



**AGREEMENT OF CULTURAL AND DIRECT SCIENTIFIC COLLABORATION
BETWEEN
CENTRE FOR TRANSPORT AND LOGISTICS (CTL)
OF THE UNIVERSITY OF ROME "SAPIENZA"
AND
NATIONAL TRANSPORT UNIVERSITY IN KYIV**

Centre for Transport and Logistics (CTL) of the University of Rome "Sapienza", represented by the Director Prof. Gaetano Fusco and National Transport University represented by Rector Prof. Mykola Dmytrychenko, considering that the development of a cultural and direct scientific collaboration would be of mutual advantage to both Universities, agree to the following:

Article 1: Research and teaching collaboration in the fields of Transport and Logistics will be activated.

Such a collaboration will be effected on terms of equality and of reciprocal advantage, allowing the possibility of defining other research areas by mutual consent, in view, however of the possibilities available as well as of the experience acquired by the scholars of the Universities;

Article 2: In order to achieve the aims under Article 1, collaboration may be effected as follows:

- a) exchange of visit by experts;
- b) exchange of information, documentation and scientific publications;
- c) study meetings, seminars and courses on subject matters foreseen by the agreement;
- d) exchange of teachers for short period of teaching;
- e) exchange of students (undergraduate and post);
- f) drawing up of common study programmes aiming at joint degrees at all levels, recognized by both Institutions;

Article 3: For the realization of points outlined in article 2, the reciprocal exchange of scientific staff is foreseen.

The expenses are to be met by the Universities, according to reciprocity;

Article 4: The terms and duration of the collaboration as under Article 2 and the necessary data, will be communicated to the host University two months before the planned starting date of the visit;





Article 5: Each scholar involved in the agreement is personally responsible to apply for a personal medical coverage and insurance assistance during the period spent abroad;

Article 6: The agreement will be subjected to the approval of the competent offices and will come into force upon its stipulation.

The Director of Centre for Transport and Logistics of the University of Rome "Sapienza" and the Rector of National Transport University are charged with ascertaining the approval by the competent authorities;

Article 7: The present agreement will remain valid for 5 years. It may be renewed for same period upon request of one of the parties forwarded to the other party at least three months before expiry;

Article 8: The conventions falling under this present agreement foresee the resolution of possible controversies concerning the interpretation and the carrying out of the conventions signed by an Arbitration Board, free of charge, consisting of a member designated by each contracting party and by one chosen together.

Drawn up in two original copies in English being textually identical.

**The Director
of Centre for Transport and Logistics
(CTL) of Sapienza University of Rome**

Prof. Gaetano Fusco

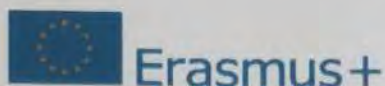
Date: 14 April 2021



**The Rector
of the National Transport University**

Prof. Mykola Dmytrychenko





HIGHER EDUCATION: STUDENT AND STAFF MOBILITY

Key Action 2 – Capacity Building in the field of higher education

Special Mobility Strand

Inter-institutional agreement 2018-2020

between

UNIVERSITY OF ROME TOR VERGATA

&

NATIONAL TRANSPORT UNIVERSITY

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 the higher education institutions

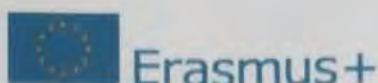
Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF ROME TOR VERGATA/ITALY	I ROMA02	The Rector Giuseppe Novelli Via Cracovia 50, 0133 Rome Erasmus+ Institutional Coordinator Gianfranco Tarquini Cracovia 50, 00133 Roma tarquini@uniroma2.it Coordinator of the SmaLog project Antonio Corni Via del politecnico, 1 00133 Roma Tel. +39.06.72597061 corni@uniroma2.it	web.uniroma2.it www.dii.uniroma2.it smalog.uniroma2.it



