

Terms and Conditions of the cooperative exchange programme
including

Student Exchange (SMS) Staff Exchange (STA)

between

Kyiv National University of Construction and Architecture, Kyiv, Ukraine
(hereafter KNUCA),

Lesya Ukrainka Eastern European National University, Lutsk, Ukraine
(hereafter EENU)

and

Hochschule für angewandte Wissenschaften Würzburg-Schweinfurt
University of Applied Sciences Würzburg-Schweinfurt, Germany
(hereafter FHWS)

KNUCA, EENU and FHWS agree to co-operate upon the principle of mutual benefit in the exchange of students and staff between Department Geoinformation system and territory management of KNUCA, Department of Geodesy, Land Management and Cadastre of EENU and the Faculty of Plastics Engineering and Surveying of FHWS:

1. Definitions

For the purpose of this Agreement, the following definitions shall apply:

host institution	the institution receiving students and/or staff
home institution	the institution sending students and/or staff
exchange student	a student participating in the exchange of students
fee-paying student	a student enrolled in the host university for the purpose of obtaining a degree where student exchange does not operate to deliver equal numbers of students from each institution
staff (member)	an employee (teaching staff or administration staff) participating in any form of co-operation between the institutions.
CEFR	Common European Framework of Reference for Languages
SMS	Student Mobility for Studies (SMS); Exchange student participating in the mobility programme for studies
STA	Staff Mobility for Teaching (STA); Teaching staff member participating in the mobility programme for teaching reasons

2. Activities

2.1. Student exchange

2.1.1. KNUCA, EENU and FHWS agree on the maximum number of students to be exchanged in the academic year according to the following list.

From	To	Subject area name	Study cycle <i>[short cycle, 1st, 2nd or 3rd]</i>	Student Mobility for Studies <i>[total number of months of the study periods or average duration*]</i>
FHWS	KNUCA	Geodesy Photogrammetry GIS	1 st (undergraduate level)	3 x 6 months
KNUCA	FHWS	Surveying and Geoinformatics Geovisualization	1 st (undergraduate level)	5 x 6 months
FHWS	EENU	Specialty 193 - "Surveying and Land Management"	1 st (undergraduate level)	2 x 6 months
EENU	FHWS	Surveying and Geoinformatics Geovisualization	1 st (undergraduate level)	5 x 6 months
KNUCA	EENU	Specialty 193 - "Surveying and Land Management"	1 st (undergraduate level)	3 x 6 months
EENU	KNUCA	Geodesy Photogrammetry GIS	1 st (undergraduate level)	3 x 6 months

The numbers from each institution should be equal throughout an academic year. Furthermore it is desirable that the chosen students are distributed and sent to the host institution at the beginning of each semester of the academic year. Students will be able to take part in the exchange programme for one semester.

2.1.2. The home institution will screen applications from its students and recommend students to the host institution for invitation. The host institution must be notified of the recommendation at least four months prior to the intended commencement date of the exchange period.

Exchange students must give proof of foreign language skills in the following levels:

FHWS (host institution): English (Intermediately) German (B2)

KNUCA (host institution): English (Intermediately) Ukraine (B2)

EENU (host institution): English (Intermediately) Ukraine (B2)

- 2.1.2.1. Selection, nomination and admission of exchange students | FHWS
Incoming exchange students are accepted on the basis of their nomination as exchange students by KNUCA and EENU. Incoming exchange students must apply and submit the application respecting the deadlines and application procedure requirements:
<https://fh-wuerzburg.moveonnet.eu/moveonline/incoming/welcome.php>
The application dossier of nominated students must reach FHWS by:
15 June winter semester | October – February
15 December summer semester | March – September
The receiving institution (FHWS) will send its decision, i.e. admission confirmation within 4 weeks.
- 2.1.2.2. Selection, nomination and admission of exchange students | KNUCA
Incoming exchange students are accepted on the basis of their nomination as exchange students by FHWS. Incoming exchange students must apply and submit the application respecting the deadlines and application procedure requirements:
According curriculum
The application dossier of nominated students must reach KNUCA by:
15 May winter semester | September – January
1 December summer semester | February – June
The receiving institution (KNUCA) will send its decision, i.e. admission confirmation within 4 weeks.
- 2.1.2.3. Selection, nomination and admission of exchange students | EENU
Incoming exchange students are accepted on the basis of their nomination as exchange students by FHWS. Incoming exchange students must apply and submit the application respecting the deadlines and application procedure requirements:
<http://eenu.edu.ua/uk/chairs/geodeziyi-zemlevporyadkuvannya-ta-kadastru>
The application dossier of nominated students must reach EENU by:
15 May winter semester | September – January
1 December summer semester | February – June
The receiving institution (EENU) will send its decision, i.e. admission confirmation within 4 weeks.
- 2.1.3. Each exchange student will register and pay tuition fees at their home institution. Exchange students will be registered as such at the host institution for the agreed period of study. The host institution will not charge the exchange student any tuition fees for that period. Note that this refers to tuition fees only, and does not include ancillary fees, such as student association fees or travel and medical insurance.
- 2.1.4. Upon completion of their exchange period at the host institution, the host institution will provide the home institution with transcripts of the academic results of the

exchange students within a period of maximum 3 months after publication / proclamation of the student's results at the host institution. In addition, grade distribution / grading system information should be included in the Transcript of Records or attached to it.

