

# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff – Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2016<sup>2</sup> between institutions from programme and partner countries

### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
National Technical University of Ukraine "Kyiv Politechnic Institute"/ Ukraine	Kyiv	Prof. Oleksander Jandulskyi	Faculty of Power Electrical Engineering and Automatics (Dean) 37, Prospect Peremoga 03056 Kyiv, Ukraine Tel +380 044 2364111 Fax +380 044 2364111 Yandu_kpi@ukr.net	www.fea.kpi.ua

<sup>1</sup> 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+.

<sup>2</sup> Higher education institutions have to agree on the period of validity of this agreement.

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

<sup>4</sup> 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.

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<b>THM Technische Hochschule Mittelhessen University of Applied Sciences</b>	D GIESSEN02	Silke Wehmer	International Office Silke Wehmer (Head of International Office and ERASMUS Institutional Coordinator) Wiesenstr. 14 35390 Giessen, Germany Tel +49 641 309 1320 Fax +49 641 309 2910 silke.wehmer@admin.thm.de	www.thm.de
		Prof. Dr. Alexander Kuznietsov	Departmental Coordinator, FB IEM (Informations- u. Elektrotechnik-Mechatronik), Campus Friedberg, Wilhelm- Leuschner-Str. 13, 61169 Friedberg, Germany Tel +49 6031 604 211 alexander.kuznietsov@iem.thm.de	www.iem.thm.de

## B. Mobility numbers<sup>5</sup> 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.

<b>FROM</b> [Erasmus code or city of the sending institution]	<b>TO<sup>7</sup></b> [Erasmus code or city of the receiving institution]	<b>Subject area code *</b> [ISCED 2013]	<b>Subject area name *</b>	<b>Study cycle [short cycle, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>] *</b>	<b>Number of student mobility periods</b>	
					Student Mobility for Studies  <i>Total Number of months</i>	Student Mobility for Traineeships*  <i>[Not relevant for 2015]</i>
Kyiv	D GIESSEN02	0713/4	Electricity and Energy, Electricity and Automation	2nd	6	

<sup>5</sup> 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>)

<b>FROM<sup>7</sup></b> [Erasmus code or city of the sending institution]	<b>TO<sup>7</sup></b> [Erasmus code or city of the receiving institution]	<b>Subject area code *</b> [ISCED 2013]	<b>Subject area name *</b>	<b>Number of staff mobility periods</b>	
				<b>Staff Mobility for Teaching</b>  [total number of days of the teaching periods or average duration*]	<b>Staff Mobility for Training *</b>
Kyiv	D GIESSEN02	0713/4	Electricity and Energy, Electricity and Automation	176	

### 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.

<b>Receiving institution</b> [Erasmus code or city]	<b>Optional: Subject area</b>	<b>Main language of instruc- tion</b>	<b>Additional language of instruc- tion</b>	<b>Recommended language of instruction level<sup>6</sup></b>	
				<b>Student Mobility for Studies</b>  [Minimum recommended level: B1]	<b>Staff Mobility for Teaching</b>  [Minimum recommended level: B2]
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<sup>6</sup> See Common European Framework of Reference for Languages



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For more details on the language of instruction recommendations, see the course catalogue of each institution.

*D GIESSEN02: [http://www.thm.de/site/studiengaenge/\\_html](http://www.thm.de/site/studiengaenge/_html)*

#### **D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **programme country**<sup>7</sup> 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](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**

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

- 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**

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Incoming students are encouraged to participate in the Preparatory German Language Course (HSK), taking place every September in Giessen:

[http://www.uni-giessen.de/cms/international-pages/language-courses/in/hsk/index\\_html/view?set\\_language=en](http://www.uni-giessen.de/cms/international-pages/language-courses/in/hsk/index_html/view?set_language=en)

Integration is highly valued and supported. International students are linked to experienced students of THM via the International Buddy Program (<http://www.thm.de/international/en/buddy>). Application to be done online.

Students and staff with disabilities are supported by the BLIZ (Centre for Blind and Visually Handicapped Students). In case of any special needs please let us know well ahead of application, for we can make sure that all services needed will be available.

## **F. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term*</b>	<b>Spring term*</b>
D GIESSEN02	July 1 <sup>st</sup> (application)	December 15 <sup>th</sup> (application)

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

2. The receiving institution will send its decision within 4 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**

D GIESSEN02: Please visit the official website to find information about grading system:  
<http://www.thm.de/international/en/curriculum-mainmenu-273/general-information-mainmenu-274>

### **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:

<b>Institution [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
D GIESSEN02	International Office, Michaela Zalucki, michaela.zalucki@admin.thm.de  Tel +49 641 1322	<a href="http://www.thm.de/international">www.thm.de/international</a>
Kyiv, NTU « KPI »	International Office, Luzia Shicalova, protocol@kpi.ua  Tel +38 044 2360986	<a href="http://www.icd.kpi.ua">www.icd.kpi.ua</a>

### **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:

<b>Institution [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
D GIESSEN02	International Office, Michaela Zalucki, michaela.zalucki@admin.thm.de  +49 641 1322	<a href="http://www.thm.de/international">www.thm.de/international</a>
Kyiv, NTU « KPI »	International Office, Luzia Shicalova, protocol@kpi.ua Tel +38 044 2360986	<a href="http://www.icd.kpi.ua">www.icd.kpi.ua</a>


#### **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
D GIESSEN02	Shila Monasterios – shila.monasterios@admin.thm.de Tel +49 641 309 1329	www.thm.de/international/en/incoming

#### **SIGNATURES OF THE INSTITUTIONS (legal representatives)**

<b>Institution</b> [Erasmus code or name and city]	<b>Name, function</b>	<b>Date</b>	<b>Signature</b>
National Technical University of Ukraine "Kyiv Polytechnic Institute"	Acad., professor Zgurovsky, Michael Z. Rector	10.4.2015	
D GIESSEN02	Silke Wehmer Head of International Office ERASMUS Institutional Coordinator	15.4.2015	