Erasmus+



		SmaLog Secretariat Coordinator Michela Carnevali University of Rome Tor Vergata Viale del Politecnico, 1 00133 Rome (Italy) Tel. +39.06.72597061 michela.carnevali@uniroma2.it	
National Transport University / Ukraine	Kyiv	The Rector Mykola Dmytrychenko Suvorova street, 1, Kiev, Ukraine, 01010 International Office Coordinator Oleksandr Hryshchuk Suvorova street, 1, Kiev, Ukraine, 01010 tel: +38 (044) 280-46-67 gryshchuk@ntu.edu.ua Coordinator of the SmaLog project Volodymyr Polishchuk Suvorova street, 1, Kiev, Ukraine, 01010 Tel. +380 67 209 54 99 tsbdr@ukr.net	www.ntu.edu.ua



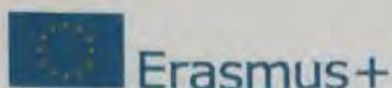
B. Mobility numbers¹ per academic year

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 [Erasmus code or city of the sending institution]	TO [Erasmus code or city 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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
NTU / Kyiv	I ROMA02		Smalog Subject	2 nd	2 students X 4 months: 8 months in total	
			Smalog Subject	2 nd		2 students X 2 month: in total 4 months

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
NTU / Kyiv	I ROMA02		Smalog Subject	2 teachers X 15 days: in total 30 days	
			Smalog Subject		2 teachers X 45 days: in total 90 days
IROMA02	NTU / Kyiv		Smalog Subject	2 teachers X 15 days: in total 30 days	

¹ 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>)



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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NTU / Kyiv	Any subject	Ukrainian	English	B1 English	B2 English
IROMA02	Any subject	Italian	English	B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Respect of fundamental principles and other mobility requirements

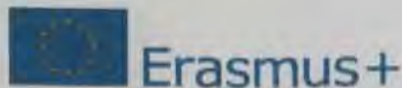
The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

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.

² 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>



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 is given recognition for the teaching and training activities undertaken during the mobility period, based on a mobility agreement.



Erasmus+



E. Any additional requirements

Both the higher education institutions screen the applicants for exchange to ensure that they meet the academic and language eligibility requirements of the host university. The relevant department at the host university reserves the right to make the final decision on the acceptance of each nominated student.

Pre-requisites

To participate in the Exchange Program students must have completed at least one year of academic study. The Home Institution will select students for the Exchange Program based on academic merit and cv. Both Institutions shall not discriminate against students on the basis of race, color, national origin, religion, sex, or sexual preference.

Selection criteria for students :

Selection criteria for students are academic merit, English language skills, willingness and appropriate attitude to studying and researching. Candidates with **fewer opportunities** and from **less advantaged socio-economic backgrounds** will have a preference.

Facilities for Students/Staff with Disabilities:

UNIVERSITY OF ROME TOR VERGATA and NATIONAL TRANSPORT UNIVERSITY offers academic support and orientation programs designed according to the specific needs of disabled students. Some buildings on campus are accessible for students or staff with serious mobility impairments.

Selection criteria for teachers

Assessment criteria of teachers will be based on high level of English language skills and professional background, including the academic performance of the candidate, relevant experience of teaching/researching, willingness and appropriate attitude to teaching students, motivation. Priority will give to teachers who going abroad for the first time.

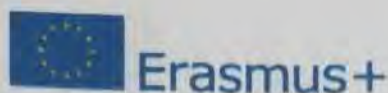
Enrollment Procedures

The Home Institution will provide the Host Institution with the following, for each Exchange Student, prior to their enrollment at the Host Institution:

- An official academic transcript.
- Learning agreement with the courses at the Host Institution
- Other relevant information, including known health problems, which might require special attention.

Exchange Students will be subject to the academic requirements and rules of conduct of the Host Institution.

The Host Institution may require that Exchange Students have sufficient knowledge of the language (A2/B1) required for their studies and research at the Host Institution. Each institution will make available to the other Institution information relevant to the Exchange Program, including application procedures and available courses.



The Host Institution may terminate the participation of an individual student in the Exchange Program, if the student violated the laws and regulations of the Host Institution. Before terminating a student's participation, the Host Institution will notify the Home Institution of its intention, and consult with the Liaison person of the Home Institution.

At the end of the Exchange Program the Host Institution will send an official transcript of records to the Home Institution regarding the courses and exams attended and passed at Host Institution.

The Host Institution will grade the Exchange Student's courses according to its grading system. The Home Institution may convert grades to its own grading system.

