

Erasmus+ Programme

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

Inter-institutional agreement for 2018/19 and 2019/20 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 related to 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+.

They also agree to the Special Conditions and Annexes below, which form an integral part of this agreement ("the agreement").

Annex I – Payment Procedures for Students and Staff

Annex IIa/b – Grant Agreements for Students / Staff (with sub-annexes)

Annex III – Design, Implementation and Dissemination

This agreement lasts for the 26-month duration of the 2018-1-UK01-KA107-046964 project (project duration: 1 June 2018 – 31 July 2020) and can be considered for subsequent renewal dependent on the outcome of future KA107 funding applications.

A. Information about higher education institutions

Full Name of the institution / Country	Erasmus code or city ¹	Contact details	Website
Queen Mary University of London (QMUL) / UK School of Electronic Engineering and Computer Science (EECS) Department of Electronic Engineering	UK LONDON031 (PIC: 999847677)	Wiebke Leugers, Erasmus+ Institutional Coordinator, w.leugers@qmul.ac.uk , +44 (0)20 7882 6511 Colleen Ann Jaycox, Erasmus+ Coordinator, c.jaycox@qmul.ac.uk , +44 (0)20 7882 5428 Dr. Rostyslav Dubrovka PhD MSc MBA SMIEEE MIET MOSA, Lecturer, Terahertz & Quasi Optics Research Unit Manager, Department of Electronic	www.qmul.ac.uk Information for Erasmus+ students: https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-beyond-europe-icm/ Directory of Modules: www.qmul.ac.uk/modules Information for Erasmus+ staff:

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.

		<p>Engineering, School of Electronic Engineering and Computer Science, r.dubrovka@qmul.ac.uk, +44 (0)20 7882 5345</p> <p>Global Opportunities Office Mile End Road London E1 4NS, UK</p>	<p>https://www.qmul.ac.uk/international/global-opportunities/erasmus-staff-mobility/incoming-staff/</p> <p>Academic link: http://www.eecs.qmul.ac.uk/</p>
<p>National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" (Igor Sikorsky KPI) / Ukraine</p>	<p>Kyiv (PIC: 998145715)</p>	<p>Olesia Lubianova Head of Academic Mobility Office, o.lubianova@kpi.ua, +38 044 204 99 55</p> <p>37, Peremohy Ave. 31 building, office 1-14 Kyiv 03056, Ukraine</p>	<p>Institutional: http://kpi.ua/en</p> <p>International: http://mobilnist.kpi.ua</p> <p>Incoming links: http://mobilnist.kpi.ua/en/information-for-incoming/</p>
		<p>Dr. Oleksandr Sushko, Assistant at Department of Theoretical Foundations of Radioengineering, o.sushko@kpi.ua; o.y.sushko@gmail.com, +38 050 238 34 99</p> <p>Radioengineering Faculty Igor Sikorsky Kyiv Polytechnic Institute 12, Polytechnichna Str., 17 building, office 3-25 Kyiv 03056, Ukraine</p> <p>National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" (Igor Sikorsky KPI) 37 Peremohy Avenue, Kyiv 03056 Ukraine</p>	<p>Outgoing links: http://mobilnist.kpi.ua/</p> <p>Departmental links: http://fel.kpi.ua http://rtf.kpi.ua/en/</p>

B. Mobility numbers²

The mobility numbers below are for the duration of the project: 01 June 2018 – 31 July 2020. Participants may attend the partner for longer, yet the Erasmus+ grant will only cover the duration below.

Student Mobility for Study

FROM [Erasmus code or city of the sending institution]	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]**	Total number of students / months
UK LONDON031	Kyiv	0610	Information and Communication Technologies (ICTs)	3 rd	1 x 3 months (=3 months in total)
Kyiv	UK LONDON031	0610	Information and Communication Technologies (ICTs)	3 rd	1 x 3 months (=3 months in total)

Staff Mobility

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code* [ISCED]	Subject area name*	Total number of staff / days	
				For Teaching (STA) [minimum duration: 5 days with 8 hours of teaching]	For Training (STT) [minimum duration: 5 days]
UK LONDON031	Kyiv	0610	Information and Communication Technologies (ICTs)	2 x 5 days (+2 travel days) (=10 days in total + 4 travel days)	N/A
Kyiv	UK LONDON031	0610	Information and Communication Technologies (ICTs)	2 x 5 days (+2 travel days) (=10 days in total + 4 travel days)	N/A

* http://ec.europa.eu/education/tools/isced-f_en.htm

** **Study cycle:** Short cycle (EQF level 5) / 1st = Bachelor or equivalent first cycle (EQF level 6) / 2nd = Master or equivalent second cycle (EQF level 7) / 3rd = Doctorate or equivalent third cycle (EQF level 8).

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://uis.unesco.org/en/topic/international-standard-classification-education-isced>)

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching
UK LONDON031	0610 - Information and Communication Technologies (ICTs)	English	-	3 rd cycle: C1 IELTS: 6.5 overall, 6.0W	B2
Kyiv	0610 - Information and Communication Technologies (ICTs)	Ukrainian/ Russian	English	B2	B2

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

<http://www.qmul.ac.uk/international/international-students/englishlanguage/requirements/guidelines/index.html>

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country**⁴ 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.

QMUL's charter can be found here: <https://www.qmul.ac.uk/international/global-opportunities/media/global-opportunities/arrivalsx2fincoming-images/Erasmus-Charter-for-Higher-Education-2014-2020.pdf>.

As outlined in detail in Annex III, 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.

³ See Common European Framework of Reference for Languages

⁴ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Full list available here: <https://www.erasmusplus.org.uk/participating-countries>.

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 and the mobile participants. Adherence to the Learning Agreement will assure that the student receives full credit recognition for successful studies at the receiving HEI. In the case of third cycle students, a report from the receiving HEI supervisor will be submitted.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing 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 outgoing 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 section "G. Information, 3. Insurance" of the present agreement for contact details, as well as the Grant Agreement (Annex IIa/b), article 5 – Insurance for full information.
- 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 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. Additional requirements

UK LONDON031

QMUL will make all Erasmus+ grant payments directly to the selected participants. If the grant recipient fails to meet the obligatory requirements of the mobility, they will be required to return any ineligible grant amount to QMUL, as per the terms of the individual grant agreement. QMUL will contact the grant recipient's home institution to take any action that may be required to enforce this. The partner institution shall remain liable to repay QMUL should the selected individual fail to comply. See Annex I for details on the regulations and procedures concerning the grant payments.

Incoming students will be treated as full members of QMUL and will be granted the same access as home students to QMUL facilities.

QMUL will make every effort to integrate incoming students into British student life by placing them in classes and small group tutorials with home students. Incoming students at QMUL will be expected to take their modules within the School owning the inter-institutional agreement. Undergraduate level students cannot take postgraduate level modules and vice versa.

QMUL is committed to equality and diversity in its student and staff bodies and welcomes participants without discrimination to ethnic background, religious affiliation or lack thereof, sexual orientation, gender, or disadvantage (<http://www.hr.qmul.ac.uk/equality>).

Participants have access to the Disability and Dyslexia Service (DDS), which offers support for all persons at QMUL with disabilities, specific learning difficulties and mental health issues. QMUL is committed to ensuring that all of its facilities are fully accessible (<http://www.dds.qmul.ac.uk>) (<http://www.disabledgo.com/organisations/queen-mary-university-of-london>).

Each institution agrees not to use the other's logos, trademarks or Intellectual Property without the express written consent of the other. In circumstances where this material is to be published in a language other than English, the institutions warrant that all translations are accurate and complete.

Both institutions agree that they will comply with all applicable laws and policies relating to Anti-corruption and Anti-bribery in the performance of their obligations in this Agreement. To this end both institutions will exchange copies of applicable laws, statutes, and regulations of any institutional policies relating to Anti-corruption and Anti-bribery.

