European Commission

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

# Inter-institutional[1] agreement 01/08/2020 - 31/07/2023[2]

## between institutions from Programme and Partner Countries[3]

**[Minimum requirements][4]**

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+.

---

[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 EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.
[4] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

# Table of Contents


A. Information about higher education institutions ..... 2
B. Mobility numbers per academic year ..... 3
C. Recommended language skills ..... 4
D. Respect of fundamental principles and other mobility requirements ..... 5
Before mobility ..... 5
During and after mobility ..... 5
E. Additional requirements ..... 6
F. Calendar ..... 6
G. Information ..... 6
1. Grading systems of the institutions ..... 7
2. Visa ..... 7
3. Insurance ..... 7
4. Housing ..... 8
H. Signatures of the institutions (legal representatives) ..... 8



**EUROPEAN COMMISSION**

Directorate-General for Education, Youth, Sport and Culture
Directorate Innovation, International Cooperation and Sport
Unit C3: International Cooperation

*European Commission*
*B-1049 Brussels*



© European Union 2019
Reuse is authorised provided the source is acknowledged.
The reuse policy of European Commission documents is regulated by Decision 2011/833/EU (OJ L 330, 14.12.2011, p. 39).

For any use or reproduction of photos or other material that is not under the EU copyright, permission must be sought directly from the copyright holders.

## A. Information about higher education institutions

| Full name of the institution / country | Erasmus code or city[5] | Contact details[6] (email, phone) | Website (eg. of the course catalogue) |
|---|---|---|---|
| **Fachhochschule des BFI Wien (University of Applied Sciences BFI Vienna)** | **A WIEN38** | **Ingrid Pleschberger**, Head International Office, ingrid.pleschberger@fh-vie.ac.at<br>**Anne Schitter**, Incoming Students, anne.schitter@fh-vie.ac.at<br>**Claus Inanger**, Outgoing Students, claus.inanger@fh-vie.ac.at<br>**Claudia Redtenbacher**, Staff Mobility, claudia.redtenbacher@fh-vie.ac.at<br><br>Phone: +43 1 720 12 86<br>Fax: +43 1 720 12 86 19 | www.fh-vie.ac.at |
| Gavar State University | GSU/Gavar | **Lilit Torchyan**, Head of Foreign Relations and Media Department, iro@gsu.am<br>l.torchyan@gsu.am<br>lilit.torchyan.87@mail.ru<br><br>Phone: +37460461299<br>Fax: +37460460201 | http://www.gsu.am |

## B. Mobility numbers[7] for duration of agreement

*[Paragraph to be added, if the agreement is signed for more than one 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 [Erasmus code or city of the sending institution] | TO [Erasmus code or city of the receiving institution] | *Subject area code* * [ISCED] | *Subject area name* * | *Study cycle [short cycle, 1st, 2nd or 3rd]* * | Number of student mobility periods | |
|---|---|---|---|---|---|---|
| | | | | | Student Mobility for Studies *[total number of months of the study periods or average duration*]* | *Student Mobility for Traineeships* * |

[5] 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.

[6] Contact details to reach the senior officer in charge of this agreement.

[7] 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)*

| | | | | | | |
|---|---|---|---|---|---|---|
| NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE |

| FROM [Erasmus code or city of the sending institution] | TO [Erasmus code or city of the receiving institution] | *Subject area code* * [ISCED] | *Subject area name* * | Number of staff mobility periods | |
|---|---|---|---|---|---|
| | | | | Staff Mobility for Teaching | *Staff Mobility for Training* * |
| **A WIEN38** | **GSU/Gavar** | 0412 | Finance, banking and insurance | 1 person (5 days) | NOT APPLICABLE |
| **GSU/Gavar** | **A WIEN38** | 0412 | Finance, banking and insurance | 1 person (5 days) | NOT APPLICABLE |

## 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[8] | |
|---|---|---|---|---|---|
| | | | | Student Mobility for Studies [*Minimum recommended level: B1*] | Staff Mobility for Teaching [*Minimum recommended level: B2*] |
| **A WIEN38** | | German | English | NOT APPLICABLE | German: B2-C1<br>English: B2-C1 |
| **GSU/Gavar** | | Armenian | English | NOT APPLICABLE | Armenian: B2-C1<br>English: B2-C1 |

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

[8] 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

## 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, 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.

- 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; agreement on how to use organisational support funds; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used].*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

The University of Applied Sciences BFI Vienna has the infrastructure to welcome staff with disabilities.

## F. Calendar

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

| Receiving institution [Erasmus code or city] | Autumn Term* | Spring Term* |
|---|---|---|
| NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE |
| NOT APPLICABLE | NOT APPLICABLE | NOT APPLICABLE |

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

2. The receiving institution will send its decision within 5 weeks.
3. **NOT APPLICABLE:** A Transcript of Records will be issued by the receiving institution no later than [xx] 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

In the event of unilateral termination, 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

**NOT APPLICABLE**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[9]. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

## 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 |
|---|---|---|
| A WIEN38 | Claudia Redtenbacher (Claudia.redtenbacher@fh-vie.ac.at) | https://oead.at/en/to-austria/entry-and-residence/ |
| GSU/Gavar | Lilit Torchyan (E-mail: iro@gsu.am l.torchyan@gsu.am lilit.torchyan.87@mail.ru) | http://www.mfa.am/en/visa/ https://evisa.mfa.am/ |

## 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:

| A WIEN38 | Claudia Redtenbacher (Claudia.redtenbacher@fh-vie.ac.at) | https://oead.at/en/to-austria/entry-and-residence/ |
|---|---|---|
| A WIEN38 | Claudia Redtenbacher (Claudia.redtenbacher@fh-vie.ac.at) | https://oead.at/en/to-austria/entry-and-residence/ |
| GSU/Gavar | Lilit Torchyan (E-mail: iro@gsu.am l.torchyan@gsu.am lilit.torchyan.87@mail.ru) | http://www.gsu.am |

[9] http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

| | | |
|---|---|---|
| | | |

## 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 |
|---|---|---|
| A WIEN38 | Claudia Redtenbacher (Claudia.redtenbacher@fh-vie.ac.at) | https://oead.at/en/to-austria/entry-and-residence/ |
| GSU/Gavar | Lilit Torchyan (E-mail: iro@gsu.am l.torchyan@gsu.am lilit.torchyan.87@mail.ru) | http://www.gsu.am |

# H. Signatures of the institutions (legal representatives)

| Institution [Erasmus code or name and city] | Name, function | Date | Signature[10] |
|---|---|---|---|
| A WIEN38 | Mag.a Eva Schiessl-Foggensteiner (Managing Director) | 05/AUG/2020 | FH University of Applied Sciences BFI Vienna Wohlmutstrasse 22, 1020 Vienna, Austria T +43 1 720 12 86 |
| GSU/Gavar | Ruzanna Hakobyan (Rector) | 05/AUG/2020 | R Hakobyan |

[10] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation