

Erasmus+ Programme

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	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"	Kyiv	Olesia Lubianova	T: +38 044 204 99 55 Email: o.lubianova@kpi.ua	http://kpi.ua/en/home http://mobilnist.kpi.ua/en/
University of Luxembourg	LUXLUX-VIL01	Alison Vermeulen	T: +352 46 66 44 6159 Email: alison.vermeulen@uni.lu	http://www.en.uni.lu/

B. Student mobility numbers for the academic year 2019/2020 and/or 2020/2021 and/or 2021/2022

FROM [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 *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods
					Student Mobility for Studies
Kyiv	LUXLUX-VIL01	06 07	ICT, mechanical engineering, energy and environment	2 nd	2 student (2 Masters) for 5 months each [10 months in total]

Staff mobility numbers for the period from 1st August 2019 to 31st July 2022

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 Training [total number of days of the teaching periods or average duration*]
Kyiv	LUXLUX-VIL01	ISCED-06 ISCED-07	ICT, mechanical engineering, energy and environment, International relations office	2 staff members for 5 days each (+2 travel days)
LUXLUX-VIL01	Kyiv	ISCED-06 ISCED-07	ICT, mechanical engineering, energy and environment, International relations office	1 staff members for 5 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	
				Student Mobility for Studies	Staff Mobility for Training
LUXLUX-VIL01	Any	English	German/ French	B2 in the language(s) of instruction of the courses chosen	B2
Kyiv	Any	Ukrainian/ Russian	English	B1	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(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:

http://eacea.ec.europa.eu/funding/2014/call_the_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

University of Luxembourg offers counseling for students with disabilities and chronic diseases.

Contact: Mrs. Joanna West
Email : joanna.west@uni.lu / seve.specifcneeds@uni.lu
Tel : (+352) 46 66 44 6783
Fax : (+352) 46 66 44 36783

National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute": follow the link to find out more about admission procedure for incoming students - <http://mobilnist.kpi.ua/en/information-for-incoming/>

F. Calendar

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

Receiving institution	Autumn term	Spring term
LUXLUX-VIL01	<u>Nomination:</u> 15 th April <u>Application:</u> 15 th May	<u>Nomination:</u> 15 th September <u>Application:</u> 15 th October
KYIV	Nomination & Application: 31st May	Nomination & Application: 31st October

The nomination for the staff mobility has to be send at least one month in advance of the mobility.

2. For student mobility the receiving institution will send its decision within 12 weeks.

For staff mobility the receiving institution will send its decision within 2 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.

A certificate of attendance will be issued to the staff the last day of the mobility.

4. Termination of the agreement

This agreement may be terminated, with at least one academic year period of notice, by either party. In such cases the commitments made to staff and students already participating in the programme must be honoured. 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

For the University of Luxembourg:

http://www.uni.lu/students/mobility/incoming_exchange_students/grading_system

The National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute":

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

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. 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	Unaccepted
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Exchange students have to prepare a Learning Agreement supported by their 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 appropriate 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 (e-mail, phone)	Website for information
LUXLUX-VIL01	<p>Students : Sophie Ruffo T : (+352) 46 66 44 6682 Email: incoming@uni.lu</p> <p>Dana Pleskotova T : (+352) 46 66 44 6698 Email : dana.pleskotova@uni.lu</p> <p>Staff members : Alison Vermeulen T : (+352) 46 66 44 6159 Email : alison.vermeulen@uni.lu</p>	<p>http://www.wen.uni.lu/students/mobility/incoming_exchange_students/admission_and_online_registration</p> <p>http://www.guichet.public.lu/citoyens/fr/immigration/en/index.html</p>
KYIV	<p>Center of International Education e-mail: cmo-nabor@kpi.ua</p>	<p>http://istudent.kpi.ua/en/vstup/poluchit-priglasenie.html</p> <p>http://istudent.kpi.ua/en/kampus/oformlenie-udostovereniya.html</p>

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
LUXLUX-VIL01	<p><u>Students :</u> Sophie Ruffo T : (+352) 46 66 44 6682 Email: incoming@uni.lu</p> <p>Dana Pleskotova T : (+352) 46 66 44 6698 Email : dana.pleskotova@uni.lu</p> <p><u>Staff members :</u> Alison Vermeulen T : (+352) 46 66 44 6159 Email : alison.vermeulen@uni.lu</p>	http://www.en.uni.lu/students/mobility/incoming_exchange_students/accommodation_and_insurance
KYIV	Center of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/kampus/medicins_koe-obsluzhivanie.html

4. Housing

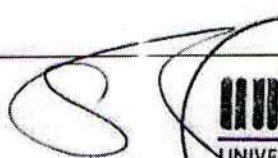



The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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
LUXLUX-VIL01	<p><u>Students :</u> Stéphanie Marbehant T : (+352) 46 66 44 6580 Email: seve.logement@uni.lu</p> <p><u>Staff members :</u> Alison Vermeulen T : (+352) 46 66 44 6159 Email :</p>	http://www.en.uni.lu/students/mobility/incoming_exchange_students/accommodation_and_insurance

	alison.vermeulen@uni.lu	
KYIV	Center of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/kampus/prozhivaniye.html

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
The University of Luxembourg, LUXLUX-VIL01	Prof, Stéphane Pallage Rector	16/07/19	 
The National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"	Prof. Petro Kyrychok The Vice-Rector for Student Affairs	17/07/19	 

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