

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

Inter-institutional¹ agreement 2014-20[21]²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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

A. Information about higher education institutions

Full name of the Institution / country	Erasmus code or city⁵	Contact details⁶ (email, phone)	Website (eg. of the course catalogue)
Technische Universität Dresden /Germany	D DRESDEN02	Prof. Dr. René Schilling, rene.schilling @tu-dresden.de +49 351 463 35668	http://www.math.tu-dresden.de/sto/schilling /
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute", Kyiv, Ukraine	Kyiv, PIC 998145715	<u>ERASMUS+ Institutional Coordinator:</u> Ms Olesia Lubianova Head of Academic Mobility Office	www.kpi.ua http://mobilnist.kpi.ua/en http://matan.kpi.ua/en/

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

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

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

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

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

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

		37, Peremohy Ave. 31 building, office 1-14 Kyiv 03056, Ukraine Tel. :+38 044 204 99 55 e-mail : o.lubianova@kpi.ua Departmental Coordinator: Prof. Dr. Oleg Klesov klesov@matan.kpi.ua +380 44 204 97 40	
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B. Mobility numbers⁷ per academic year

The figures in tables B reflect solely intended student and staff mobility numbers. Allocation of Erasmus scholarships is subject to availability of funds. Availability of internship / staff training positions depends on mentoring capacity of respective professors / research groups, so there is no placement guarantee. Professors / mentors decide on the students / staff placement based on the applicant's qualification, experience and study / professional accomplishments.

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 <i>Student Mobility for Traineeships</i> *
D DRESDEN02	Kyiv, PIC 998145715	All areas	All areas	BA MA PhD	2 students x 2 months (= 4 months)
Kyiv, PIC 998145715	D DRESDEN02	All areas	All areas	BA MA PhD	2 students x 2 months (= 4 months)

ISCED codes: <http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-fields-of-education-and-training-2013-detailed-field-descriptions-2015-en.pdf>

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

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>area code</i> * [ISCED]	<i>area name</i> *	<i>Staff Mobility for Training*</i>
D DRESDEN02	Kyiv, PIC 998145715	All areas	All areas	1 person x 7 days (= 7 days)
Kyiv, PIC 998145715	D DRESDEN02	All areas	All areas	2 persons x 7 days (= 14 days)

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				<i>Student Mobility for Traineeships</i> [Minimum recommended level: B1]	<i>Staff Mobility for Training</i> [Minimum recommended level: B2]
D DRESDEN02	All areas	German	English	Level in CEFR (certificate required)	Level in CEFR (certificate optional)
Kyiv, PIC 998145715	All areas	Ukrainian	English	B1 level in CEFR (certificate required)	B2 level in CEFR (certificate optional)

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

D. Respect of fundamental principles and other mobility requirements

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

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

The higher education institution agrees to:

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

- 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 or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the

degree, provided these have been satisfactorily completed by the mobile student.

- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

Student mobility for internships

Selection of participants:

Both parties are obliged to select students according to Erasmus+ program requirements:

„The selection criteria for participants are defined by their sending higher education institution, in agreement with the receiving institution. The first criterion should be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

Information on the mobility opportunities available and the selection procedure should be made public. The selection of participants, as well as the procedure for awarding them a grant, must be fair, transparent and documented and should be made available to all parties involved in the selection process.”

The sending institution's international relations office sends the applications to the receiving university. After proofing compliance with formal criteria, the receiving institution confirms the acceptance or rejection of the applicants.

Upon completion of the internship, the receiving institution issues a Traineeship Certificate. The sending institution recognizes the mobility period. The decision to award the ECTS credits lies within the sending institution and is reflected in individual Learning Agreements for Traineeships.

Staff mobility for training

Selection of participants:

Each sending institution selects applicants for outgoing mobilities for training according to the number of available mobility slots and provides information on the selection process.

Contracting

LEOSAXONY sets up contracts for both mobility types: Traineeship Agreement / Mobility Agreement, Grant Agreement.

General management

LEOSAXONY is in charge of financial management of student scholarships and staff mobility grants.

LEOSAXONY files Erasmus+ participants in the Mobility Tool+ data bank.

Both HEIs accept participants with disabilities. LEOSACHSEN is to be informed of the nature of the disability beforehand during the application.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
D DRESDEN02	15 th December 2018	N/A
Kyiv, PIC 998145715	31st May	31st October

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 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

[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.]

Igor Sikorsky Kyiv Polytechnic Institute

Since 2006 the single system of credits (ECTS – European Credit Transfer and Accumulation System) has been adopted at Igor Sikorsky Kyiv Polytechnic Institute. Along with ECTS the traditional grades are used. Examinations and varied pass-fail examinations are graded according to 6-grade system: excellent, very good, good, satisfactory, sufficient, unsatisfactory/fail. Grading Scale is presented below.

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

In accordance with Performance Appraisal Rating System Regulation at Igor Sikorsky KPI 100 – point grading scale is confirmed.

Passing grades are A – Excellent, B – Very Good, C – Good, D – Satisfactory, E – Sufficient.

Mark	ECTS grade	National grade (exam/grading test)
95...100	A - excellent	excellent
85...94	B - very good	very good
75...84	C - good	good
65...74	D - satisfactory	satisfactory
60...64	E - satisfactory (satisfy minimum criteria)	sufficient

Failure grades are Fx – Unsatisfactory, F - Fail (additional work is required). In case of “Unsatisfactory” student is required to retake the exam.

Mark	ECTS grade	National grade (exam/grading test)
Less than 60	Fx - Unsatisfactory	Unsatisfactory
Non performing	F - Fail (additional work is required)	Unaccepted

Exchange students have to prepare a Learning Agreement supported by their academic tutor and the Igor Sikorsky KPI’s faculty coordinator. The Learning Agreement displays the amount of ECTS granted for each course unit element completed by the student, with a maximum of 30 ECTS per semester. When students return to their home institution, their transcripts are submitted to the appropriate person and every course unit completed at Igor Sikorsky KPI is recognized and approved.

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
D DRESDEN02	placement.leosachsen@tu-dresden.de	https://www.leo.tu-dresden.de/?page_id=1533
Kyiv, PIC 998145715	Center of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/vstup/poluchit-priglasenie.html http://istudent.kpi.ua/en/kampus/oformlenie-udostovereniya.html

3. Insurance

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

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

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
D DRESDEN02	placement.leosachsen@tu-dresden.de	https://www.leo.tu-dresden.de/?page_id=1533
Kyiv, PIC 998145715	Center of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/kampus/medicinskoe-obslyuzhivanie.html

4. Housing

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

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

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
D DRESDEN02	placement.leosachsen@tu-dresden.de	https://www.leo.tu-dresden.de/?page_id=1533
Kyiv, PIC 998145715	Center of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/kampus/prozhivanie.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
Technische Universität Dresden /D DRESDEN02	Prof. Dr. Hans Georg Krauthäuser, Vice-Rector for Academic and International Affairs		
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute", Kyiv, Ukraine, PIC 998145715	Prof. Petro Kyrychok The Vice-Rector of Student Affairs	07/11/2018	

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

Handwritten signature