

## Fact Sheet – International Credit Mobility

<b>Partner University:</b>	<b><u>National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”</u></b>
<b>Website:</b>	<a href="https://kpi.ua/">https://kpi.ua/</a> , <a href="https://mobilnist.kpi.ua/">https://mobilnist.kpi.ua/</a>
<b>Contact person at the International Office:</b>	<b>Olha Demydenko, Head of Academic Mobility Office</b>

### SELECTION PROCEDURE, CRITERIA, DEADLINES FOR APPLICATION

*Please list here your selection criteria for applicants (based on grading, recommendation, overall application etc.) as well as your application deadlines for different calls*

The process of participant’s selection for academic mobility programmes at the University is based on transparent criteria.

Applicants should meet minimal requirements of the host institution and successful candidates should meet the requirements set in the Selection Proceedings provided at website.

The main criteria for students are 1) high GPA (not less than 75 of 100); 2) Certificate of foreign language competence; 3) student’s scientific activity and achievements; 4) the planned Learning Agreement. The Learning Agreement is to be confirmed by the academic coordinator of the faculty/institute.

The main requirements to staff are 1) teacher's ranking (indicators of scientific and educational-methodological work for the previous academic year); 2) Staff Mobility Agreement; 3) Certificate in foreign language competence; 4) fact sheet (personal details); 5) support letter (or pre-acceptance letter if it is required).

The call is launched on the main website of Academic Mobility Office ([https://mobilnist.kpi.ua/main\\_eng/creditna-mobilnist-eng/](https://mobilnist.kpi.ua/main_eng/creditna-mobilnist-eng/)) and announced at Telegram channel (<https://t.me/kpimobility>) and the information is disseminated to departments, dean's offices, faculties, student board and in other social media (Facebook, Instagram).

### WEBSITE TO PUBLISH YOUR ERASMUS+ CALL

*Please share the link to the website, where you usually published open calls for Erasmus+*

<https://mobilnist.kpi.ua/>

### DOCUMENTS TO HAND IN WITH THE APPLICATION

*Please list the documents, that students have to hand in when applying for the Erasmus+ scholarship.*

The list of document for students are 1) application form; 2) copy of Transcript of Records; 3) Certificate of foreign language competence (minimum B2 level); 4) the planned Learning Agreement (LA is to be confirmed by the academic coordinator of the faculty/institute); 5) letter of support (if required); 6) student’s scientific activity and achievements; 7) passport.

**RECOGNITION PROCEDURE FOR CREDITS COMPLETED ABROAD**

*Please describe, if and how credits completed abroad are recognized at your university and who is in charge of recognition (International Office or the individual Departments).*

Since 2006 the system of credits (ECTS – European Credit Transfer and Accumulation System) has been adopted. The recognition and transfer of the obtained credits at Igor Sikorsky Kyiv Polytechnic Institute is performed on the basis of Learning Agreement signed by both universities' representative and academic mobility coordinators before the mobility and recognition is done upon the Transcript of Records provided by the host university. The confirmed LA guarantees the recognition of academic results after the mobility period. The results of the staff mobility are recognized as a part of annual university teacher's ranking and continuous professional development.

**DOCUMENTS TO HAND IN AFTER COMPLETING THE MOBILITY**

*Please list, if required, which documents students have to hand in after completing the mobility within the Erasmus+ programme.*

After returning from the study/language or scientific internship/internship student must bring the following documents to the Students' Academic Mobility Office: 1. Copy of the document proving the results of student's study/internship (Certificate, Diploma, Transcript of records) and the Report (in accordance with prescribed example); 2. Transport tickets or copy of the external passport with ID-page and pages with border passing marks on those dates you mentioned in your application form (dates of leaving and entering Ukraine); 3. For students participated in "Erasmus+" study programme - Completed and signed Learning Agreement.

Before the mobility – signed by you and academic mobility coordinator of your faculty/institute in Igor Sikorsky Kyiv Polytechnic Institute and by the receiving university.

During the mobility – if you changed some courses, this part of the Document must be also signed by three parties (you and academic mobility coordinator of your faculty/institute in Igor Sikorsky Kyiv Polytechnic Institute and by the receiving university).

After the mobility (Transcript of Records and Recognition at the Sending Institution) – this part must be filled and signed by academic mobility coordinator of your Faculty/Institute in Igor Sikorsky Kyiv Poly-technic Institute. Besides the signature, following information about academic mobility coordinator must be filled: surname and initials, position. This table should contain credit modules that have been transferred according the part "Before the mobility" and Transcript of Records (that should be also added to the documents package).