



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

**Inter-institutional<sup>1</sup> agreement 2016-7[18]<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</sup>**

**[Minimum requirements]<sup>4</sup>**

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 <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Website (eg. of the course catalogue)
Wyższa Szkoła Ekologii i Zarządzania w Warszawie  University of Ecology and Management in Warsaw	PL WARSZAW41	<b>Departmental Coordinator</b> <u>Dr eng. Małgorzata Leszczyńska-Domańska</u> Dean of the Faculty of Architecture <a href="mailto:m.leszczynska@wseiz.pl">m.leszczynska@wseiz.pl</a> +48 22 825 80 32/33 <b>Institutional Coordinator</b> <u>Dr Justyna Klys</u> Vice-Rector of the University of Ecology and Management <a href="mailto:Justyna.klys@wseiz.pl">Justyna.klys@wseiz.pl</a> +48 22 825 80 32/33 <b>Assistant of the Institutional Erasmus Programme Coordinator</b> <u>Lia Sayadyan (MA)</u> <a href="mailto:l.sayadyan@wseiz.pl">l.sayadyan@wseiz.pl</a> +48 22 825 80 32/33	<a href="http://eng.wseiz.pl/erasmus_plus.html">http://eng.wseiz.pl/erasmus_plus.html</a>
Armenian State Pedagogical University after Khachatur Abovyan	ASPU Yerevan	<b>Departmental Coordinator</b> Mrs. Svetlana Hovakimyan Head of Educational Affairs Department	<a href="https://aspu.am/en/page/aspu">https://aspu.am/en/page/aspu</a>

<sup>1</sup> 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+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> 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.

<sup>4</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>5</sup> 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.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement.

		<u>svetachem@gmail.com</u> +374 10 597006  <b>Institutional Coordinator</b> Mrs. Kristina Tsaturyan Head of International Cooperation Unit <u>kristina.tsaturyan@armspu.am</u> +374 10 597053	
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### B. Mobility numbers<sup>7</sup> 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 November in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [total number of study periods]
PL WARSZAW41	ASPU YEREVAN	-	-	-	-	-
ASPU YEREVAN	PL WARSZAW41	0212 0521 0413	Fashion, interior, industrial design; Environmental sciences; Management and administration;	1 <sup>st</sup>	1*5 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 [total number of days of teaching periods or average duration*]	Staff Mobility for Training*
PL WARSZAW41	ASPU YEREVAN	0212 0521 0413	Fashion, interior, industrial design; Environmental sciences; Management and administration;	1*7 days	-
ASPU YEREVAN	PL WARSZAW41	0212 0521 0413	Fashion, interior, industrial design; Environmental sciences; Management and administration;	1*7 days	1*7 days

<sup>7</sup> 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>8</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL WARSZAW41		English	Polish	B1 English	B2 English
ASPU YEREVAN	0222	English	Armenian	B1 English	B2 English

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](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, 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.

<sup>8</sup>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>

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

#### **E. Additional requirements**

In the framework of the Erasmus+ Project Action 1 (KA 107) – Educational Mobility with Partner Countries (agreement no 2016-PL01-KA107-025662), as a Beneficiary, the Wyższa Szkoła Ekologii i Zarządzania w Warszawie (University of Ecology and Management in Warsaw) will transfer the part of funds dedicated to the Organisational Support, in the amount of **420 EUR**, assigned within the Project to the Partner University, i.e. to **Armenian State Pedagogical University after Khachatur Abovyan**.

The amount will be transferred to the bank account number of the Armenian State Pedagogical University after Khachatur Abovyan provided below:

Full legal name and address of the University: "Khachatur Abovian Armenian State Pedagogical University" Foundation

17, Tigran Mets ave., Yerevan, Armenia

Bank account where the financial support should be paid:

CONVERSE BANK CJSC, YEREVAN, ARMENIA

SWIFT Code: COVBAM22

Account: 19300 55618190104

INTERMEDIARY BANK: DEUTSCHE BANK A.G., FRANKFURT AM MAIN, GERMANY SWIFT: DEUTDEFF

## 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 WARSZAW41	1 June	1 December
ASPU YEREVAN	1 June	1 December

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 5 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

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. 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

PL WARSZAW41:

NUMERICAL SCALE - ECTS		NUMERICAL SCALE – UEM	
A	Excellent	5	Bardzo dobry
B	Very good	4,5	Dobry plus
C	Good	4	Dobry
D	Satisfactory	3,5	Dostateczny plus
E	Sufficient	3	Dostateczny
F FX	Fail	2	Niedostateczny

**ASPU YEREVAN:**

NUMERICAL SCALE – ASPU	NUMERICAL SCALE - ECTS	
90-100	A	Excellent
80-89	B	Very good
70-79	C	Good
65-69	D	Satisfactory
60-64	E	Sufficient
41-59	FX	Fail
<40	F	Fail

## 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 WARSZAW41	<p><u>Lia Sayadyan (MA)</u> Assistant to the Institutional Erasmus Programme Coordinator <a href="mailto:l.sayadyan@wseiz.pl">l.sayadyan@wseiz.pl</a> +48 22 825 80 32/33</p>	<p><a href="http://eng.wseiz.pl/erasmus_plus.html">http://eng.wseiz.pl/erasmus_plus.html</a> If student is a citizen of an EU member state, to enter Poland she/he will need a valid travel document or a document confirming identity and citizenship (i.e. your national ID). As UE citizens student should only apply for registration of their stay with local voivodship office within 90 days of their arrival. They will be issued a cost-free certificate of registration with non-limited period of validity proving their right to stay in Poland. For detailed information check out the Voivodship Office's website. Entry requirements for non-EU citizens: As a general rule to enter Poland a visa is needed. There are, however, a number of countries that are free of this requirement.</p>
ASPU YEREVAN	<p>Kristina Tsaturyan Head of International Cooperation Unit <a href="mailto:kristina.tsaturyan@aspu.am">kristina.tsaturyan@aspu.am</a> +374 10 597053</p>	<p><a href="https://aspu.am/en/page/international_applicants/">https://aspu.am/en/page/international_applicants/</a></p>

## 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 WARSZAW41	<p><u>Lia Sayadyan (MA)</u> Assistant of the Institutional Erasmus Programme Coordinator <a href="mailto:l.sayadyan@wseiz.pl">l.sayadyan@wseiz.pl</a> +48 22 825 80 32/33</p>	<p><a href="http://eng.wseiz.pl/erasmus_plus.html">http://eng.wseiz.pl/erasmus_plus.html</a> Healthcare in Poland is available for students from EU/EEA countries, provided that they hold valid medical insurance in the national insurance system of their country. A valid passport, student identity card and a valid European Health Insurance Card entitles its holder to medical care free of charge in Poland. Non-EU students are recommended to purchase their own international medical insurance prior to their arrival in Poland.</p>
ASPU YEREVAN	<p><u>Kristina Tsaturyan</u> Head of International Cooperation Unit <a href="mailto:Kristina.tsaturyan@aspu.am">Kristina.tsaturyan@aspu.am</a> +374 10 597053</p>	<p><a href="https://aspu.am/en/page/international_applicants/">https://aspu.am/en/page/international_applicants/</a></p>

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]	Contact details (email, phone)	Website for information
PL WARSZAW41	<u>Lia Sayadyan(MA)</u> Assistant of the Institutional Erasmus Programme Coordinator <u>l.sayadyan@wseiz.pl</u> +48 22 825 80 32/33	<a href="http://eng.wseiz.pl/erasmus_plus.html">http://eng.wseiz.pl/erasmus_plus.html</a>
ASPU YEREVAN	<u>Kristina Tsaturyan</u> Head of International Cooperation Unit <u>Kristina.tsaturyan@aspu.am</u> +374 10 597053	<a href="https://aspu.am/en/page/international_applicants/">https://aspu.am/en/page/international_applicants/</a>

G. **SIGNATURES OF THE INSTITUTIONS (legal representatives)**

WYŻSZA SZKOŁA  
EKOLOGII I ZARZĄDZANIA  
W WARSZAWIE  
00-792 Warszawa, ul. Olszewska 12  
tel. (22) 825-80-32/33, fax (22) 825-80-31

Institution [Erasmus code]	Name, function	Date	Signature <sup>9</sup>
PL WARSZAW41	<b>Dr Justyna Kłys</b> Vice-Rector of the University of Ecology and Management	14.09.2016	PROREKTOR <i>[Signature]</i> dr Justyna Kłys
ASPU YEREVAN	Dr. Ara Yeremyan Candidate of Law, Associate Professor, Vice-Rector of Personnel and International Cooperation		<i>[Signature]</i> 

*[Handwritten signature]*

<sup>9</sup>Scanned signatures are accepted