



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

**Inter-institutional¹ agreement 2019-2022
between institutions from
Programme and Partner Countries²**

[Minimum requirements]³

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 city ⁴ | Contact details ⁵ (email, phone) | Website (eg. of the course catalogue) |
|--|-----------------------------------|---|---|
| Cardiff University / Wales, UK | UKCARDIFF 01 | Annika Axelsen icm@cardiff.ac.uk +44 (0) 2920 879674 | http://www.cardiff.ac.uk/study/international/erasmus |
| | | | |

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 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.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement.

| | | | |
|---|------|--|---|
| National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" | Kyiv | Olesia Lubianova Head of Academic Mobility 37 Peremogy Ave., 31 building, office 1-14, Kyiv 03056, Ukraine Tel. : +38 044 209 99 55 e-mail : o.lubianova@kpi.ua | www.kpi.ua/en http://mobilnist.kpi.ua/en |
|---|------|--|---|

B. Mobility numbers⁶ per academic year

The mobility numbers below are reflective of the mobility numbers for the entire duration of the project.

| 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 * |
| UK CARDIFF01 | Kyiv | 461 | Mathematics | Second-cycle /Doctoral or equivalent level (EQF-8) | 2x90 days | |
| Kyiv | Cardiff | 461 | Mathematics | Second-cycle /Master's or equivalent level (EQF-7) OR Doctoral or equivalent level (EQF-8) | 2x90 days | |

⁶ 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>)

[*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 * |
| UK CARDIFF01 | Kyiv | 461 | Mathematics | 2x10+2 travel days | |
| | | | | | |
| Kyiv | Cardiff | 461 | Mathematics | 2x30+2 travel 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 ⁷ | |
|---|---------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| UK CARDIFF 01 | | English | | B1 | B2 |
| Kyiv | | Ukrainian/Russian | English | B1 | B2 Or published monograph in English on Mathematics |

⁷ 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>

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:

- 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 are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

| Activity | Start Date | End Date |
|----------|------------|----------|
| ... | ... | ... |
| ... | ... | ... |

E. Additional requirements

UK CARDIFF01

Student selection will be made according to details contained within the project application. The process will be fair, open and honest.

Staff selection will be a mutually agreed process dependent on teaching and training requirements at each respective institution. A general call for application will be issued at School level at both institutions. Cardiff University is committed to equal opportunities for all staff members, selection (of both outgoing and incoming mobility participants) will adhere to the University's Equality and Diversity policy.

Cardiff University is committed to meeting its legal and moral obligations of eliminating discrimination and promoting equality on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origin, colour or nationality), religion or belief (including lack of belief), sex and sexual orientation. Further details can be found here: <https://www.cardiff.ac.uk/public-information/equality-and-diversity>

All arrival information for incoming students can be found in the following link: <https://www.cardiff.ac.uk/study/international>

Staff and students with disabilities can obtain information about the support available at Cardiff University at: <https://www.cardiff.ac.uk/study/student-life/student-support/disability-and-dyslexia-service>

Igor Sikorsky Kyiv Polytechnic Institute

Information for incoming students (admission procedure, English-taught courses etc)-
<http://mobilnist.kpi.ua/en/information-for-incoming/>

F. Calendar

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

| Receiving institution [Erasmus code or city] | Autumn term* [month] | Spring term* [month] |
|--|----------------------------------|------------------------------------|
| UK CARDIFF01 | 30 September 2019 | 27 January 2020 |
| Kyiv | 30 April Semester 01.09-30.01 | 30 October Semester 01.02-30.06 |

2. The receiving institution will send its decision within [3] 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.
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

Student assessments are graded individually (0-100) against mark schemes and/or assessment criteria appropriate for the task being undertaken. Classified awards are calculated on a final mark, this being based on a weighted average of all of the module/unit marks achieved by students at CQFW level 5 and above. Degrees are classified against the bands indicated in the table below. Further information on the Regulations used to assess and award degrees can be accessed via: <https://www.cardiff.ac.uk/public-information/policies-and-procedures/academic-regulations>

| Final Mark | Degree Classification |
|------------|---|
| 70% + | First Class Honours |
| 60% < 70% | Second Class Honours, Division I (2:1) |
| 50% < 60% | Second Class Honours, Division II (2:2) |
| 40% < 50% | Third Class Honours |
| < 40% | Fail |

Further information on the distribution and spread of classified awards between academic schools can be accessed at: <http://www.cardiff.ac.uk/study/international/erasmus>

ECTS users' guide: http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 national grades are used. In accordance with the 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 re-take 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 the Learning Agreement supported by their academic tutor and the Igor Sikorsky KPI's faculty academic 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 responsible person and every course unit completed at Igor Sikorsky KPI is recognised 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 |
|--|---|--|
| UK CARDIFF 01 | icm@cardiff.ac.uk | www.cardiff.ac.uk/new-students/before-you-arrive/international-students/visas-and-immigration |
| Kyiv | Center of International Education e-mail: cmo- nabor@kpi.ua | http://istudent.kpi.ua/en/vstup/poluchit-priglashenie.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 |
|--|---|---|
| UK CARDIFF 01 | icm@cardiff.ac.uk | www.cf.ac.uk/international |
| Kyiv | 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 |
|---------------------------------------|---|--|
| UK CARDIFF 01 | icm@cardiff.ac.uk +44(0) 2920 88612 | http://www.cardiff.ac.uk/for/staff/visitingstaff/ http://www.cardiff.ac.uk/study/international/erasmus/accommodation |
| Kyiv | 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 ⁸ |
|---|--|------------|---|
| UK CARDIFF01 | Prof. Tim Phillips, Head of School of Mathematics Cardiff University | | |
| National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» KYIV | Nataliia Seminska Vice-Rector for Student Affairs | 20/11/2019 |  |



⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

Handwritten signature