



Erasmus+

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

Inter-institutional agreement 2020-2023
between institutions from
Programme and Partner Countries

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	Contact details (email, phone)	Website (e.g. of the course catalogue)
Constantine the Philosopher University in Nitra, Slovak Republic (Univerzita Konštantína Filozofa v Nitre) Faculty of Arts, Department of English and American Studies	SK NITRA01 OID: E10196453	<u>Institutional Coordinator:</u> PhDr. Martina Pavlíková, PhD. mpavlikova@ukf.sk Tel: +421 37 6408 007 <u>Responsible person:</u> prof. PaedDr. Zdenka Gadušová, CSc., zgadusova@ukf.sk Tel: +421 37 6408 453	https://www.ukf.sk/en/study/erasmus-ects-course-catalogue
Tajik National University	TNU OID: 941800258	<u>Institutional Coordinator:</u> PhDr. Khayrullo Gafurov tnu.int.re@gmail.com Tel: +992372212396 <u>Responsible person:</u> Malikova Madina Malikovam2288@gmail.com	https://www.tnu.tj

B. Mobility numbers 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 [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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
Tajik National University	SK NITRA01	0232	Literature and linguistics	3 rd	2 students x 3 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 *
Tajik National University	SK NITRA01	0232	Literature and linguistics	2 staff x 10 days	-
SK NITRA01	Tajik National University	0232	Literature and linguistics	1 staff x 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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SK NITRA01	0232	English		B1	B2
Tajik National University	0232	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, 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:

¹ 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>

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; any split of organisational support funds among the partners; 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.]

Roles of higher education institutions within this inter-institutional Erasmus+ agreement:

➤ Constantine the Philosopher University in Nitra (SK NITRA01):

Role: project coordinator in charge of applying for the KA107 mobility project, signing and managing the grant agreement, administering Erasmus+ bilateral agreements, managing the mobility flows, financing and reporting the mobilities and spending of Erasmus+ financial means toward the National Erasmus+ Agency in Slovakia. When sending participants, it is also in charge of selecting students and sending them abroad, preparation, monitoring and recognition related to the mobility period. When receiving participants, it is also in charge of receiving students/staff from abroad for study and/or teaching, providing them counselling and tutoring in study issues and providing support in managing housing, visa and insurance for the incoming participants within the receiving country.

Tajik National University

Role: partner for communication and managing the mobility flows. When sending participants, it is also in charge of selecting students and sending them abroad, preparation, monitoring and recognition related to the mobility period. When receiving participants, it is also in charge of receiving students/staff from abroad for study and/or teaching and for providing support in managing housing, visa and insurance for the incoming participants within the receiving country.

Constantine the Philosopher University in Nitra established specialised Centre for support of study of disabled students in 2012/2013. More information for disabled students is available on: <https://www.ukf.sk/en/international-relations/assistance-to-incoming-students-and-staff/visa-residence-permit-housing-health-insurance-students-with-special-needs>.

For students from Partner Countries, the first criterion for selecting students will be academic merit, but with equivalent academic level. Along with this criteria, sending institution should take into consideration student's language competence. Furthermore, it may apply another criteria, e.g., student's achievements in representing the home institution, his/her extra-curricular activities, etc.

Lower priority will be given to those students who have already participated in mobility actions in the same study cycle under the Lifelong Learning Programme/Erasmus Programme, Erasmus Mundus Programme or the Erasmus+ Programme.

International Erasmus+ student coming to UKF in Nitra is asked to earn at least 20 ECTS per semester or mobility (or 40 ECTS for the full academic year, i.e. for 2 semesters).

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
SK NITRA01	Nomination deadline: May 15 Application deadline: May 31	Nomination deadline: November 15 Application deadline: November 30
Tajik National University	Nomination deadline: May 15 Application deadline: May 31	Nomination deadline: November 15 Application deadline: November 30

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

SK NITRA01: All incoming students must be nominated by their home institution yet before the deadline. All documents of incoming students and staff have to be sent to the International Relations and Mobility Office of Constantine the Philosopher University in Nitra.

Tajik National University: All incoming students must be nominated by their home institution yet before the deadline. All documents of incoming students and staff have to be sent to the International Relations Office of Tajik National University

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 4 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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide². 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.]

SK NITRA01:

European Credit Transfer System (ECTS) with grading scale of Constantine the Philosopher University in Nitra can be found on: <https://www.ukf.sk/en/study/erasmus-ects-course-catalogue>.

Tajik National University: European Credit Transfer System (ECTS) with grading scale of Tajik National University:

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
SK NITRA01	Ing. Katarína Butorová, PhD., International Relations	https://www.ukf.sk/en/international-relations/assistance-to-incoming-students-and-staff/visa-residence-permit-housing-

² http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

	Office, Tr. A. Hlinku 1, 949 74 Nitra, Slovak Republic Tel./Fax: +421 37 6408 031 kbutorova@ukf.sk	health-insurance-students-with-special-needs
Tajik National University:	Najmidinov Abdurahmon PhD., International Relations Office, 17 Rudaki ave., 734025, Dushanbe, Tajikistan Tel.: +992372212396 tnu.int.re@gmail.com	

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
SK NITRA01	Ing. Katarína Butorová, PhD. Tel./Fax: +421 37 6408 031 kbutorova@ukf.sk	https://www.ukf.sk/en/international-relations/assistance-to-incoming-students-and-staff/visa-residence-permit-housing-health-insurance-students-with-special-needs
Tajik National University:	Malikova Madina, International Relations Office, 17 Rudaki ave., 734025, Dushanbe, Tajikistan Tel.: +992372212396 malikovam@2288@gmail.com	


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
SK NITRA01	Ing. Katarína Butorová, PhD. Tel./Fax: +421 37 6408 031 kbutorova@ukf.sk	https://www.ukf.sk/en/international-relations/assistance-to-incoming-students-and-staff/visa-residence-permit-housing-health-insurance-students-with-special-needs

Tajik National University:	Boaziz Shohin PhD., International Relations Office, 17 Rudaki ave., 734025, Dushanbe, Tajikistan Tel.: +992372212396 tnu.int.re@gmail.com	
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H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ³
SK NITRA01	PhDr. Martina Pavlíková, PhD. Vice-rector for International Relations Institutional Erasmus Coordinator		
Tajik National University:	PhDr. Gafurov Khayrullo Vice-rector for International Relations Institutional Erasmus Coordinator	23.11.2020	



³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation