Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme and third countries not associated to the Programme

The institutions[1] named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2023-2026 in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

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[1] Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:
- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

[2] https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

[3] https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[4] https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city[5]	Contact details [6] (email, phone)	Websites
UNIVERSIDAD POLITÉCNICA DE MADRID	E MADRID 05	Alberto Almendra erasmus.ka107@upm.es +34 910 670 365	General: www.upm.es Faculty/faculties: https://www.upm.es/internacional/UPM/Centres Course catalogue: https://short.upm.es/xtmz0
National University Zaporizhzhia Polytechnic/Ukraine	ZAPORIZHZHYA	Institutional and Academic Coordinator: Prof. Galyna Tabunshchyk 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	General: http://www.zp.edu.ua Faculty/faculties: https://zp.edu.ua/structure-university Course catalogue: https://zp.edu.ua/uploads/National_University_Zaporizhzhia_Polytechnic.pdf

[5] Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

[6] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	**TO** [Erasmus code or city of the receiving institution]	***Subject area*** **ISCED CODE**[7] ***(optional)***	***Subject area*** **NAME** ***(optional)***	***Study cycle*** **[short cycle, 1st , 2nd or 3rd] (optional)**	Number of mobility periods			
					Student Mobility *[Specify here total number of students]*	***Student Mobility*** *[Specify here total number of months]*	***Staff Mobility*** *[Specify here total number of staff]*	***Staff Mobility*** *[Specify here total number of days]*
ZAPORIZHZHIA	E MADRID 05	0600	Subject areas appendix	1st/2nd/3rd	2	2*5=10	8	8*5=40
		0700						
		0800						
		0700						
		0800						

Optional additional information
e.g. blended mobility, etc.

3. 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[8] at the start of the mobility period (see also section 5 “Preparation and Support”).

			Recommended level

[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

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

Receiving institution **[Erasmus code or city]**	**Language of instruction 1**	**Language of instruction 2**	Student Mobility [*Minimum recommended level in at least one of the languages: B1*]	Staff Mobility [*Minimum recommended level in at least one of the languages for teaching: B2*]
E MADRID 05	Spanish	English	B1	B2
ZAPORIZHZHIA	Ukrainian	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organization or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	**Priority Objectives**
The organizational support funds will be used by the coordinating organization in order to cover some student expenses, such as visa fees, insurance, Spanish language courses, and even the costs of travel if beneficiaries need to travel to another city in order to obtain their visa.	To involve the partner country institution
	To avoid extra expenses to the incoming beneficiaries
	To facilitate all required arrangements for the mobility by beneficiaries

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.

- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline[9]
E MADRID05	Winter Term: from. September to January Spring Term: from February to June	May 15 November 15
ZAPORIZHZHIA	Winter Term: 1 September – 31 January Spring Term: 1 February – 31 June	Winter Term: May 15th Spring Term: October 31st

The receiving institution will send its decision within [2] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	**Contact details (email, phone)**	**Website for information**
E MADRID05	Erasmus.ka107@upm.es	International Students
ZAPORIZHZHIA	interdep@zp.edu.ua	https://zp.edu.ua/?q=node/190

[9] Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Selection criteria		
Requirement	**Details**	**Website for information (optional)**
Academic requirements	For EQF 6 mobility: transcript of records + EQF 6 registration proof For EQF 7 mobility: EQF6 degree + EQF 7 registration proof For PhD mobility: registration proof + work plan proposal approved by a prospective supervisor at host university.	International Students
CV	CVs will be required for PhD, recent graduates and staff.	International Students
Motivation letter	Required for students of all levels.	International Students
Inclusion measures[10]	Home institutions will strongly encourage participants with fewer opportunities (economic, social, cultural, geographical, health reasons, migrant background or disability or educational difficulties or any other reason that could give rise to discrimination) to apply for an E+ KA171 scholarship. UPM will rely on the mechanisms offered by E+ programme to support the inclusion of these beneficiaries.	Universidad Politécnica de Madrid (upm.es) Atención al Refugiado (upm.es)
Other	Whenever possible, participants with fewer opportunities will submit proof of belonging to any of the above targeted groups.	

