

**AGREEMENT ON DOUBLE MASTER'S DEGREE PROGRAMME
BETWEEN
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
"IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE"
(UKRAINE)
AND
POZNAN UNIVERSITY OF TECHNOLOGY
(REPUBLIC OF POLAND)**

PREAMBLE

In accordance with the present Agreement on Double Master's Degree Programme both Parties express their intention to strengthen their cooperation in the second cycle studies (Master) education and to develop student exchange. **National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"** (hereinafter named **Igor Sikorsky Kyiv Polytechnic Institute**) with its registered office in Peremohy Avenue, 37, Kyiv, Ukraine, phone No.: 38(044)-236-69-13, 38(044)-204-85-57, e-mail: mzz@kpi.ua, represented by **Rector Mykhailo Zgurovsky** and **Poznan University of Technology** (hereinafter named **PUT**) with its registered office in Plac Marii Skłodowskiej-Curie, 5, 60-965 Poznań, phone No. 61-665-3537, 61-833-3881, e-mail: Rektor@put.poznan.pl, represented by **Rector of Poznan University of Technology, Tomasz Łodygowski** have decided to undertake student exchange that will lead to obtaining a double degree related to MSc Diplomas in Biomedical Engineering.

Aims

Article 1: Double Master's Degree Programme aims to establish cooperation in the area of student exchange offering students an opportunity to obtain a double degree in Biomedical Engineering according to the programs of both universities:

- diploma of **Master of Science Engineer** of PUT,
- diploma of **Master of Science in "Biomedical Engineering"** of Igor Sikorsky Kyiv Polytechnic Institute,
- the Parties will mutually recognize study and examination achievements obtained in the course of the common study programme, which will be composed of equivalent modules, competences and the Master's thesis.

Both Parties will endeavor to award a master's degree diploma in line with legal provisions in place in each country.

Diploma of Igor Sikorsky Kyiv Polytechnic Institute

Article 2: Igor Sikorsky Kyiv Polytechnic Institute is authorized by the Ministry of Education and Science of Ukraine to award a diploma of **Master of Science in "Biomedical Engineering"**.

Diploma of Poznan University of Technology

Article 3: PUT is authorized by the Ministry of Science and Higher Education of the Republic of Poland to award a diploma of **Master of Science Engineer**.

Procedure for selection and registration of the student

Article 4: Each Party will provide the partner institution with a list of necessary documents, criteria and procedures for a candidate's selection and registration, according to the legal regulations of each country.

Requirements for obtaining the double degree

Article 5: For the objective to be attained, a candidate has to:

- a) enroll in the whole programme (second cycle) of studies at both universities;
- b) obtain an agreement of a dean to enter Double Master's Degree Programme;
- c) provide the Learning Agreement in English approved by both institutions, with a detailed description of the syllabuses and competences to be acquired during a specified academic course;
- d) complete:
 - for Igor Sikorsky Kyiv Polytechnic Institute students – first two semesters of Master's programme in Ukraine and next two (or one) semesters in Poland;
 - for PUT students – first two semesters of Master's programme in Poland and the last semester in Ukraine,

collecting the required number of credit points in both host and home institutions;

- e) define a topic for the thesis which is in accordance with the study fields of both institutions and have it approved by both institutions;
- f) prepare and defend the thesis according to the rules of each institution;

Home institution will appoint a Reviewer for a double degree student.

Host institution will appoint a Supervisor who will prepare a review of the dissertation before the defence.

Fees and insurance

Article 6: Students participating in the Double Master's Degree Programme are exempted from tuition fees in the host institution. The host institution requires that the visiting student holds personal liability and covers medical costs insurance.

Funding

Article 7: Igor Sikorsky Kyiv Polytechnic Institute and PUT are not responsible for providing food, housing or scholarship to students under the Double Master's Degree Programme.

Obligations of participating students

Article 8: Throughout their stay at the host institution, students will comply with all internal

rules and regulations of the institution as well as with all legal and social obligations of the host country.

By the end of the student's semester at the host institution, the home institution will receive a report of his/her activities for evaluation purposes.

Students who fail to maintain the satisfactory academic level and/or who violate the rules and regulations may be expelled from the Double Master's Degree Programme of both universities.

Management

Article 9: All issues concerning the training process, study programs, students' admission are regulated by the "Regulations", which is the Annex to this Agreement.

Intellectual property rights

Article 10: The completed diploma thesis is subject to copyright. The host University possesses a prior right to publish the diploma thesis of a student. If the host University does not publish the thesis within 6 months of its defense, the student who prepared it can publish it, unless the thesis is part of a collective work.

Termination and Validity

Article 11: The signatures of the Parties' representatives affixed below signify the interest of the Parties in promoting mutual friendship and cooperation. The Agreement will come into force from the Academic year 2017/2018 (after the date of signed) and remain in effect for 5 (five) years.

The Agreement can be prolonged if both Parties confirm their approval for such a prolongation in written form.

The Agreement can be terminated before the date of term if any Party notifies the other one of its wish to terminate the Agreement provided all existing obligations assumed in terms of the Agreement have been fulfilled.

Article 12: This Agreement is written in English in two copies, both of them of equal validity.

On behalf of

Poznan University of Technology



**Professor Tomasz Łodygowski
Rector**

Date: Oct., 3rd, 2017

On behalf of

**National Technical University of
Ukraine "Igor Sikorsky Kyiv
Polytechnic Institute"**



**Professor Mykhailo Zgurovsky
Rector**

Date: 3.10.2017



INTER-INSTITUTIONAL LEARNING AGREEMENT ON DOUBLE MASTER'S DEGREE PROGRAMME

*BETWEEN NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
"IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE" (UKRAINE)
AND POZNAN UNIVERSITY OF TECHNOLOGY (REPUBLIC OF POLAND)*

The institutions named below agree to cooperate for the exchange of students in the context of the Double Master's Degree Programme. They commit to respect the quality requirements of the Republic of Poland and Ukraine regulations in 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)	Contact details (email, phone)	Website (eg. of the course catalogue)
POLITECHNIKA POZNAŃSKA Poznan University of Technology	<p><u>Administrative Coordinator:</u> Olha Vakhrina Pl. M. Skłodowskiej-Curie 5 60-965 Poznań, Poland Tel. +48 61 665 35 44 olha.vakhrina@put.poznan.pl</p> <p><u>Departmental Coordinator:</u> 1/ dr inż. Jan Uniejewski tel.: 61 6652062 email: jan.uniejewski@put.poznan.pl Prodziekan, Starszy wykładowca Instytut Technologii Mechanicznej, Zakład Projektowania Technologii</p>	<p>General information: https://www.put.poznan.pl/en/</p> <p>Courses catalogue: http://www.dmf.put.poznan.pl/</p>
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"	<p><u>Administrative Coordinator:</u> Ms. Tetiana Kuchynska Head of academic mobility office office 1-14, 31 building 37, Peremogy ave. Kyiv 03056, Ukraine</p>	<p>General information: http://kpi.ua/</p>

Appendix 2

	<p>Tel. : +38 044 204 99 55 e-mail : vam@kpi.ua</p> <p><u>Departmental Coordinator:</u></p> <p>Viktoriia Iakymchuk 37, Prosp. Peremohy, Kyiv, Ukraine, 03056, Tel. +38 067 138 39 65 e-mail : iakymchuk.v@gmail.com e-mail : mmif@kpi.ua Faculty of Biomedical Engineering, Department of Biomedical Cybernetics</p>	
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B. 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B2]	
PUT		Polish	Polish	Polish B2	Polish B2
Igor Sikorsky Kyiv Polytechnic Institute		English	Russian	English B2	Russian B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

C. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
	To be agreed by the Faculties	To be agreed by the Faculties

