategies (including internationalisation part) and developed their internal Institutional Regulations on the International Cooperation which include the objectives, roles, responsibilities, reporting, rates, staff and mobility payments, equipment purchase and other relevant regulations and mechanisms of implementation. Such regulations specify conditions and responsibilities for the university staff to participate in the international projects. If some of your partners universities do not have yet such regulations, they are highly recommended to develop them urgently. The regulations should be approved by the Governing Authority of the University (e.g. Scientific Council). Institutional regulations are important document for the State Monitoring Services of Ukraine which performs the monitoring of activities of the universities regularly.

E+ CBHE: Rules and Regulations



To work in the project team, the University managers issues the Orders with the project teams list, roles and responsibilities. It could be updated depending on the needs and situation to ensure efficient implementation of the project.

The team should consist of the staff with relevant competences, could be larger and if different from those in application form/grant agreement, the changes should be well justified and the project coordinator should be informed.

Please request the teams to provide details on the institutional project teams and always inform project coordinator about the changes and have a backup person to contact, just in case. Do not forget to organise the back up of copies of the documents on clouds or in coordinating university server.

If there is no reply from the Ukrainian partners, please inform us, we will help to find out the situation.

The Grant Agreement, Application form and Partnership Agreement must be provided to the accounting department of the University with translation into Ukrainian language. Detailed budget should be among the documents package to perform the payments according to the above mentioned documents.

The projects MUST be officially registered as an International Technical Assistance of EU to Ukraine at the Secretariat of the Cabinet of Ministers of Ukraine. The registration provides priorities for all payments of all budget categories and possibility to transfer funds in currency between Ukrainian partners and abroad during the martial law. The registration procedure is described below.

Due to the Martial Law there are certain limitations in the priorities of payments under different budget categories and transfer of the currency abroad. For official recognition of the projects in Ukraine, to make the projects funds be operated effective/smoothly and to apply certain exemption, e.g. 20%VAT, 20% income tax etc., such projects MUST be registered as an International Technical Assistance of the EU to Ukraine at the Secretariat of the Cabinet of Ministers of Ukraine. Only officially registered projects as International Technical Assistance will be applied to the Regulation on the priorities for payment and Regulation for the currency payments/transfers abroad.

All documents communicated to the State Treasury should include the statement that the funds are covered by the International Technical Assistance of EU to Ukraine project officially registered by the Secretariat of the Cabinet of Ministers of Ukraine, and regulated by the International Inter-Governmental Agreement (ratified by Verkhovna Rada as a Law). Registration card and Procurement plan copies should be enclosed.

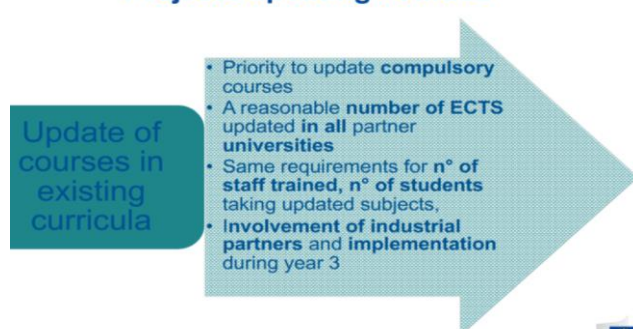
Invitation letters to organise project related visits abroad should be sent well in advance to Ukrainian partners, especially if the male staff or students (18-60 years old) and certain categories are involved into the project performance. Due to the martial law there is a limitation for male staff and students to cross the border. However, there is a specific procedure to be followed for Erasmus+ projects participants. The universities are aware of this procedure and should apply to the Ministry of Education and Science of Ukraine that provides specific request letters to the State Border Control Service of Ukraine. Please mind that the mission should be short term and related strictly to the event of the Erasmus+ project activities. Please do not hesitate to consult our team for details, if relevant.

If the staff of Ukrainian universities are temporary abroad but are enrolled into the project teams and eligible for the visits abroad, they can travel from the place where they are located. In this case the documents of the Order for the business trips must include the relevant formulation indicating departure and arrival destination. The team can always consult NEO – Ukraine on this issue.

Content and Quality Assurance:

Ukrainian higher education legislation is in line with the recommendations of the European Higher Education Area. It is regulated by the Law on Education of Ukraine, Law on Higher Education of Ukraine, Law on Scientific and Research Activities of Ukraine. The reforms have been actively implementing and modernisation of curricula based on the Bologna instruments, ECTS, NQF etc. Tempus and Erasmus+ CBHE projects have a strong impact the higher education reforms, moreover, the synergy with already implemented and current projects is highly recommended.

Projects updating courses



The key requirement is that the curricula content (courses) should be based on the EU partners' best practices and modern resources, with innovative technologies and methodologies, competence-based and practice oriented approach. The developed resources and purchased equipment (simulators, software etc.) should be used for the teaching and learning excellence. Courses in foreign



languages as well as a mobility window should be embedded where possible. It will bring value added for further international mobility opportunities and international students' enrolment. When the modernised/developed curricular is piloted, the recognition mechanism of learning outcomes should be tested. (see also [FACEA presentation for Grant Holders meeting](#)).

