

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

Inter-institutional¹ agreement 2016-2017/18²
between institutions from
Programme and Partner Countries³

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)
University of Pardubice Studentská 95 530 03 Pardubice Czech Republic	CZ PARDUB01	Mgr. Vera Albrechtova, Office of International Affairs and Development, e-mail: mobility@upce.cz , tel. +420 466 036 350	www.uni-pardubice.eu
Faculty of Arts and Philosophy Department of Education		PaedDr. Zdenka Šándorová, Ph.D. Faculty of Arts and	

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 Higher Education Institutions have to agree on the period of validity of this agreement

³ 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.

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.

		Philosophy University of Pardubice e-mail Zdenka.Sandorova@upce.cz tel: +420 466 036 306/+ 420 466 036 623	
Khachatur Abovian Armenian State Pedagogical University/ASPU/ Faculty of Special Education/Armenia	Yerevan	Mrs. Armenuhi Avagyan, PhD, Dean of the Special Education Faculty Faculty Erasmus Coordinator avagyan.aspu@gmail.com Tel: +374 10 59 70 60 Mrs. Kristina Tsaturyan Head of International Cooperation Unit Contact Person kristina.tsaturyan@aspu.am Tel. +374 10 59 70 53	www.aspu.am

B. Mobility numbers⁶ for the whole period

FROM	TO	Subject area code	Subject area name *	Study	Number of student mobility
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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>)

[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	* [ISCED]		cycle [short cycle 1 st , 2 nd or 3 rd] *	periods
					Student Mobility for Studies [total number of months of the study periods or average duration*]
CZ PARDUB01	ASPU Yerevan	011	Special pedagogy	2 nd	2 students, 3 months each (6 months in total)
Yerevan	CZ PARDUB01	011	Special pedagogy	2 nd	2 students, 3 months each (6 months in total)

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 *
CZ PARDUB01	ASPU Yerevan	011	Education	1 person for 16 days	--
Yerevan	CZ PARDUB01	011	Education	7 persons, each for 10 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 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]
ASPU Yerevan		English	Russian	B1	B2
CZ PARDUB01		English	Russian	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.

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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

E. Additional requirements

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

The University of Pardubice is able to welcome students and staff with disabilities. However, the International Office must be informed about it in advance during the application procedure.

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]
CZ PARDUB01	Nomination: May 15 Application documents: June 15	Nomination: November 15 Application documents: December 10
ASPU Yerevan	Nomination and application: 31st July	Nomination and application: 30th November

[to be adapted in case of a trimester system]*

2. The receiving institution (CZ PARDUB01) will send its decision within 2 weeks.
3. The receiving institution (Yerevan) will send its decision within 2 weeks.
4. A "Transcript of Records" will be issued by receiving institution (CZ PARDUB01) no later than 3 weeks after the assessment period has finished at the receiving HEI.
5. A "Transcript of Records" will be issued by receiving institution (Yerevan) no later than 5 weeks after the assessment period has finished at the receiving HEI.
6. If partner institution terminates the agreement by 1 September 20xx, the termination is valid as of 1 September 20xx+1. 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

Grading system of the University of Pardubice (CZ PARDUB01)

Grade	Grade in words (English/Czech)	
1	excellent	výborně
1,5	excellent minus	výborně mínus
2	very good	velmi dobře
2,5	very good minus	velmi dobře mínus
3	good	dobře
4	unsatisfactory, failed	nevyhověl
R*	satisfactory completion of course, no grade	předmět splněn
absolvoval s vyznamenáním	passed with honourus	
absolvoval	passed	

ECTS grading scale: *the University of Pardubice does not use the ECTS grading scale*

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	
C	30	VERY GOOD - above the average standard but with some errors
D	25	GOOD - generally sound work with a number of notable errors
E	10	
FX	-	SATISFACTORY - fair but with significant shortcomings
F	-	SUFFICIENT - performance meets the minimum criteria
		FAIL - some more work required before the credit can be awarded
		FAIL - considerable further work is required

ECTS credits:

1 full academic year	=	60 credits
1 semester	=	30 credits
1 term/trimester	=	20 credits

Grading system of Khachatur Abovian Armenian State Pedagogical University

Yerevan: Khachatur Abovian Armenian State Pedagogical University applies ECTS credit system. 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
CZ PARDUB01	Ing. Katerina Koubova International Office email: katerina.koubova@upce.cz tel. +420 466 036 725	http://www.upce.cz/en/studium/erasmus-incoming/application-procedure.html
Yerevan	interdep@aspu.am	https://aspu.am/en/page/international_applicants/

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
CZ PARDUB01	Ing. Katerina Koubova International Office email: katerina.koubova@upce.cz tel. +420 466 036 725	http://www.upce.cz/en/studium/erasmus-incoming/application-procedure.html

Yerevan	Kristina Tsaturyan International Cooperation Unit: interdep@aspu.am Tel. +374 10597053	https://aspu.am/en/page/international_applicants/
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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
CZ PARDUB01	Bc. Monika Křištofová, email: monika.kristofova@upce.cz , tel. +420 466 036 469	http://www.upce.cz/en/zazemi/koleje-a-menza.html
Yerevan	Raisa Avetyan: interdep@aspu.am Tel. +374 10597053	https://aspu.am/en/page/international_applicants/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
CZ PARDUB01	doc. PaedDr. Jana Kubanová, CSc. Vice-Rector for Education	16-01-2017	
Yerevan	Dr. Ara Yeremyan Candidate of Law, Associate Professor, Vice-rector for Personnel and International Cooperation	17.01.2017	

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