D. Information

1. Grading systems of the institutions

Poznan University of Technology:

verygood	(A)	bardzo dobry	5.0
good plus	(B)	dobry plus	4.5
good	(C)	dobry	4.0
satisfactory plus	(D)	Dostateczny plus	3.5
satisfactory	(E)	dostateczny	3.0
unsatisfactory	(F)	niedostateczny	2.0

National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"

verygood	(A)	відмінно	95-100
good plus	(B)	добре	85-94
good	(C)		75-84
satisfactory plus	(D)	задовільно	65-74
satisfactory	(E)		60-64
unsatisfactory	(FX)	незадовільно	< 60
not allowed	(F)	не допущено	

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 Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
PUT	study@put.poznan.pl	https://www4.put.poznan.pl/en/arrival/visa
Igor Sikorsky Kyiv Polytechnic Institute	mmif@kpi.ua	http://kpi.ua/ http://fbmi.kpi.ua/en/

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of Regulations on double Master Degree Programme.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
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Appendix 2

PUT	study@put.poznan.pl	https://www.put.poznan.pl/en/practical-information/health-insurance
Igor Sikorsky Kyiv Polytechnic Institute	mmif@kpi.ua	http://kpi.ua/ http://fbmi.kpi.ua/en/

4. Accommodation

The receiving institution will guide incoming mobile participants in finding accommodation.

Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
PUT	study@put.poznan.pl anna.wolnowska@put.poznan.pl Marta.lipinska@put.poznan.pl	https://www.put.poznan.pl/en/node/1171
Igor Sikorsky Kyiv Polytechnic Institute	mmif@kpi.ua iakymchuk.v@gmail.com	http://kpi.ua/ http://fbmi.kpi.ua/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ²
PUT	Prof. Teofil Jesionowski, Prorector for LLL & International Education		
Igor Sikorsky Kyiv Polytechnic Institute	Prof. Vitaliy Maksymenko Dean of Biomedical Engineering Faculty		

²Scanned signatures are accepted



"APPROVED"

Rector
of the National Technical University
of Ukraine "Igor Sikorsky Kyiv Polytechnic
Institute"

Professor M. Zgurovsky


" 3 " 10 2017



"APPROVED"

Rector
of Poznan University of Technology


Professor T. Łodygowski

REKTOR
POLITECHNIKI POZNAŃSKIEJ
" 3 " 10 2017
prof. dr hab. inż. Tomasz Łodygowski

REGULATIONS
(ANNEX TO DOUBLE MASTER'S DEGREE PROGRAMME)

of National Technical University of Ukraine
"Igor Sikorsky Kyiv Polytechnic Institute"
and
Poznan University of Technology

1. SUBJECT OF PROGRAMME

1.1 The Double Master's Degree Programme aims to form specialists in the field of Biomedical Engineering, to foster mobility of the students and academics, and to offer the students an international experience and exposure to both Ukrainian and Polish learning values.

Entering the Double Master's Degree Programme, National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" (hereinafter referred to as Igor Sikorsky Kyiv Polytechnic Institute) and Poznan University of Technology (hereinafter referred to as PUT) aim to provide training of specialists who will:

- have skills in European quality management system, certifications in biomedical engineering products and production, specialists certification,
- have thorough knowledge in science-intensive technologies of biomedical engineering,
- be familiar with world leading enterprises, companies and their production,
- be fluent in Ukrainian/Polish/English;
- be working with technical engineering documentation and will be able to prepare their own one.

1.2 Therefore, the main objectives of Double Master's Degree Programme are:

- establishing certain programmes beneficial to the respective universities and promoting the development of studies, as well as other educational programs of mutual interest.
- training and education of specialists who will satisfy the requirements of European Network for Engineering Accreditation (своего всего эта организация: International Engineering Alliance);
- obtaining knowledge about European standards, systems of standardization, certification, quality management systems, to be able to work with the documentation with world leading enterprises, companies and their production and make their own.

1.3 Educational qualification area of training on the basis of Igor Sikorsky Kyiv Polytechnic Institute and PUT is carried out in Biomedical Engineering:

- approaching specialists' training system in Poland and Ukraine;
- harmonization of curricula and obtaining an integrated plan to prepare students of 1st cycle studies and to continue their 2nd cycle studies within Double Master's Degree Programme, in case of adherence to all further prerequisites for admission;
- improving teaching and laboratory facilities by bringing material and financial resources of interested companies from Ukrainian and Polish companies;
- organization of joint Polish-Ukrainian scientific and technical conferences, technical seminars, olympiads in basic educational disciplines with further publication of the works;
- joint publication of textbooks and textbooks on the subjects of the relevant curriculum. Facilitating the exchange of educational literature.

2. ORGANIZATION OF THE EDUCATIONAL PROCESS

2.1 Admission of students to Double Master's Degree Programme is made in accordance with the academic excellence, linguistic competence, and strong personal intent confirming the above mentioned by the following documents:

- application form (Appendix 1);
- diploma of 1st cycle of studies in Biomedical Engineering;
- transcript of records;
- recommendation from the graduate's department;
- for Ukrainian students - certificate of proficiency in Polish (minimum B2);
- for Polish students - certificate of proficiency in English / Ukrainian (minimum B2);
- CV.

2.2 To enter the Double Master's Degree Programme, candidates first have to be admitted to the Master's programme to Igor Sikorsky Kyiv Polytechnic Institute or PUT respectively, at their home institution. Not later than in their first year, students can apply for Double Master's Degree Programme.

Applications are evaluated first by the home institution and then presented to the partner institution (which will become the student's host institution) for review and approval. To be admitted to the program, students must meet all graduate admission policies at both institutions, and must have advisors who will agree to advise them at both institutions.

Students must be enrolled into the whole programme of studies at both universities.

The enrollment of students will take place in accordance with the rules of each university.

2.3 On the assumption of fundamental equivalence and based on mutual trust in the academic quality of the host university's curriculum, it is agreed that PUT and Igor Sikorsky Kyiv Polytechnic Institute acknowledge the prior received qualification of 1st cycle in Biomedical Engineering to be admitted to Double Master's Degree Programme.

2.4 Training of students is conducted in educational groups, according to the regulations on the organization of educational process in Igor Sikorsky Kyiv Polytechnic Institute and PUT. Groups are formed from students of Faculty of Mechanical Engineering and Management (PUT), and Faculty of Biomedical Engineering (Igor Sikorsky Kyiv Polytechnic Institute), who meet the requirements of admission.

2.5 Student schedule in Double Master's Degree Programme is based on the timetables of corresponding departments.

2.6 Learning Agreement is the obligatory document to continue education in Double Master's Degree Programme at the specified semester at the host institution.

Being admitted to the Degree Programme, a student should provide the Learning Agreement in English (Appendix 2) approved by the deans of respective faculties. The Learning Agreement should specify which courses will be taken by the student, at which semester and at which university.

In justified cases, the study programme of Double Master's Degree can be modified. The changes require the approval of the Deans of both universities. Depending on the local regulations, the Dean may delegate this competence to the programme coordinator.

The programme must meet the requirements of both universities in Biomedical Engineering curriculum.

2.7 Preparation of the Master's thesis is carried out under the guidance of a supervisor from the host University, and has to be accepted by a Reviewer – from the home university.

The Thesis will be assessed in accordance with the Laws of the University where the final semester is completed and will be submitted to the partner institution for the assessment of credit recognition.

2.8 Home and host institutions must provide pertinent pre-arrival information to students including information regarding travel and entry, costs likely to be incurred, and any other information which will assist students to prepare for their stay at the host institution.

Host institution arranges and conducts a comprehensive on-site orientation program. This programme shall include, but is not limited to, information concerning the host institution's policies on academic responsibilities and standards of conduct, immigration rules that the students are required to follow while at the host institution, and any known, abnormally dangerous conditions on the premises or in the city or country.