Credits successfully carried at the Host Institution will be fully transferable to the Home Institution, subject to the maximum limit on transfer credits allowed by the Home Institution and to the applicability of the courses taken to the student's study program at the Home Institution.

Orientation and Services for Exchange Students

UNIVERSITY OF ROME TOR VERGATA and NATIONAL TRANSPORT UNIVERSITY organizes a programme, which is based on the curriculum of Master programme "Smart transport and logistics for cities" and on Bachelor and Masters programmes at the UNITOV according to the similar outcomes, for welcoming incoming students providing with vital information on course registration, campus accommodation, health issues.

The Host Institution will facilitate the admission, academic experience, physical relocation and cultural orientation of Exchange Students. The Host Institution will provide Exchange Students with:

- Free access to all kind of courses provided by host university.
- Access to university facilities such as library, sport and Student Union facilities on terms similar to those of their own students.
- Academic and other advisory services.
- Assistance in securing housing in campus residence halls, where possible.
- Documents necessary for obtaining a visa.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term [month]	Spring term [month]
I ROMA02	June	November

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 [4] 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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 20XX will only take effect as of 1 September 20XX+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."]

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 2018 will only take effect as of 1 September 2019. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide³. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

PARTNER: UNIVERSITY OF ROME TOR VERGATA

[http://torvergata.llpmanager.it/incoming/docs/ITALIAN UNIVERSITY CREDITS SYSTEM.pdf](http://torvergata.llpmanager.it/incoming/docs/ITALIAN_UNIVERSITY_CREDITS_SYSTEM.pdf)

Letter Grade	Italian Grade	Description
A	30 and 30 cum laude	Excellent
B	27 to 29	Very Good
C	24 to 26	Good
D	21 to 23	Satisfactory
E	18 to 20	Sufficient
	Less than 18	Fail

³ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm



PARTNER: NATIONAL TRANSPORT UNIVERSITY

Percentage	Letter Grade	Grade Point
90-100	A	5
82-89	B	4.5
74-81	C	4
64-73	D	3.5
60-63	E	3
35-59	FX	2
0-34	F	1

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:

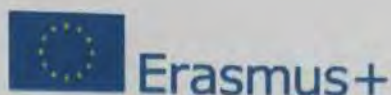
Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I ROMA02	michela.carnevali@uniroma2.it	
NTU / Kyiv	o.kunytska@gmail.com	http://www.ntu.edu.ua/ http://smalog.uniroma2.it

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
I ROMA02	michela.carnevali@uniroma2.it	
NTU / Kyiv	o.kunytska@gmail.com	http://www.ntu.edu.ua/ http://smalog.uniroma2.it



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
I ROMA02	The University has a limited number of dorm rooms on CAMPUSX for exchange students. The Erasmus in Campus Association provides for a central booking service in both private accommodations and in the "CAMPUSX" University Residence hall. Info and booking: http://www.campusxroma.it/ The Erasmus in Campus Association will send directly to all the incoming nominated students the housing form and general instructions to be follow (http://www.erasmusroma.eu) Please ask to the Erasmus in Campus Association for any help in finding a place to stay even in the private sector. Email: info@erasmusroma.eu. Other Housing Partners: https://housinganywhere.com/ https://www.uniplaces.com/it/ Students that want private accommodation in the centre of Rome should visit the following web sites as well: www.porta-portese.it (click on "Immobiliare") http://www.affittostudentiroma.it/ http://www.facebook.com/pages/Erasmus-Roma-TorVergata/190487857715663	
NTU / Kyiv	o.kunytska@gmail.com	http://www.ntu.edu.ua/ http://smalog.uniroma2.it



Term, Termination and Modification

The Exchange Program will begin in September 2018(month) of the 2018/2019 Academic Year. The Agreement will be in effect for five (5) years from the day of execution by both parties. 6 months prior to expiration, the parties will review the Agreement with the intent to renew it, as is or with modifications.

The Agreement may be terminated by either party with a written notice of intent to terminate given at least six months prior to termination. Commitments already in progress shall be fulfilled.

The Agreement may be modified by a written instrument signed by the Parties.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁴
I ROMA02	Gianfranco Tarquini Erasmus+ Institutional Coordinator	09/09/18	
NTU / Kyiv	Mykola Dmytrychenko The Rector	30/08/18	

⁴ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

HIGHER EDUCATION: STUDENT AND STAFF MOBILITY

Key Action 2 – Capacity Building in the field of higher education

Special Mobility Strand

Inter-institutional agreement 2018-2020

between

SILESIA UNIVERSITY OF TECHNOLOGY & NATIONAL TRANSPORT UNIVERSITY (KYIV, UKRAINE)

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 the higher education institutions

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
SILESIA UNIVERSITY OF TECHNOLOGY /POLAND	PL GLIWICE01	Coordinator for International Relations Prof. Aleksander Śladkowski ul. Krasińskiego 8, 40-019 Katowice, Poland Tel. +48 32 6034157 aleksander.sladkowski@polsl.pl	www.polsl.pl
National Transport University / Ukraine	Kyiv	The Rector Mykola Dmytrychenko Suvorova street, 1, Kyiv, Ukraine, 01010	www.ntu.edu.ua

		International Office Coordinator Oleksandr Hryshchuk Suvorova street, 1, Kyiv, Ukraine, 01010 tel: +38 (044) 280-46-67 gryshchuk@ntu.edu.ua Coordinator of the SmaLog project Volodymyr Polishchuk Suvorova street, 1, Kyiv, Ukraine, 01010 Tel. +380 67 209 54 99 tsbdr@ukr.net	
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B. Mobility numbers¹ 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 [Erasmus code or city of the sending institution]	TO [Erasmus code or city 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 *
NTU / Kyiv	PL GLIWICE01		SmaLog Subject	2 nd	2 students X 6 months	

¹ 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>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	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 *
NTU / Kyiv	PL GLIWICE01		Smalog Subject		2 teachers x 45 days: in total 90 days
PL GLIWICE01	NTU / Kyiv		Smalog Subject	2 teachers X 15 days: in total 30 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 [Erasmus code or city]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NTU / Kyiv	Any subject	Ukrainian	English	B1 English	B2 English
PL GLIWICE01	Any subject	Polish	English	B1 English B1 Polish	B2 English B2 Polish

For more details on the language of instruction recommendations, see the course catalogue of each institution.

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

² 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>

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 is given recognition for the teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

Both the higher education institutions screen the applicants for exchange to ensure that they meet the academic and language eligibility requirements of the host university. The relevant department at the host university reserves the right to make the final decision on the acceptance of each nominated student.

Pre-requisites

To participate in the Exchange Program students must have completed at least one year of academic study. The Home Institution will select students for the Exchange Program based on academic merit and cv. Both Institutions shall not discriminate against students on the basis of race, color, national origin, religion, sex, or sexual preference.

Selection criteria for students:

Selection criteria for students are academic merit, English language skills, willingness and appropriate attitude to studying and researching. Candidates with **fewer opportunities** and from **less advantaged socio-economic backgrounds** will have a preference.

Facilities for Students/Staff with Disabilities:

SILESIA UNIVERSITY OF TECHNOLOGY and NATIONAL TRANSPORT UNIVERSITY offer academic support and orientation programs designed according to the specific needs of disabled students. Some buildings on campus are accessible for students or staff with serious mobility impairments.

Selection criteria for teachers

Assessment criteria of teachers will be based on high level of English language skills and professional background, including the academic performance of the candidate, relevant experience of teaching/researching, willingness and appropriate attitude to teaching students, motivation. Priority will give to teachers who going abroad for the first time.

Enrollment Procedures

The Home Institution will provide the Host Institution with the following, for each Exchange Student, prior to their enrollment at the Host Institution:

- An official academic transcript.
- Learning agreement with the courses at the Host Institution



Erasmus+

- Other relevant information, including known health problems, which might require special attention.

Exchange Students will be subject to the academic requirements and rules of conduct of the Host Institution.

The Host Institution may require that Exchange Students have sufficient knowledge of the language (A2/B1) required for their studies and research at the Host Institution. Each institution will make available to the other Institution information relevant to the Exchange Program, including application procedures and available courses.

