Erasmus+ Programme

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

Inter-institutional agreement 2018-2020 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	Name contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
KU Leuven Faculty of Engineering Science Faculty of Engineering Technology	B LEUVEN 01	See contact details	**Coordinator at Faculty of Engineering Science:** Marie-Paule Buyse mariepaule.buyse@kuleuven.be +32 16 32 86 42 **Coordinator at Faculty of Engineering Technology:** Dr. Ing. Peter Arras peter.arras@kuleuven.be +32 16 31 69 44 Hilde Lauwereys hilde.lauwereys@kuleuven.be +32 16 37 24 43	https://eng.kuleuven.be/en/study/internationalisation iiw.kuleuven.be/english ECTS Information package: www.kuleuven.be/education/ects/package.html

			Institutional Coordinator:	
			Ms Katrien Vanelven	
			katrien.vanelven@kuleuven.be	
			+3216324094	
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"	KYIV	See contact details	**University Contact Person:** Head of Mobility Office: Ms. Olesia Lubianova o.lubianova@kpi.ua +38 044 204 99 55 +38 044 456 36 17	http://kpi.ua http://istudent.kpi.ua/en/

B. Mobility numbers

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 institution]	**TO** [Erasmus code or city of the receiving institution]	*Subject area code* [ISCED 2013]	*Subject area name*	*Study cycle* [short cycle, 1st, 2nd or 3rd]	**Number of student mobility periods** Student Mobility for Studies
KYIV	B LEUVEN01	0710	Microwaves and Antennas	3rd	1 PhD x 10 months
KYIV	B LEUVEN01	071, 072, 073	Physical Engineering Airspace Systems	2nd	2 MA x 6 months
KYIV	B LEUVEN01	071, 072, 073	Physical Engineering Airspace Systems	3rd	2 PhD x 6 months
B LEUVEN01	KYIV	071, 072, 073	Physical Engineering Airspace Systems	3rd	1 PhD x 6 months

FROM [Erasmus code or city of the sending institution]	TO [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 or training [total number of days of the teaching periods or average duration*]
KYIV	B LEUVEN01	0710	Microwaves and Antennas	1 staff teaching x 30 days (28 working days + 2 travel days)
B LEUVEN01	KYIV	0710	Microwaves and Antennas	1 staff teaching x 14 days (12 working days + 2 travel days)
KYIV	B LEUVEN01	071, 072, 073	Physical Engineering Airspace Systems	2 staff teaching x 7 days (5 working days + 2 travel days)
B LEUVEN01	KYIV	071, 072, 073	Physical Engineering Airspace Systems	2 staff teaching x 7 days (5 working days + 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	Main language of instruction	Additional language of instruction	Recommended language of instruction level[1]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B LEUVEN01		English		B2	C1

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[1] See Common European Framework of Reference for Languages

KYIV		English	Ukrainian/ Russian	B1	B2

For more details on the language of instruction recommendations, see

- B LEUVEN01: www.kuleuven.be/english/admissions/lang/lang-test.

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

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.

E. Any additional requirements

KU Leuven (B_LEUVEN01)

All practical information for incoming students (incl. application procedure) can be found on the website of the Admissions Office: www.kuleuven.be/admissions.

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website: www.kuleuven.be/welcome.

A Dutch language course, free of charge for Erasmus+ students, is organised by the Leuven Language Institute:
ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities:
www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html

F. Calendar

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

Receiving institution	Autumn term	Spring term
B LEUVEN01	The academic calendar can be found on www.kuleuven.be/english/about	The academic calendar can be found on www.kuleuven.be/english/about
KYIV	April 30	October 30

2. The receiving institution will send its decision within 12 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

In the event of unilateral termination, a notice of at least one academic year will be given. 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

B LEUVEN01:

https://www.kuleuven.be/english/education/ects/positioning

National Technical University of Ukraine "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 grade according to 4-grade system: excellent, good, satisfactory, unsatisfactory/fail; pass-fail examinations – 2-grade system: passed, not passed. Grading scale is presented below.

In accordance to Performance Appraisal Rating System Regulation in Igor Sikorsky Kyiv Polytechnic Institute 100 – point grading scale confirmed.

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

Mark	ECTS grade	National grade (exam / grading test)	National grade (pass/fail course)
95...100	A – excellent	Excellent	Passed
85...94	B – very good	Good	
75...84	C - good		
65...74	D – satisfactory	Satisfactory	
60...64	E – satisfactory (satisfy minimum criteria)		

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)	National grade (pass/fail course)
Less than 60	Fx – unsatisfactory	Unsatisfactory	Fail
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 Kyiv Polytechnic Institute 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 Kyiv Polytechnic Institute 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
B LEUVEN01	studentimmigration@kuleuven.be	www.kuleuven.be/english/admissions/travelling

KYIV	Center of International Education : 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 (e-mail, phone)	Website for information
B LEUVEN01	Admissions Office. Case Administrator: www.kuleuven.be/english/admissions/contact/index.	www.kuleuven.be/english/services/insurances
KYIV	Center of International Education : cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/kampus/medicinskoe-obsluzhivanie.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 (e-mail, phone)	Website for information
B LEUVEN01	huisvestingsdienst@kuleuven.be	www.kuleuven.be/ studentenvoorzieningen /accommodation
KYIV	Center of International Education cmo-nabor@kpi.ua	http://istudent.kpi.ua/e n/kampus/prozhivanie. html

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
B LEUVEN01	Prof. Luc Sels, Rector	16/07/18	Prof. dr. Gerard Govers Vicerector Wetenschap en Technologie Duurzaamheidsbeleid
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"	Prof. Petro Kyrychok, The Vice-Rector of Student's Affairs	17.07.18	