



Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018-2020
between institutions from
Programme and Partner Countries²
[Minimum requirements]³

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 higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
Università degli Studi di Macerata	I MACERAT01	Contact persons: Prof. Simone BETTI Project Officer @: simone.betti@unimc.it Phone + 39 0733 2585929 Dr. Sara Zuzolo Research and internationalization unit @: sara.zuzolo@unimc.it Phone + 39 0733 2585831 Department of Education, Cultural Heritage & Tourism	University: www.unimc.it/it www.unimc.it/en Department of Education, Cultural Heritage and Tourism: http://sfbct.unimc.it/it http://sfbct.unimc.it/en Erasmus incoming home page http://iro.unimc.it/en/students/incoming-

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement.

		Piazzale Luigi Bertelli, 1 - Contrada Vallebona - 62100 Macerata - Italy Antonella TIBERI Head of the International Relations office (IRO): Ufficio Rapporti Internazionali Via pescheria vecchia, snc 62100 Macerata - Italia Head of the International office: @: HYPERLINK "mailto:cri@unimc.it" cri@unimc.it @: HYPERLINK "mailto:antonella.tiberi@u nimc.it" antonella.tiberi@unimc.it Tel. +39 0733 2586040 Fax +39 0733 2586039	students/erasmus-incoming-students
Khachatur Abovyan Armenian State Pedagogical University Foundation	Yerevan, Armenia	Contact persons: Anna Hakhumyan annahakumyan@aspu.am Phone + 37410597053 Deputy Head of International Cooperation Unit Address:17, Tigran Mets ave. Yerevan (Armenia)	University: https://aspu.am/ https://aspu.am/en/

B. Mobility numbers⁶ 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.]

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	* [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies	Student Mobility for Traineeships*
					[total number of months of the study periods or average duration*]	

⁶ 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>)

I MACERAT0 1	Yerevan (Armenia)	01 Broad field	Education: 0111, 0112 0113, 0114.	1 st 2 nd 3 rd	3 months (2 students for each cycle)	
		10 Broad field	Services: 1015 Travel, tourism and leisure	1 st 2 nd 3 rd		
Yerevan (Armenia)	I MACERAT01		The Faculty of Biology, Chemistry and Geography	1 st 2 nd 3 rd	3 months (1 student for each cycle)	
			The Faculty of Culture	1 st 2 nd 3 rd	3 months (1 student for each cycle)	

[*Optional: subject area code & name and study cycle are optional.]

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 *
				<i>[total number of days of teaching periods or average duration *]</i>	
I MACERAT01	Yerevan (Armenia)	011 Broad field	Education: 0111, 0112 0113, 0114.	2 persons x 5 days each (travel excluded)	2 persons x 5 days each (travel excluded)
		010 Broad field	Services: 1015 Travel, tourism and leisure		
Yerevan (Armenia)	I MACERAT01		Education, Art and Culture, Geography	2 persons x 5 days each (travel excluded)	

			International cooperation Unit		2 persons x 5 days each (travel excluded)
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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 ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I MACERATO1	-	Italian	English	B1	B2
Yerevan (Armenia)	-	Armenian	English	B1	B2

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

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: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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,

⁷ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://euopass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

E. Additional requirements

Each HEI will publish a call for students' participation to this planned mobility project, according to the mobility types and numbers, announcements (mobility type and periods of study, deadline for application, the eligibility and selection criteria) one month in advance from the deadline and disseminated through the internal channels such as University website, Facebook page, the Foreign Student International coordinators and Didactics and students related Offices, etc.

The criteria set for applying will follow the principles of transparency, equality, excellence and motivation.

Students applications will be screened by each sending Institution taking into account the following elements:

1. academic merit;
2. consistency of the study plan abroad
3. applicant's motivation;
4. linguistic knowledge.

In any case, preference should be assigned to students from less advantaged socio-economic backgrounds.

In each sending Institution, a Committee will evaluate its candidates and the names of the selected applicants will be transmitted to the host university, which will give final confirmation of their acceptance and will send an email to the student to indicate all the procedures for applying at the Institute.

The final decision will be made by the sending HEI.

TEACHING VISITS

A teaching visit must include a minimum of 8 hours teaching over the minimum 5-days period, with funding available for 2 additional travel days (1 week in total).

In each sending Institution, a Committee will evaluate its candidates and the names of the selected applicants will be transmitted to the host university.

Each HEI institution will issue a certificate of participation to the teaching staff.

TRAINING VISITS

A training visit supports the professional development of the individual. Training events may be in the form of job shadowing, observation, attendance at workshops or seminars etc. This may be for transfer of knowledge and good practice, to learn from shared experience, acquire practical skills or discover new ideas. Visits must be for a minimum of 5 days, with funding available for 2 additional travel days (1 week in total).