The Host Institution may terminate the participation of an individual student in the Exchange Program, if the student violated the laws and regulations of the Host Institution. Before terminating a student's participation, the Host Institution will notify the Home Institution of its intention, and consult with the Liaison person of the Home Institution.

At the end of the Exchange Program the Host Institution will send an official transcript of records to the Home Institution regarding the courses and exams attended and passed at Host Institution.

The Host Institution will grade the Exchange Student's courses according to its grading system. The Home Institution may convert grades to its own grading system.

Credits successfully carried at the Host Institution will be fully transferable to the Home Institution, subject to the maximum limit on transfer credits allowed by the Home Institution and to the applicability of the courses taken to the student's study program at the Home Institution.

Orientation and Services for Exchange Students

SILESIAN UNIVERSITY OF TECHNOLOGY (SUT) and NATIONAL TRANSPORT UNIVERSITY organize a programme, which is based on the curriculum of Master programme "Smart transport and logistics for cities" and on Bachelor and Master programmes at the SUT according to the similar outcomes, for welcoming incoming students providing with vital information on course registration.

The Host Institution will facilitate the admission, academic experience, physical relocation and cultural orientation of Exchange Students. The Host Institution will provide Exchange Students with:

- Free access to all kind of courses provided by host university.
- Access to university facilities such as library, sport and Student Union facilities on terms similar to those of their own students.
- Academic and other advisory services.
- Documents necessary for obtaining a visa.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term [month]	Spring term [month]
PL GLIWICE01	June	

- The receiving institution will send its decision within 4 weeks.
- A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
- Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 2018 will only take effect as of 1 September 2019. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide³. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

PARTNER:

SILESIA UNIVERSITY OF TECHNOLOGY

Letter Grade	Grade	Description
A	5.0	Very Good
B	4.5	Good Plus
C	4.0	Good
D	3.5	Satisfactory Plus
E	3.0	Satisfactory
F	2.0	Fail

³ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

PARTNER: NATIONAL TRANSPORT UNIVERSITY

Percentage	Letter Grade	Grade Point
90-100	A	5
82-89	B	4.5
74-81	C	4
64-73	D	3.5
60-63	E	3
35-59	FX	2
0-34	F	1

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
PL GLIWICE01	aleksander.sladkowski@polsl.pl Tel. +48 32 6034157	www.polsl.pl
NTU / Kyiv	o.kunytska@gmail.com Tel. +38 044 280 48 85	http://www.ntu.edu.ua/ http://smalog.uniroma2.it

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
PL GLIWICE01	aleksander.sladkowski@polsl.pl Tel. +48 32 6034157	www.polsl.pl
NTU / Kyiv	o.kunytska@gmail.com Tel. +38 044 280 48 85	http://www.ntu.edu.ua/ http://smalog.uniroma2.it

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
PL GLIWICE01	aleksander.sladkowski@polsl.pl Tel. +48 32 6034157	www.polsl.pl
NTU / Kyiv	o.kunytska@gmail.com Tel. +38 044 280 48 85	http://www.ntu.edu.ua/ http://smalog.uniroma2.it

Term, Termination and Modification

This agreement is the integral part of the ERASMUS+ project SmaLog (585832-EPP-1-2017-IT-EPPKA2-CBHE-JP), therefore all terms must be coordinated with this project. In the case of the closure of the main project or a change in its terms, this agreement is also undergoing similar changes.

The Exchange Program will begin in September 2018(month) of the 2018/2019 Academic Year.

The Agreement may be terminated by either party with a written notice of intent to terminate given at least six months prior to termination. Commitments already in progress shall be fulfilled.

The Agreement may be modified by a written instrument signed by the Parties.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁴
PL GLIWICE01	Aleksander Śladkowski Coordinator for International Relations, by attorney of the Rector of SUT		Coordinator for International Relations Faculty of Transport Professor Aleksander Śladkowski PhD, DSc
NTU / Kyiv	Mykola Dmytrychenko The Rector		

⁴ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation



Official stamp of the Faculty of Transport, SUT, and a signature of Professor Aleksander Śladkowski. The stamp includes the text: "FACULTY OF TRANSPORT", "SUT", "Z-CIA KRESTORA", and "Prof. Aleksander Śladkowski".