- 2.1.5. While at the host institution, exchange students will take courses with the approval of their home institution's academic advisors. The approval is documented by a learning agreement signed by the exchange student and the home institution's academic advisor declaring the aim to earn a total of 30 credit points per semester.
- 2.1.6. The host institution will evaluate the academic performance of all exchange students using the same criteria used for students enrolled in the programme of the host institution.
- 2.1.7. In the event there is an academic appeal by the exchange student, while participating in the exchange programme, the academic appeal process of the host institution will apply.
- 2.1.8. The host institution will make available to the exchange students those student services generally available to all students enrolled in its study programmes during the period of study under the exchange programme.
- 2.1.9. Prior to departure from the home country, the home institution will provide the exchange student with a detailed briefing on the host institution and the host country. The host institution will provide the home institution with the material necessary to provide such a briefing.
- 2.1.10. Exchange students are responsible for securing their own accommodation. However, the host institution will provide incoming exchange students with assistance in making accommodation arrangements for the exchange period. Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
FHWS	international@fhws.de Tel. :+49 931 35116150	http://www.studentenwerk-wuerzburg.de/en/wohnen.html
KNUCA	Department Geoinformation system and territory management of KNUCA Kravchenko_jv@ukr.net Tel.: +38 044 241 5569	Knuba.edu.ua
EENU	Department of Geodesy, Land management and Cadastre hockins@eenu.edu.ua Tel.: +38 0332 735 821	http://eenu.edu.ua

- 2.1.11. While participating in the exchange programme at the host institution, the exchange student will be responsible for the cost of travel expenses to and from the host country, accommodation in the host country, all books, equipment, consumables, hospitalization, health insurance, and other incidental expenses. The host institution bears no responsibility for providing funds to an exchange student for any purpose.
- 2.1.12 Purchase of health insurance coverage through an insurance plan administered by the host institution may be a requirement for exchange students. Exchange students coming from KNUCA and EENU must purchase appropriate health insurance cover in Germany from an approved insurance provider. KNUCA and EENU will facilitate this process for students from FHWS.

2.2 Staff exchange

Both institutions agree to welcome visiting staff members from the other institution and try to motivate their staff to participate in staff exchanges. Both institutions must approve any staff exchange in advance.

- 2.2.1. The number, timing and duration of staff exchanges may vary, according to the needs and wishes of the schools/departments involved.
- 2.2.2. Reasonable efforts shall be made to exchange equal numbers of staff between the institutions. The aim is to exchange 1 to 2 lecturers each academic year as guest lecturers in their fields of specialization for a period of 2 weeks to 1 month.
- 2.2.3. The host institution shall not bear any financial responsibility for visiting staff, except as may be arranged and explicitly documented for specific cases.
- 2.2.4. The host institution shall create adequate working conditions for visiting staff members and shall assist, where needed, in finding suitable accommodation and handling immigration formalities.
- 2.2.5. For the exchange of staff the travel costs arising in each case will be covered by the sending institution. The residence costs will be in the responsibility of the host institution, subject to the availability of adequate funding.

3. Coordination

Each institution shall appoint a coordinator for this Agreement and keep the other university informed of the name and address of that person.

Coordinator FHWS: Prof. Dr. Ansgar Brunn, ansgar.brunn@fhws.de,
+49 931 3511 8212

Coordinator KNUCA: Roman Schultz, Kravchenko Julia, kravchenko_jv@ukr.net,
+38 095 526 05 13

Coordinator EENU: Oleksandr Melnyk, hockins@eenu.edu.ua
+38 050 184 73 15
Anna Shostak, shostakanna@gmail.com
+38 050 690 26 90

4. Duration of Agreement

This Agreement shall be effective for three years from the date signed and is to be renewed for a further three year period automatically unless one of the partners gives notice of termination not later than six months prior to the expiry of the Agreement. The terms of this Agreement may be amended at any time subject to mutual written Agreement by both parties.

5. Signatures

The following signatures are affixed as acknowledgement and notification of the terms of this Agreement.

For:
KNUCA - Kyiv National
University of Construction and
Architecture
Kyiv, Ukraine

For:
EENU - Lesya Ukrainka
Eastern European National
University, Lutsk, Ukraine

For:
FHWS – Hochschule für
angewandte Wissenschaften
Würzburg-Schweinfurt,
Germany

