



Co-funded by the
Erasmus+ Programme
of the European Union



Erasmus+ Programme

Key Action 1

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

Inter-institutional agreement 2020-2023 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 organization 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	Contact details (email, phone)	Website
UNIVERSIDAD POLITÉCNICA DE MADRID/ SPAIN	E MADRID05	Prof. Alberto Almendra. Erasmus Institutional Coordinator. c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. +34 91 0670365. erasmus.ka107@upm.es	www.upm.es https://drive.upm.es/index.php/s/LcZAoNT0NP28QzQ
NATIONAL UNIVERSITY ZAPORIZHZHYA POLYTECHNIC/ UKRAINE	ZAPORIZHZHYA	Institutional and Academic Coordinator: Prof. Galyna Tabunshchik galina.tabunshchik@gmail.com Tel +38 0617698267 Incoming and Outgoing Student Mobility Contact Person Leading Specialist of international department: Larysa Duiko interdep@zntu.edu.ua Tel/fax: +38 061 224 42 37 Zhukovskogo Str, 64 Zaporizhzhia, 69063, Ukraine	http://zp.edu.ua/

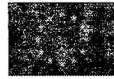
B. Mobility numbers per academic year

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.

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods
					Student Mobility for Studies or internships [total number of months of the study periods or average duration*]



POLITECNICA



Co-funded by the
Erasmus+ Programme
of the European Union



ZAPORIZHZHYA	E MADRID05	0600	Information and Communication Technologies (ICTs)	1 st , 2 nd & 3 rd	3*5=15 Months
		0700	Engineering, manufacturing and construction		
		0800	Agriculture, forestry, fisheries and veterinary		
E MADRID05	ZAPORIZHZHYA	0600	Information and Communication Technologies (ICTs)	1 ^o , 2 ^o ó 3 ^o	2*5=10 Months
		0700	Engineering, manufacturing and construction		
		0800	Agriculture, forestry, fisheries and veterinary		

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods
				Staff Mobility for Teaching/Training <i>[total number of days of the teaching/training periods or average duration*]</i>
ZAPORIZHZHYA	E MADRID05	0600	Information and Communication Technologies (ICTs)	4*5=20 Days
		0700	Engineering, manufacturing and construction	
		0800	Agriculture, forestry, fisheries and veterinary	
E MADRID05	ZAPORIZHZHYA	0600	Information and Communication Technologies (ICTs)	2*5=10 Days
		0700	Engineering, manufacturing and construction	
		0800	Agriculture, forestry, fisheries and veterinary	

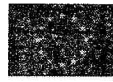
C. Recommended language skills

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	Main language of instruction	Additional language of instruction	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
E MADRID05	Spanish	English	B1	B2



POLITECNICA



Co-funded by the
Erasmus+ Programme
of the European Union



ZAPORIZHZHY A	Ukrainian	English	B1	B2
------------------	-----------	---------	----	----

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_he_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 organizational 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

- ✓ Institutions signing this agreement will be responsible for the selection of their students and staff that will carry out mobility at the other institution.
- ✓ Signing institutions will appoint a committee of experts for the selection of candidates.
- ✓ Both institutions, UPM and ZNTU will issue a letter of acceptance for their Incoming candidates in the first two weeks after selection.
- ✓ Scholarship agreements with all details of payment and implementation of mobility will be signed between UPM and each beneficiary.
- ✓ EU establishes study periods from 3 to 12 months (between 2 and 12 months for internships). However, the awarded maximum financing of mobility for students has been for five months. ZNTU's students will receive an amount of €850 per month + a grant for the round trip ticket according to the distance between ZAPORIZHZHYA and Madrid.
- ✓ EU establishes study periods from 3 to 12 months (between 2 and 12 months for internships). However, the awarded maximum financing of mobility for UPM's students has been for five months. UPM's students will receive an amount of €700 per month + a grant for the round trip ticket according to the distance between Madrid and ZAPORIZHZHYA.
- ✓ EU establishes staff mobility duration from 5 days to 2 months, but the awarded maximum financing of mobility for staff has been for five days of activity + two travel days. ZNTU's staff will receive an amount of €160 per day + a grant for the round trip ticket according to the distance between ZAPORIZHZHYA and Madrid.
- ✓ EU establishes staff mobility duration from 5 days to 2 months, but the awarded maximum financing of mobility for staff has been for five days of activity + two travel days. UPM's staff will receive an amount of €180 per day + a grant for the round trip ticket according to the distance between Madrid and ZAPORIZHZHYA.
- ✓ UPM will be responsible for the payment of the grants for individual support and travel expenses for both IN and OUT beneficiaries.
- ✓ Learning agreement and transcript of records will be used as credits' recognition tools.

UPM

<http://www.upm.es/institucional/UPM/CompromisoSocial/UnidadAtencionDiscapacidad>

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

NATIONAL UNIVERSITY ZAPORIZHZHYA POLYTECHNIC

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
E MADRID05	May	November
ZAPORIZHZHYA	15 May	15 November

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

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 2021 will only take effect as of 1 September 2021+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

E MADRID05 grading system:

The Spanish grading system is a numerical system from 0 to 10. A minimum grade of 5 is required to pass a subject. Students are required to pass a final written or oral exam in order to pass most subjects. Students who fail an end-of-semester exam will have the chance to resit the exam in the deferred/referred examination session (June-July).

Grade	Definition
9.0– 10	Excellent
7.0 – 8.9	Very good
5.0 – 6.9	Pass
0 – 4.9	Fail

ECTS Grading System

Under the ECTS credit system, student outcomes are accredited by a letter grade. Students are graded on a statistical basis.

Grade	Cumulative %	Definition
A	10	outstanding performance without errors
B	35	above the average standard but with minor errors
C	65	generally sound work with some errors
D	90	fair but with significant shortcomings

E	~100	performance meets the minimum criteria
FX		Fail – some more work required before the credit can be awarded
F		Fail – considerable further work is required

ZAPORIZHZHYA grading system:

National University Zaporizhzhya Polytechnic		ECTS	
Grade	Grade	Predicate	
5	A	Very Good	
4	B	Better than good	
4	C	Good	
3	D	Better than satisfactory	
3	E	Satisfactory	
2	F	Unsatisfactory / Fail	
Zal / Pass	Participation; i.e. the student has successfully and regularly attended the course.		

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	Contact details (e-mail, phone)	Website for information
E MADRID 05	Dolores Ajates Eva Fuentes Rosa Maldonado erasmus.ka107@upm.es +34910670365	http://www.upm.es/internacional/Students/Student%20Attention
ZAPORIZHZHYA	Leading Specialist of international department: Larysa Duiko interdep@zntu.edu.ua Tel./Fax +38 061 2244237 Tel. +38 061 7698223	https://zp.edu.ua/international-students-zntu

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	Contact details (e-mail, phone)	Website for information
E MADRID 05	Dolores Ajates Eva Fuentes Rosa Maldonado erasmus.ka107@upm.es	https://oncampus.es/en/
ZAPORIZHZHYA	Leading Specialist of international department: Larysa Duiko interdep@zntu.edu.ua Tel./Fax +38 061 2244237 Tel. +38 061 7698223	https://zp.edu.ua/international-students-zntu

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	Contact details (e-mail, phone)	Website for information
E MADRID 05	Dolores Ajates Eva Fuentes Rosa Maldonado erasmus.ka107@upm.es	https://drive.upm.es/index.php/s/Zxy9euaL5BdWjmT
ZAPORIZHZHYA	Leading Specialist of international department: Larysa Duiko interdep@zntu.edu.ua Tel./Fax +38 061 2244237 Tel. +38 061 7698223	https://zp.edu.ua/international-students-zntu

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
E MADRID 05	Prof. Alberto Almendra Erasmus Institutional Coordinator		
ZAPORIZHZHYA	Vice Rector for scientific activity and international relationship Dr.Sc. Prof. Valeriy Naumyk	31.05.2021	