



Erasmus+ Programme

Key Action 1

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

Inter-institutional agreement 2014/15 – 2020/21 between programme countries

Minimum requirements

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 awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
National University of Food Technologies	KYIV NUFT	Institutional Coordinator: Ph.D Natalia Chepel Department of Milk and Dairy Products Technology Volodymyrska str.,68, 01601, Kyiv, Phone.: + 38 050 3514096, e-mail: natachepel@yandex.ru	http://www.nuft.edu.ua/
Universidad Rey Juan Carlos	E MADRID26	Institutional Coordinator: D. José M^a Alvarez Monzoncillo Vice-rector for Specific Degrees, Continuing Education, Post-graduate and International Affaires c/Tulipán s/n 28933 Móstoles (Madrid) Phone.: + 34 91 4889311, e-mail: vice.relacionesinternacionales@urjc.es	http://www.urjc.es/

B. Mobility numbers per 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.

Student mobility (SM):

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code* [ISCED]	Subject area name*	Study cycle [short cycle, 1 st , 2 nd or 3 rd]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
KYIV NUFT	E MADRID26	541	Food processing	1st	2 students x 5 months= 10	
E MADRID26	KYIV NUFT	541	Food processing	1st	2 students x 5 months= 10	

Staff mobility (ST):

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code* [ISCED] 313	Subject area name*	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training*
KYIV NUFT	E MADRID26	541	Food processing	1 teacher/5 days	
E MADRID26	KYIV NUFT	541	Food processing	1 teacher/5 days	

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	Subject area	Study cycle	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
					Student Mobility for Studies	Staff Mobility for Teaching
KYIV NUFT			Ukrainian	English	B1/B2	B2
E MADRID26			Spanish	English	B1/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. Additional requirements

KYIV NUFT:

E MADRID26:

Nominations via Moveon: https://www.moveonnet.eu/directory/institution/infos_for_students?id=ESMADRID26
to internacional.in@urjc.es

<http://www.urjc.es/estudios/grado/>

Infrastructure to welcome students and staff with disabilities:

<http://www.urjc.es/component/k2/1004-uad-discapacidad>

E. Calendar

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

Receiving institution [Erasmus code]		Autumn term* [month]	Spring term* [month]
KYIV NUFT	Nominations Applications	July 1 th July 10 th	October 1 th October 10 th
E MADRID26	Nominations Applications	May 15 th May 31 st	October 15 th October 31 st

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

2. The receiving institution will send its **decision** within [5] weeks.

3. A **Transcript of Records** will be issued by the receiving institution no later than [8] 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

The inter-institutional agreement may be amended by mutual 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.

F. Information

Grading systems of the institutions

KYIV NUFT

The institutional grading system at National University of Food Technologies is the following:

ECTS	Points	National scale	Characteristics
A	90-100	EXCELLENT	outstanding performance with minor mistakes
B	82-89	VERY GOOD	above the average standard but with some errors
C	74-81	GOOD	generally sound work with a number of notable errors
D	64-73	SATISFACTORY	performance meets the minimum criteria
E	60-63	PASSING GRADE	performance meets the minimum criteria
FX	35-59	LOW GRADE	performance does not meet the minimum criteria, student has opportunity to pass this course once more
F	1-34	FAIL	performance does not meet the minimum criteria, student should pass this course once more

E MADRID26:

http://www.urjc.es/relaciones_internacionales/erasmus_munde/archivos/Handbook_ing.pdf

Institutional grading system:

Numerical Mark	grading	ECTS
NP	NO PRESENTADO (NOT ATTENDANCE)	FX
0-4.9	SUSPENSO (SS)	FX
5.0-5.9	APROBADO (AP)	D
6.0-6.9	APROBADO (AP)	C
7.0-8.9	NOTABLE (NT)	B
9.0-10	SOBRESALIENTE (SB)	A
9.0-10	MAT. DE HONOR (MH)	A

ECTS Grade	%of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

1. 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]	Contact details (email, phone)	Website for information
KYIV NUFT	intrelation@doc.nuft.edu.ua Tel./fax +38 (044) 234-7354	http://nuft.edu.ua/page/view/erasmus
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/internacional/erasmus-y-movilidad

2. 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]	Contact details (email, phone)	Website for information
KYIV NUFT	intrelation@doc.nuft.edu.ua Tel./fax +38 (044) 234-7354	http://nuft.edu.ua/page/view/erasmus-health-insurance
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/internacional/erasmus-y-movilidad



3. 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]	Contact details (email, phone)	Website for information
KYIV NUFT	intrelation@doc.nuft.edu.ua Tel./fax +38 (044) 234-7354	http://nuft.edu.ua/page/view/erasmus
E MADRID26	Internacional.in@urjc.es +34 91 488 8308	http://www.urjc.es/internacional/erasmus-y-movilidad

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
KYIV NUFT	Dr. Prof. Iaroslav Zasiadko Vice-Rector for International Relations and Integration		
E MADRID26	D. Jose M^a Alvarez Monzoncillo Vice-rector for Specific Degrees, Continuing Education, Post-graduate and International Affaires		

¹Scanned signatures are accepted