



Erasmus+

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

**Inter-institutional agreement 2019 – 2022
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 the higher education institutions

Full name of the institution / country	Erasmus code or city ¹	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Friedrich-Schiller-Universität Jena	DJena 01	Stefanie Waterstradt	Stefanie.waterstradt@uni-jena.de Tel.: + 49 3641 931169	http://www.uni-jena.de/Studienangebot-EGOTE/e5vh052de.html
National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» UKRAINE	Kyiv	Olesia Lublanova	mobilnist@kpi.ua Tel. :+38 044 204 99 55 office 1-14, 31 building 37, Peremohy Ave. Kyiv 03056, Ukraine	www.mobilnist.kpi.ua/en/courses-in-english

¹ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI 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 the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending instituti on]	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 *
KYIV	DJena01	All fields	All fields	1 st + 2 nd + 3 rd	2 x 4 months	-
DJena01	KYIV	All fields	All fields Language	1 st + 2 nd + 3 rd	-	1 x 4 months

*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods Staff Mobility for Teaching [total number o: days of the teaching periods or average duration*]	Staff Mobility for Training *
KIYV	DJena01	All fields	All fields	-	-
DJena01	KIYV	All fields	All fields	-	-

² 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>)

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	Main language of instruction	Additional language of instruction	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
DJena01	All	German	English: Bachelor + Master: Political Science Master Level only: Economics, Ecology, Mathematics	B2	B2
KYIV		Ukrainian/ Russian	English	B2	B2

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 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:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution 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.

³ See Common European Framework of Reference for Languages

- 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. Any additional requirements

Friedrich- Schiller-Universität Jena (FSU)

Information on organization of the academic process at FSU Jena can be found here
http://www.uni-jena.de/Gaststudium_International.html

Mobility students in Jena can take courses from different faculties and department, if they meet the course requirements.

List of courses of FSU taught in English, can be found on <https://friedo11n.uni-jena.de/dlserver/rds?state=wtree&search=1&trex=step&root120152=4504261449457&P.vx=kurzList> of the FSU courses taught in German for all levels, can be found on <https://friedo11n.uni-jena.de/dlserver/rds?state=wtree&search=1&category=veranstaltung.browse&functionPosition=functions%2ClectureIndex&breadcrumb=lectureIndex&topItem=localLinks&subItem=lectureIndex>

If students are interested to take courses both in English and German. Level of both of the languages should be confirmed.

Mobile students are expected to confirm to the International Office the final list of courses for the current term by the end of the **second week of the lecture period**. International Office staff, if needed, can arrange additional consultations with the faculty members, teaching the courses mobile students are interested in, during the 1st week of the lecture period. More information at http://www.uni-jena.de/en/ECTS_Information.html

FSU course final grade is usually made of the grades for the class work, paper, presentation and an exam. Pass-fail exam, please check the syllabus of every course for details.

For the implementation of the 3rd student study cycle and STA/STT-mobilities, - incoming students / are required to get confirmation of Invitation from the FSU International Office, which should be submitted along with the nomination.

Selection Procedure

The application at FSU Jena for a guest student grant requires the following documents:

- EU-CV
- Motivation letter (In German for German taught programs, in English for English taught programs)
- Copy / excerpt of achieved notes
- Language certificates (see list below)

German language skills
certificate B1 / 2 according to GeR/CEFR
Goethe-certificate B2
TestDaF : minimum: 4x3
DSD I or II
DSH-1 or DSH-2

English language skills
certificate B1 / B2 according to GeR/CEFR
IELTS 6.0
TOEFL 72 (IBT)
Cambridge First Certificate in English

The procedure functions on the basis of written applications that will be addressed to the home institution. The home university is responsible for the first selection procedure and will send a proposal of nominated candidates to the host university. The host university will take the final decision and will send the final nomination list to the home university, Igor Sikorsky KPI or FSU Jena. The home university will inform the selected candidates.

F. Calendar

1. Applications of nominated students must reach the receiving institution by:

Receiving institution	Autumn / Winter term	Spring / Summer term
FSU Jena	May, the 15th	November, the 15th
KYIV	Application deadline: 30 April Semester 01.09-30.01	Application deadline: 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 3 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

If one or both parties wish to terminate the agreement, a notice period 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."

Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to exchange students already registered at their institution until the completion of their particular exchange period.

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' guide⁴. 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.]

JENA

FSU academic year usually starts October first and ends the end of July with the class program. The academic year from an administrative point of view ends by September the 30th. Academic year consists of 2 terms – winter and summer. After the winter term there is

⁴ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

pause of 6 weeks for exams, course papers and other types of academic work. The summer term starts the first of april and ends with September the 30th. The lecture period dates can be found at <http://www.uni-jena.de/unijena/en/Semestertermine.html>

Examination Grades (according to local grading scale):

German grade	verbal definition
1.0 to 1.5	very good (a performance much better than the average demands)
1.6 to 2.5	good (a performance better than the average demands)
2.6 to 3.5	satisfactory (a performance equivalent to the average demands)
3.6 to 4.0	sufficient (performance meets the minimum criteria)
4.1 to 5.0	fail (a performance not sufficient to the average demands because of shortcomings) considerable

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade
A	10
B	25
C	30
D	25
E	10
FX	.*
F	.**

* FAIL - some more work required before credits can be awarded

** FAIL - considerable further work is required

KYIV

Since 2006 the single system of credits (ECTS - European Credit Transfer and Accumulation System) has been adopted at Igor Sikorsky KPI. Along with ECTS, the traditional grades are used. Examinations and varied pass-fail examinations are grade according to 6-grade system: excellent, very good, good, satisfactory, sufficient, unsatisfactory/fail; pass-fail examinations - 2-grade system: passed, not passed. Grading Scale is presented below.

ECTS		100-scale grades
ECTS grades	Description	
A	excellent	95 - 100
B	very good	85 - 94
C	good	75 - 84
D	fair	65 - 74
E	satisfactory	60 - 64
Fx, F	unsatisfactory	<60

Exchange students have to prepare a Learning Agreement supported by their academic coordinator at Igor Sikorsky KPI's faculty/institute. 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 (e-mail, phone)	Website for information
DJena01	International Office international@uni-jena.de	http://www.uni-jena.de/Gaststudienfuhrer_FAQ.html
KYIV	Centre of International Education e-mail: cmo-nabor@kpi.ua	http://lstudent.kpi.ua/index.php?option=com_content&view=article&id=62&Itemid=124&lang=en

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 (e-mail, phone)	Website for information
Jena	International Office For students: Mathias Kirchner Mathias.kirchner@uni-jena.de For staff: mareike.rind@uni-jena.de	http://www.uni-jena.de/Gaststudienfuhrer_FAQ.html
KYIV	Centre of International Education e-mail: cmo-nabor@kpi.ua	http://lstudent.kpi.ua/index.php?option=com_content&view=article&id=62&Itemid=124&lang=en


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 (e-mail, phone)	Website for information
Jena	International Office: For students: Mathias Kirchner Mathias.kirchner@uni-jena.de For staff: marelke.rind@uni-jena.de	http://www.stw-thueringen.de/deutsch/h/wohnen/index.html http://www.stw-thueringen.de/english/housing/wohnen.html
KYIV	Centre of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/index.php?option=com_content&view=article&id=628&Itemid=1248&lang=en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
JENA	Jana Blumenstein Erasmus+ Institutional Coordinator at Friedrich Schiller University Jena	12.09.19	
KYIV	Prof. Petro Kyrychok Vice-Rector for Student Affairs	24/07/2019	