Each university has a Quality Assurance Unit which could be involved into this process. It is recommended to discuss and establish the quality assurance mechanisms at the level of each partners additionally to the project. Antiplagiarism measures should be in focus for the developed courses and resources.

The [National Quality Assurance Agency for Higher Education of Ukraine](#) (NQAA) is fully operational and provides accreditation of newly developed curricula.

Specifics of accreditation: please note that if within the project the university teams modernise the obligatory or elective courses of the curricula, it requires internal authorization at the institutional level. However, if the changes are considerable, the accreditation of whole curriculum is required at the level of the NQAA, please consult the relevant units of the universities.

Higher Education Reform Expert teams provide useful and practical resources, trainings and workshops on specifics of implementation of the Bologna instruments into the educational process of Ukrainian universities. Please email to us if you need their expertise or specific workshops to be performed, they could bring value added if are involved into the projects of their universities <https://erasmusplus.org.ua/library/materialy-here-team/>

Legislation

Ukrainian partners are highly recommended to read Specifics of Ukrainian legislation and other recommendations on the projects implementation in Ukraine (PAMYATKA - in Ukrainian language – constantly updated) with all other Laws and regulations with details and explanation as for national legislation rules at:

- International Inter-Governmental Agreement (ratified by Verkhovna Rada as a Law - http://zakon4.rada.gov.ua/laws/show/994_763) in 2008. English language version is available at: <http://erasmusplus.org.ua/en/erasmus/ka2-cooperation-for-innovation-and-good-practices/capacity-building/beneficiaries-space.html>
- Cabinet of Ministers of Ukraine [Regulation#153 in English language \(unofficial translation\)](#)
- Cabinet of Ministers of Ukraine Regulation on the Right of the Mobility dated on 12.08.2015 № 579 – updated in 2022
- Cabinet of Ministers of Ukraine Regulation on priorities of payments under the International Technical Assistance Projects during martial law [at the link](#)
- Cabinet of Ministers of Ukraine Regulation on the Currency transfers abroad within the International Technical Assistance Projects during martial law – [at the link](#)
- Simplified [tendering procedure](#) for equipment purchase – [explanation](#)
- Cabinet of Ministers of Ukraine Regulation dated on September 2, 2015 p. № 719 – on university funds location at the state banks accounts <http://zakon0.rada.gov.ua/laws/show/719-2015-%D0%BF>

Official registration:

The CBHE projects **MUST be** officially registered at the Secretariat of the Cabinet of Ministers of Ukraine. The registration must be done by the projects:

- to be visible and recognized as an international cooperation project at the governmental levels;
- to inform and receive support from key beneficiary – Ministry of Education and Science of Ukraine;
- to apply the International Agreement between the EU and Ukraine officially ratified by the Verkhovna Rada of Ukraine as a Law and to use the relevant articles at all legislation regulations (e.g. budget code, tax code, custom regulations, national bank, public purchase law and others): the rules of the Programme and Projects;



- to apply the priority payments under each budget category and to transfer currency abroad during the martial law;
- to be able to exempt the project funds from income tax (20%);
- to receive permission to exempt the project goods (equipment etc.) and services of VAT (20%);
- to be exempt from custom fees and duty for the goods (equipment etc.) and services;
- to use procedure and rules for tenders specified by the Programmes, projects requirements of international development partner of Ukraine.

Obligatory registration process does not prevent usage of funds by the university and should be performed in parallel at the earliest stage.

Composition of the registration package (according to the Regulation of the Cabinet of Ministers of Ukraine on the establishment of the system of attraction, use and monitoring of international technical aid, #153 as of 15/02/2002)

1. Letters of requests to the Secretariat of the Cabinet of Ministers of Ukraine, signed by the Rectors/ Vice-Rectors of Ukrainian universities. Letters of request should contain names of ALL partners from Ukraine (both academic and non-academic) - template of the letter is available.

2. Copy of the Grant agreement, certified (signed and stamped) by the coordinator of the project (or e-copy) and Ukrainian translation (translation sample is available).

2.1. Copy of the Description of the Action with translation into Ukrainian language.

3. If Grant Agreement is not signed by all beneficiaries, the copy of the partnership agreements (or memorandums of cooperation) signed between the coordinator and Ukrainian partner (translation is available) is required. These documents should contain name of the project, its objectives, terms of implementation, tasks assigned to every Ukrainian partner, obligations of the coordinator and partners, decision making, communication, expected results, qualitative and quantitative criteria of quality assurance, list of equipment and services needed for project implementation, procedures of the purchase, expected impact of the project in Ukraine.