Kyiv

Igor Sikorsky KPI will make every effort to integrate incoming students into university's student life. Incoming students at Igor Sikorsky KPI will be expected to take their modules within the department's curriculum and the inter-institutional agreement.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term*	Spring term*
UK LONDON031	The academic calendar can be found at: http://www.qmul.ac.uk/about/calendar	
	Term 1: Mid-September to mid-December (includes assessments) <u>Application deadline:</u> 1 May	Term 2: beginning of January to beginning of June (includes revision and examination periods) <u>Application deadline:</u> 1 October
	<u>Application instructions:</u> Nominated students will be asked to complete an online application form.	
Kyiv	The academic calendar can be found at: http://mobilnist.kpi.ua/en/academic-calendar/	
	31st May	31st October
	<u>Application instructions:</u> For outgoing students: http://mobilnist.kpi.ua/en/processing-documents-procedure/ For incoming students: http://mobilnist.kpi.ua/en/information-for-incoming/#admission	

**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 4-6 weeks⁵ after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁵ QMUL: Following examination boards that meet mid-February/mid-July, QMUL will issue transcripts the following week.

G. Information

1. Grading systems of the institutions

UK LONDON031

Please consult the following link for details on QMUL's undergraduate and postgraduate marking schemes: <http://www.arcs.qmul.ac.uk/students/graduation/understanding-your-transcript>

Kyiv

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 graded according to 6-grade system: excellent, very good, good, satisfactory, sufficient, unsatisfactory/fail. Grading Scale is presented below.

In accordance with Performance Appraisal Rating System Regulation at Igor Sikorsky KPI 100 – point grading scale is confirmed.

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

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 (additional work is required). In case of "Unsatisfactory" student is required to retake the exam.

Mark	ECTS grade	National grade (exam/grading test)
Less than 60	Fx - Unsatisfactory	Unsatisfactory
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 KPI's 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 KPI is recognized and approved.

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Where required, the cost of visas is to be borne by the participant, as one of the costs to be covered by the individual support grant (see Grant Agreement [Annex IIa/b], article 3.8).

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
UK LONDON031	Advice and Counselling Service http://www.welfare.qmul.ac.uk/contact	http://www.welfare.qmul.ac.uk/international/immigration
Kyiv	Center of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/vstup/poivuchit-priqlashenie.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 outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Where required, the cost of complementary insurance taken out by participant is to be borne by the participant, as one of the costs to be covered by the individual support grant (see Grant Agreement [Annex IIa/b], article 5 – Insurance).

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	Website for information
UK LONDON031	Colleen Ann Jaycox c.jaycox@qmul.ac.uk +44 (0)20 7882 5428	https://www.qmul.ac.uk/international/global-opportunities/incoming-students/erasmus-beyond-europe-icm/
Kyiv	Center of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/kampus/medicinskoe-obslyuzhivanie.html

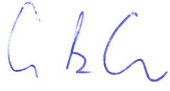


4. Housing

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	Website for information
UK LONDON031	Erasmus+ ICM exchange students are eligible to apply for QMUL accommodation and are strongly encouraged to apply before 31 May to have maximum chances of securing QMUL accommodation. QMUL also assists and provides guidance for alternative accommodation. residences@qmul.ac.uk	http://www.residences.qmul.ac.uk/
Kyiv	Center of International Education e-mail: cmo-nabor@kpi.ua	http://istudent.kpi.ua/en/kampus/prozhivanie.html

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date & Signature ⁶
UK LONDON031	Professor Colin Grant Vice Principal (International)	 13.09.18
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" (Igor Sikorsky KPI), Kyiv	Prof. Petro Kyrychok The Vice-Rector of Students' Affairs	06.09.2018  

⁶ Scanned signatures are standard practice and preferred by both QMUL and the European Commission.