2.9 Material and technical base of the faculty includes the study areas, laboratories, computer classes and support services of Faculty of Mechanical Engineering and Management (PUT), and Faculty of Biomedical Engineering (Igor Sikorsky Kyiv Polytechnic Institute) where the 1st cycle training of is held.

2.10 Educational, methodical and scientific work is done in collaboration with the graduating departments of Faculty of Mechanical Engineering and Management, and Faculty of Biomedical Engineering with appropriate coordination by the heads of departments.

2.11 As a result of education within the framework of Double Master's Degree Programme a graduate receives two diplomas of established samples, issued by each university:

- a diploma of Master of Science in “Biomedical Engineering” of Igor Sikorsky Kyiv Polytechnic Institute,
- a diploma of Master of Science Engineer of PUT.

3. ACKNOWLEDGMENT OF STUDENT'S ACHIEVEMENTS

3.1 Grades for courses taken at PUT and Igor Sikorsky Kyiv Polytechnic Institute are given in Table 1:

Table 1. Student Assessment Scales in PUT and Igor Sikorsky Kyiv Polytechnic Institute

Poznan University of Technology			Igor Sikorsky Kyiv Polytechnic Institute		
A	5	EXCELLENT outstanding performance with only minor errors	A	95-100	ВІДМІННО outstanding performance with only minor errors
B	4,5	VERY GOOD above the average standard but with some errors	B	85-94	ДОБРЕ above the average standard but with some errors

C	4	GOOD generally sound work with a number of notable errors	C	75-84	ДОБРЕ generally sound work with a number of notable errors
D	3,5	SATISFACTORY fair but with significant shortcomings	D	65-74	ЗАДОВІЛЬНО fair but with significant shortcomings
E	3	SUFFICIENT performance meets the minimum criteria	E	60-64	ЗАДОВІЛЬНО performance meets the minimum criteria
F	2	FAIL some more work required before the credit can be awarded	FX	< 60	НЕЗАДОВІЛЬНО some more work required before the credit can be awarded
			F		НЕ ДОПУЩЕНО not allowed

3.2 During the specified semester admitted students from PUT or Igor Sikorsky Kyiv Polytechnic Institute should achieve 30 ECTS.

4. MANAGEMENT

All activities conducted under the Agreement must be conducted in accordance with the laws, rules, and regulations applicable to each institution.

5. FINANCIAL ACTIVITY

5.1 Sources of funding may be the following:

- the state budget based on university decisions;
- funds received from scientific research and other activities;
- the use of international funds to support education;
- donations received from enterprises of Ukrainian and Polish companies;
- funds available from state governments of Poland and Ukraine;
- European projects,

and other resources.

In case of students on fee paying basis conditions they are obliged to settle the tuition fee at home university in accordance with the Regulations.

5.2 The University creates conditions for Double Master's Degree Programme for effective usage of own funds on the basis of the estimates, which is annually approved by the established order in Igor Sikorsky Kyiv Polytechnic Institute and PUT.

5.3 Neither Igor Sikorsky Kyiv Polytechnic Institute nor PUT are not responsible for providing food, housing or scholarship to students under the Double Master's Degree Programme. However, should that be the will of each institution, these benefits may be provided.

5.4 All travel, living, and miscellaneous expenses incurred while attending host institution, including health insurance, meals, transportation, and lodging, shall be the responsibility of the student.

6.INTELLECTUALPROPERTY

6.1 The completed diploma thesis is subject to copyright. The host University possesses a prior right to publish the diploma thesis of a student. If the host University does not publish the thesis within 6 months of its defence, the student who prepared it can publish it, unless the thesis is part of a collective work.

6.2 Should any collaboration within Double Master's Degree Programme results in any potential for intellectual property, it will be regulated by a separate document.

On behalf of Poznan University of Technology	On behalf of National Technical University of Ukraine, „Igor Sikorsky Kyiv Polytechnic Institute”
Dean of the Faculty of Mechanical Engineering and Management	Dean of the Faculty of Biomedical Engineering
Professor Olaf Ciszak	Professor Vitaliy Maksymenko
	