4. Letter of support from the Ministry of Education and Science of Ukraine.

5. The Procurement Plan (according to the special form), signed by the Project Coordinator University authorized person (stamped, if available) and endorsed (signed and stamped) by the Ministry of Education and Science of Ukraine, if the Ministry is a partner in the project (sample in English and Ukrainian languages is available).

Details and all above forms, translations and templates on registration are available and described at: <https://erasmusplus.org.ua/opportunities/mozhlyvosti-dlya-organizacij/vykonavczyam-proyektiv-2021-2027/>

The procedure, templates and other related information is provided in Ukrainian language in all details.

The procedure includes the preparation of the documents and usually the Ukrainian national coordinator or a partner located in Kyiv or with experience are appointed internally to prepare and submit the documents.

The registration lasts **10 days** from the day of the submission of the full package of the documents to the SCMU. NEO team help at the preparation stage, please recommend your teams to contact Veronika Tkachenko - +380993322645, office@erasmusplus.org.ua

It is also important to highlight that all Ukrainian project teams must submit a [Monitoring report card on project implementation to the Ministry of Education and Science of Ukraine](#): half a year and year reports as well as final report after the end of the project.



IV. Budget lines.

Some specifics for your understanding about mechanisms used by the universities for payments: Staff cost (university account): some universities, complementing to main employment contract with current staff member appointed by Ukrainian university for project tasks implementation, conclude additional Agreements or pay as awards. To apply the rates described in the project, the organisation must have the institutional regulation for international cooperation. **Travel costs and cost of stay** (university account): there are national regulations for the rates on travel&cost of stay, if higher rates (e.g. due to university internal regulation or Partnership Agreement) applied, the difference on the amount, excluding tickets, visa, insurance and hotel cost (so called confirmed expenditures), is a subject of taxes. Pre-payment for business trips could be made by university in currency. If possible, e-tickets, e-reservation and payment for hotel could be made directly by coordinator (to hotel, e-booking) in order to avoid double losses due to currency exchanges. While per diems are to be paid by sending university. **Equipment** (university account): must be used during the project implementation, plan to purchase in the year 1 of the project period. Especially, due to the martial law in Ukraine, there are might be delays of the deliveries etc. According to the national legislation (Law on Public Procurement) if the project is officially registered, the rules of donors could be used for tendering procedures. The equipment could be purchased by the coordinating university, or by Ukrainian universities. Three Party Agreement: payer/equipment provider/university is eligible to be considered. Payment could be done to provider in Ukraine or in other country. Before equipment purchase – registration is obligatory for VAT exempt. In case of equipment import the procedure includes necessity to uncustom equipment which require special documents preparation and fees (before equipment purchase – registration is obligatory for custom fee exempt) – presentation in English language is available. Request your partner to check the university rules for equipment purchase and tendering (verify provider banks reliability). **Subcontracting** (university account): depending on services, agreements with invoices and protocols of delivery or 3 party agreements are possible (verify banks reliability).

All details on project management and monitoring are described at [EACEA presentation for Grant Holders meeting](#).

Other useful information

- Higher Education System of Ukraine video <https://youtu.be/NGTzKkrkDHo>
- Vocational Education and Training System of Ukraine video <https://youtu.be/xGabFI6AMKU>
- National Agency for Higher Education Quality Assurance: <https://en.naq.gov.ua>
- National Agency of Qualifications: <https://nqa.gov.ua/>
- National Research Fund nrfu.org.ua
- Database of the universities and for International Students: <https://studyinukraine.gov.ua/en/>



All you should know about recognition:

- [Unified State Database on Education, includes diplomas verification: https://info.edbo.gov.ua/](https://info.edbo.gov.ua/)
- [The ENIC-NARIC center of Ukraine that deals with these issues of recognition of the prior education and apostil among other things \(Main \(enic.in.ua\)\).](http://enic.in.ua/)
- [Global ENIC-NARIC network has a page devoted to Ukraine is a helpful resource: https://www.enic-naric.net/page-ukraine-2022](https://www.enic-naric.net/page-ukraine-2022)
- [Recorded webinar training on the recognition issues, including the work with the Unified State Database on Education \(collected key resources and guides\) : http://cimea.it/ucraina/index_EN.html](http://cimea.it/ucraina/index_EN.html)
- [EU publication on the fast track recognition: Guidelines on fast-track recognition of Ukrainian academic qualifications | European Education Area \(europa.eu\)](https://european-council.europa.eu/media/en/press-communications/intermediary/asset/d6281964-128d-4402-b160-110409400000)
- [Ministry of Education and Science of Ukraine: emergency portal Education System in Ukraine - Ukrainian education in emergency \(mon.gov.ua\)](http://mon.gov.ua/)
- [Academic Hub for Recognition: https://academicrecognition.eu/](https://academicrecognition.eu/)
- Comparison report on EQF and Ukrainian NQF: <https://ec.europa.eu/social/main.jsp?langId=en&catId=1584&furtherNews=yes&newsId=10513>