In each sending Institution, a Committee will evaluate its candidates and the names of the selected applicants will be transmitted to the host university.

Each HEI partner institution will issue a certificate of participation to the training staff.

Each HEI partner implements exploration of possible workplace reasonable accommodations for students and staff with disabilities who request them under the guidelines of each Country disability laws. A reasonable accommodation is any change or adjustment to a job or work environment that permits a person with a disability to participate in the study/job application process, to perform the essential functions of a study/job, or to enjoy benefits and privileges of employment equal to those enjoyed by staff without disabilities.

F. Calendar

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

Receiving institution [Erasmus code or city]	Spring Term*	Autumn Term*
I MACERAT01	30 th January 2019 (for first students' mobility cycle since 15 th March to 15 th July, second semester A.A. 18/19)	30 th June 2019 (for second students' mobility cycle since 15 th September to 15 th December 2019, first semester A.A. 19/20)
Yerevan (Armenia)	30 th January 2019	15 th may 2019

2. The receiving institution will send its decision within [4] weeks since the term listed above. HEI partner will send their nominations by email (pls. give student's first and family name, e-mail, area of studies and semester of Erasmus scholarship). Then the students should apply according to the procedure given on by each HEI partner institutions.
3. A Transcript of Records will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI.

G. Information

1. Grading systems of the institutions

I MACERAT01:

<http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/didactics-1>

The Transcript of Records is completed using the grading scale which we have adopted, which refers to the ECTS scale. This scale gives only quantitative marks. Therefore, neither class average nor qualitative percentages will be included in the Transcripts of Records.

YEREVAN (ARMENIA):

Khachatur Abovian Armenian State Pedagogical University applies ECTS credit sistem. 1ECTS credit equals to 30 hours of full workload.

Local grade	ECTS grade
90-100	A

80-89	B
70-79	C
65-69	D
60-64	E
41-59	FX
≤40	F

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 MACERAT01	Dr. Sara Zuzolo Research and internationalization unit - Department of Education, Cultural Heritage & Tourism @: sara.zuzolo@unimc.it Phone + 39 0733 2585831	https://www.esteri.it/mae/en/servizi/stranieri/in_gressosoggiornoinitalia/default.html?LANG=EN http://ro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/police-registration
Yerevan (Armenia)	Anna Hakhumyan annahakhumyan@aspu.am Phone + 37410597053 Deputy Head of <u>International Cooperation Unit</u>	https://sites.google.com/aspu.am/interdep/study-in-aspu/general-information

Please note: The University of Macerata will send each participant an invitation letter in order to apply for the VISA; after obtaining the VISA, each participant will send to the receiving Institution a copy of the mentioned document (with the main parts translated into English). It is a responsibility of all the participants to ensure that the authorizations required (short or long-term stay visas or residence permits)

are in order before the planned activity takes place.

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 MACERAT01	dr Sara Zuzolo Research and internationalization unit - Department of Education, Cultural Heritage & Tourism @: sara.zuzolo@unimc.it Phone + 39 0733 2585831	http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/practical-information/italian-healthcare-system
Yerevan (Armenia)	Anna Hakhumyan annahakhumyan@aspu.am Phone + 37410597053 Deputy Head of <u>International Cooperation Unit</u>	

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

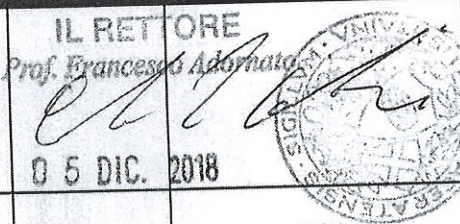

Information and assistance can be provided by the following persons and information sources:


Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I MACERAT01	dr Sara Zuzolo Research and internationalization unit - Department of Education, Cultural Heritage & Tourism @: sara.zuzolo@unimc.it	All information on accommodation is available on: http://iro.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/accommodation-1

(legal representative)

	Phone + 39 0733 2585831
Yerevan (Armenia)	Contact persons: Anna Hakhumyan annahakhumyan@aspu.am Phone + 37410597053 Deputy Head of <u>International Cooperation</u> <u>Unit</u>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
I MACERAT01	Prof. Francesco Adornato, Rector	IL RETTORE <i>Prof. Francesco Adornato</i> 05 DIC. 2018	
Khachatur Abovyan Armenian State Pedagogical University Foundation	Ara Yeremyan, Vice-rector for Personnel and International Cooperation	11.12.2018	



⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation