



Erasmus+ Programme



Inter-institutional agreement 2018/19 - 2020/21¹ between institutions from programme and partner countries

Higher Education Student and Staff Mobility - Mobility for learners and staff

A. 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+.

B. Information about higher education institutions

At University of Szczecin all Erasmus agreements are signed and handled on a faculty or departmental level. Faculties and departments are responsible for its own Erasmus agreements and exchanges. Incoming exchange students can only study courses within the **partner faculty** unless otherwise agreed.

Name of the institution and department	Erasmus code	Contact details (name, email, phone)
The University of Szczecin <i>Faculty of Management and Economics of Services</i>	PL SZCZECI01	<i>Institutional Coordinator of Mobility between Programme and Partner countries:</i> <i>Malgorzata Kopalska, International Office, tel +48 91 444 1018, e-mail : malgorzata.kopalska@usz.edu.pl</i> <i>Faculty Coordinator:</i> <i>dr. Dominika Kordela dominika.kordela@wzieu.pl</i>
Northern University <i>Faculty of Economics and Management and Informatics</i>	Yerevan (ARM) 921132371	<i>Nelly Avagyan,</i> <i>Foreign Relations Department, tel: +374 10 559776, e-mail: nelavagyan@yahoo.com</i> <i>Faculty Coordinator:</i>

¹ Please enter the agreed period of validity of this agreement



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		Armen Tshuguryan jarmen1@yandex.ru
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B. Mobility numbers² per academic year

Student mobility for Studies (SMS)

FROM	TO	Subject area ISCED	Subject area name	Study cycle 1 st , 2 nd or 3 rd	Total number of students/months
PL SZCZECIO1	Yerevan (ARM)	0311	Economics	1 st , 2 nd , 3 rd	3/15
		0410	Business and Administration		
		0413	Management		
		1041	Transport Services		
		1015	Travel, tourism, leisure		
Yerevan (ARM)	PL SZCZECIO1	0311	Economics	1 st , 2 nd	3/15
		0410	Business and Administration		
		0413	Management		
		1041	Transport Services		
		1015	Travel, tourism, leisure		

Staff mobility for Teaching (STA)

FROM	TO	Subject area ISCED	Subject area name	Total number of staff mobility/days
PL SZCZECIO1	Yerevan (ARM)	0311	Economics	1/5
		0410	Business and Administration	
		0413	Management	
		1041	Transport Services	
		1015	Travel, tourism, leisure	
Yerevan (ARM)	PL SZCZECIO1	0311	Economics	
		0410	Business and Administration	

² Mobility numbers can be given per sending/receiving institutions and per education field:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>



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		0413	Management	1/5
		1041	Transport Services	
		1015	Travel, tourism, leisure	

Staff mobility for Training (STT)

FROM	TO	Subject area ISCED	Subject area name	Total number of staff mobility/days
PL SZCZECIO1	Yerevan (ARM)	0311	Economics	1/5
		0410	Business and Administration	
		0413	Management	
		1041	Transport Services	
		1015	Travel, tourism, leisure	
Yerevan (ARM)	PL SZCZECIO1	0311	Economics	1/5
		0410	Business and Administration	
		0413	Management	
		1041	Transport Services	
		1015	Travel, tourism, leisure	

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	Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies	Staff Mobility for Teaching
PL SZCZECIO1	0421	Polish	English	B2	B2
Yerevan (ARM)	0421	English	Russian	B1	B2

³ 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>



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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:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

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.
- 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.



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- 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

(Optional clause:) Students and staff with disabilities are welcome to **the Faculty in charge of this agreement at Szczecin University**. Arrangements for the exchange have to be agreed on before nomination. The sending institution is responsible for covering all extra costs in connection with the exchange.

F. Calendar

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

Receiving institution Erasmus code	Autumn term month	Spring term month
PL SZCZECI01	Nomination: no later than 30 April, application no later than 31 st May	Nomination: no later than 30 November, application no later than 31 st December
Yerevan (ARM)	Nomination: no later than 30 April, application no later than 31 st May	Nomination: no later than 30 November, application no later than 31 st December

2. The receiving institution will send its decision within 8 weeks after deadline.
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.
4. Termination of the Agreement or changes in the data set above should be made by written notification before **January 1st** for the following academic year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

	CHERNIVTSI	PL SZCZECI01
University web site	https://www.northern.am/index.php/hy/	www.usz.edu.pl
Departmental web site		www.wzieu.pl
International office	https://www.northern.am/index.php/en/faculties1/economics-management-and-informatics	http://dsm.usz.edu.pl/en/home-page/



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	https://www.northern.am/index.php/en/nu/units	
Course catalogue:	https://www.northern.am/index.php/en/faculties1/economics-management-and-informatics/management	Main catalogue: http://usz.edu.pl/ksztalcenie-na-us/ Courses in English: http://dsm.usz.edu.pl/en/study-programmes/
Grading system ⁴	http://www.northern.am/images/krutyun/Grading-Scale-and-Marking.pdf	http://studenci.usz.edu.pl/regulamin-studiow/ http://dsm.usz.edu.pl/grades/
Visa information ⁵	http://www.erywan.msz.gov.pl/en/root	Ministry of Foreign Affairs: http://www.msz.gov.pl/en/travel-to-poland/vlsa/vlsa
Insurance information ⁶	Insurance, which will provide all medical costs is obligatory. Scan of insurance must be sent to Incoming Coordinator before the mobility.	http://dsm.usz.edu.pl/en/erasmus-plus/practical-information/
Housing ⁷	http://www.estate.am/en	http://dsm.usz.edu.pl/en/erasmus-plus/practical-information/
Students and Staff with disabilities	https://www.northern.am/index.php/en/nu/units In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Relations Office: nelavagyan@yahoo.com	http://www.dsm.usz.edu.pl/practical-information/student-support

⁴ It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

⁵ 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.

⁶ 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.

⁷ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.





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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution Erasmus code	Name, function	Date	Signature ⁸
PL SZCZECI01	PROF. GRZYMIŃSKA ROSA, VICE DEAN DR D. KORDELA, E+ koordynator	20.11.2018	 D. Kordeła
Yerevan (ARM)	Rector Boris Makichyan	12.11.2018	



⁸ Scanned signatures are accepted