[10] You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus+ Student Charter*[11].
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

[11] The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E MADRID05	Erasmus.ka107@upm.es +34 669 018 340	International Students
Language Support			International Students
Visa			International Students
Insurance			International Students
Inclusion of participants with fewer opportunities			Universidad Politécnica de Madrid (upm.es) Atención al Refugiado (upm.es) Universidad Politécnica de Madrid (upm.es)
Mentoring			International Students
Grant payments			International Students

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	ZAPORIZHZHIA	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-national-university-zaporizhzhia-polytechnic
Language Support			
Visa			https://zp.edu.ua/international-students-national-university-zaporizhzhia-polytechnic Ukrainian Ministry of Foreign Affairs: http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners
Insurance			
Inclusion of participants with fewer opportunities			
Mentoring			

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

  - The host university will provide a Transcript of Records in English and/or in the home university language. The home university will recognize the courses or activities as specified in the learning agreement in the academic file of the student.
  - For PhD students, the recognition can consist of the recognition of the merit of a research stay abroad. At UPM will be mention at their PhD diploma as International Doctorate.

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
  - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
  - 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.
  - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide[12]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

<table>
<tr><th>Institution
[Erasmus code or city]</th><th>EGRACONS
[If applicable]</th><th>Website for information</th></tr>
<tr><td>E MADRID05</td><td>N/A</td><td>In case UPM sends PhD students to ZAPORIZHZHYA NATIONAL TECHNICAL UNIVERSITY, they would be students who do not need credit recognition as they will carry out research mobilities. The recognition would be the mention of international doctorate in their doctoral degree.
<table>
<tr><th>Grade</th><th>Cumulative %</th><th>Definition</th></tr>
<tr><td>A</td><td>10</td><td>outstanding performance without errors</td></tr>
<tr><td>B</td><td>35</td><td>above the average standard but with minor errors</td></tr>
<tr><td>C</td><td>65</td><td>generally sound work with some errors</td></tr>
<tr><td>D</td><td>90</td><td>fair but with significant shortcomings</td></tr>
<tr><td>E</td><td>~100</td><td>performance meets the minimum criteria</td></tr>
<tr><td>FX</td><td></td><td>Fail – some more work required before the credit can be awarded</td></tr>
<tr><td>F</td><td></td><td>Fail – considerable further work is required</td></tr>
</table></td></tr>
<tr><td>ZAPORIZHZHIA</td><td></td><td>The results obtained by the student in each of the subjects will be graded according to the following numerical scale. The minimum passing grade is sufficient
90- 100 A excellent
The results obtained by the student in each of the subjects will be graded according to the following numerical scale. The minimum passing grade is sufficient
90- 100 A excellent
85-89 B good
75-84 C good
70-74 D sufficient</td></tr>
</table>

[12] The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

		60-69 E sufficient 35-59 FX fail 1-34 F fail

9. Any other information regarding the terms of the agreement (optional)

- ✓ 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 ZAPORIZHZHYA 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 2 to 12 months. However, the awarded maximum financing of mobility for students has been for five months. ZAPORIZHZHYA 's students will receive an amount of €850 per month + a grant for the round trip ticket according to the distance between Zaporizhzhia 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. ZAPORIZHZHYA's staff will receive an amount of €160 per day + a grant for the round trip ticket according to the distance between Zaporizhzhia 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 Zaporizhzhia.
- ✓ 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.

10. 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 2023 will only take effect as of 1 September 2023+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."

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[13]
E MADRIDO5	Alberto Almendra Vice Rector Associate for Mobility and European Programmes		POLITÉCNICA Nombre de reconocimiento (DN): c=ES, o=UNIVERSIDAD POLITECNICA DE MADRID, ou=CERTIFICADO ELECTRONICO DE EMPLEADO PUBLICO, ou=RECTORADO B-VICERRECTORADO DE INTERNACIONALIZACION, serialNumber=IDCES-42826334N, sn=ALMENDRA SANCHEZ, givenName=ALBERTO, cn=ALMENDRA SANCHEZ ALBERTO - DNI 42826334N Fecha: 2024.04.22 12:32:00 +02'00'
ZAPORIZHZHIA	Valeriy Naumyk Vice Rector for scientific and Pedagogical Work and International Affairs, Dr. Sc. Prof.		

[13] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation