

Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2020² between institutions from programme and partner countries

[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 the higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
University College of Southeast Norway	N KONGSBE 02	Carlos Pfeiffer	<u>Carlos.pfeiffer@usn.no</u> (+47) 35 57 51 57	<u>https://www.usn.no/students-a-z/</u>

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 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 Countries HEI should mention the city where they are located.

National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» UKRAINE	KYIV	Ms. Tetiana Kuchynska Head of academic mobility office office 1-14, 31 building 37, Peremogy ave., Kyiv 03056, Ukraine	Tel. :+38 044 2 04 99 55 e-mail : vam@kpi.ua	http:kpi.ua/
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B. Mobility numbers⁵ per academic year

[Paragraph to be added if the agreement is signed for more than one 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 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	Student Mobility for Traineeships*
KYIV	N KONGSB E02	0710	Engineering and Engineering Trades	2 nd , 3 rd	4 students for 10 months each= 40 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. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

⁵ 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>)

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 of days of the teaching periods or average duration*]	Staff Mobility for Training *
KYIV	N KONGSBE0 2	0710	Engineering and Engineering Trades	2 persons for one week each, minimum 5 days and 8 teaching hours	
N KONGSBE 02	KYIV	0710	Engineering and Engineering Trades	2 persons for one week each, minimum 5 days and 8 teaching hours	

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 instruc- tion	Additional language of instruc- tion	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended]	Staff Mobility for Teaching [Minimum recommended]

⁶ See Common European Framework of Reference for Languages

				level: B1]	level: B2]
N KONGSBE0 2		English	N/A	B2	B2
KYIV		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**⁷ 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:

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
N KONGSBE02	01.04-Nominations 01.05-Applications	01.10-Nominations 01.11-Applications
KYIV	Application deadline: 30 April Semester 01.09-30.01	Application deadline: 30 October Semester 01.02-30.06

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

2. The receiving institution will send its decision within 5 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. *[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

N KONGSBE02: <https://www.usn.no/students-a-z/grading-scale-article81175-8035.html>

KYIV

Since 2006 the single system of credits (ECTS – European Credit Transfer and Accumulation System) has been adopted at NTUU “KPI”. Along with ECTS are used the traditional grades. 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.

ECTS		Traditional grades
ECTS grades	Description	
A (95...100)	excellent	5 (excellent)
B (85...94)	very good	4 (good)
C (75...84)	good	
D (65...74)	fair	3 (satisfactory)
E (60...64)	satisfactory (satisfy minimum criteria)	
Fx (less than 60)	unsatisfactory	2 (unsatisfactory)/fail
F (Non performing)	fail (additional work is required)	unaccepted

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

Exchange students have to prepare a Learning Agreement supported by their academic tutor and the NTUU KPI 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 NTUU “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
N KONGSBE02	international@usn.no	https://www.usn.no/student-at-usn/students-a-z/

KYIV	Center of International Education Mrs. Viktoria Myronenko e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/index.php?option=com_content&view=article&id=62&Itemid=124&lang=en
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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
N KONGSBE02	international@usn.no	https://www.usn.no/student-at-usn/students-a-z/
KYIV	Center of International Education Mrs. Viktoria Myronenko e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/index.php?option=com_content&view=article&id=62&Itemid=124&lang=en

4. Housing


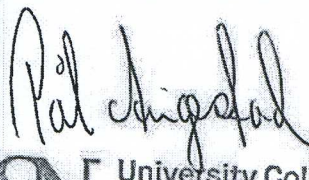
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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
N KONGSBE02	bolig@ssn.no	https://www.ssn.no/hou

		<u>sing/</u>
KYIV	Center of International Education Mrs. Viktoria Myronenko e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/index.php?option=com_content&view=article&id=62&Itemid=124&lang=en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute»	Prof. Petro Kyrychok The Vice-Rector of Student's Affairs		
N KONGSBE02	Pål Augestad, Vice-Rector for Research and Internationalisation	26/4-17	 HSN University College of Southeast Norway

Sluendele
27.04.2017