



Erasmus+

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

**Inter-institutional¹ agreement 2019-22²
between institutions from
Programme and Partner Countries³**

[Minimum requirements]⁴

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 higher education institutions

Full name of the Institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Fachhochschule Dortmund	D Dortmun02	Institutional coordinator, <u>Bilateral Agreements,</u> <u>Outgoing Student and Staff, Incoming staff</u> <u>Contact Person</u>	www.fh-dortmund.de

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 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

		<p>Dagmar Hösch, International Office, Sonnenstr. 96-100, D- 44139 Dortmund, Phone: +49-231-9112-217 (Fax: - 795), e-mail: Dagmar.Hoesch@fh-dortmund.de</p> <p><u>Incoming Master Student Mobility Contact Person</u> N.N., International Office, Sonnenstr. 96- 100, D - 44139 Dortmund, Phone: +49- 231-9112-8130 (Fax: - 795), e-mail: exchange-students@fh-dortmund.de</p> <p><u>Departmental Coordinator Faculty of Computer Science:</u> Prof. Dr. Christian Reimann, Emil-Figge-Str. 42, D - 44227 Dortmund, phone: ++49-231-755-6786, e-mail: christian.reimann@fh-dortmund.de</p> <p><u>Departmental Coordinator Faculty of Business Studies:</u> Prof. Dr. André Dechange, Emil-Figge- Str. 44, D - 44227 Dortmund, phone: ++49-231-755- 8958, e-mail: andre.dechange@fh-dortmund.de</p>	
Kyiv National University of Construction and Architecture, Ukraine	Kyiv	<p>Head of International Relations Department <u>Bilateral Agreements, Outgoing Student and Staff, Incoming staff</u> Contact Person</p>	<p>http://www.knuba.edu.ua/?page_id=2875</p>

		<p>Vasyl Shchyk 03037 Ukraine, Kyiv, Povitroflotskyi, 31, office 232 Phone/Fax: +38(044) 248-49-01, e-mail: knubavmz@ukr.net</p> <p>Academic coordinator The heard of Project Management Department Prof. Sergey Bushuyev 03037 Ukraine, Kyiv, Povitroflotskyi, 31, office 139 (141) Phone/Fax: +38(044) 245-48-57, e-mail: naidon.am@knuba.edu.u a</p> <p>Departmental Coordinator Project Management Academic Department: Dr. Olena Verenysh 03037 Ukraine, Kyiv, Povitroflotskyi, 31, office 141 Phone/Fax: +38(044) 245-48-57, e-mail: verenysh@ukr.net</p>	<p>http://www.knuba.edu.ua/?page_id=51664</p>
--	--	--	--

B. Mobility numbers⁷ for the whole project duration

[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 no later than the end of January in the preceding academic year.]

FROM	TO	Subject area	Subject area name	Study cycle	Number of student mobility periods
------	----	--------------	-------------------	-------------	------------------------------------

⁷ 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>)

[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	code * [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
Kyiv National University of Construction and Architecture, Kiev	D DORTMUN 02	0610	Information and Communication Technologies	2 nd	1* 5 months	n/a
		0710	Engineering and engineering trends	2 nd		
		0410	Business and Administration	2 nd		
D DORTMU N02	Kyiv National University of Construction and Architecture, Kiev	0610	Information and Communication Technologies	2 nd	2* 5 months	n/a
		0710	Engineering and engineering trends	2 nd		
		0410	Business and Administration	2 nd		

[*Optional: subject area code & name and study cycle are optional.]

FROM	TO	Subject area	Subject area name	Number of staff mobility periods
------	----	--------------	-------------------	----------------------------------

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	code * [ISCED]	*	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
Kyiv National University of Construction and Architecture, Kiev	D DORTMUNO 2	0610	Information and Communication Technologies	3 * 8 days	2 * 8 days
		0710	Engineering and engineering trends		
		0410	Business and Administration		
D DORTMUNO 2	Kyiv National University of Construction and Architecture, Kiev	0610	Information and Communication Technologies	2 * 8 days	n/a
		0710	Engineering and engineering trends		
		0410	Business and Administration		

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 ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D DORTMUN02		English		B2	B2
Kyiv National University of Construction and Architecture, Kyiv			English	B2	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: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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,

⁸ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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. Additional requirements

D DORTMUN02

Application procedure and documents to be send by Post or e-mail please find here:
www.fh-dortmund.de/exchange_students/

Kyiv National University of Construction and Architecture

Application procedure and documents to be send by Post or e-mail please find here:
http://www.knuba.edu.ua/?page_id=2875

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
D DORTMUN02	May, 15 th	November, 15 th
Kyiv National University of Construction and Architecture, Kyiv	May, 15 th	November, 15 th

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

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

This agreement will take effect in winter semester **2019/20** being valid for a period of **3** years.

Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities. Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay.

II. Termination of the agreement will not be penalised.

"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

FACHHOCHSCHULE DORTMUND: The results obtained by the student in each of the subjects will be graded according to the following numerical scale. This grading scheme in Germany usually comprises five levels with numerical equivalents. The minimum passing grade is "ausreichend" (sufficient).

1,0 - 1,5 (sehr gut = very good)
1,6 - 2,5 (gut = good)
2,6 - 3,5 (befriedigend = satisfactory)
3,6 - 4,0 (ausreichend = sufficient)
4,5 - up (nicht bestanden = fail)

One Semester: 30 ECTS credits

one full academic year: 60 ECTS credits

Kyiv National University of Construction and Architecture, Kyiv: The results obtained by the student in each of the subjects will be graded according to the following numerical scale. This grading scheme in Ukraine usually comprises seven levels with numerical equivalents. The minimum passing grade is "зараховано" (passed).

TOTAL GRADE POINTS	EVALUATING LEARNING ACCORDING TO ECTS	EVALUATING LEARNING ACCORDING TO THE NATIONAL SCALE ОЦІНКА	
		final exam	pass-fail exam
90-100	A	excellent	passed
82-89	B	good	
74-81	C		
64-73	D		
60-63	E	adequate	
35-59	FX	inadequate	not pass
1-34	F		

One Semester: 30 ECTS credits

one full academic year: 60 ECTS credits

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 (email, phone)	Website for information
D DORTMUN02	International Office at FH Dortmund e-mail : Exchange-students@fh-dortmund.de	http://www.fh-dortmund.de/exchange_students/
Kyiv National University of Construction and Architecture, Kyiv	International Relations Department e-mail: knubavmz@ukr.net	http://www.knuba.edu.ua/?page_id=2875

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 (email, phone)	Website for information
D DORTMUN02	International Office at FH Dortmund e-mail : Exchange-students@fh-dortmund.de	http://www.fh-dortmund.de/exchange_students/
Kyiv National University of Construction and Architecture, Kyiv	International Relations Department e-mail: knubavmz@ukr.net	http://www.knuba.edu.ua/?page_id=2875

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 (email, phone)	Website for information
D DORTMUN02	International Office at FH Dortmund e-mail : Exchange-students@fh-dortmund.de	http://www.fh-dortmund.de/exchange_students/
Kyiv National University of Construction and Architecture, Kyiv	International Relations Department e-mail: knubavmz@ukr.net	http://www.knuba.edu.ua/?page_id=2875

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
D DORTMUN02	Dipl.-Betriebswirtin Dagmar Hösch, Institutional Erasmus Coordinator	28.10.19	
Kyiv National University of Construction and Architecture, Kyiv	Petro Kulikov, Rector	22.10.2019	 

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

10/10/10