



UNIVERSIDADE
DE LISBOA



LETRAS
LISBOA

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

Inter-institutional¹ agreement 2022-2025²
between institutions from
programme and partner countries

[Minimum requirements]³

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

Universidade de Lisboa P LISBOA109 ⁴	State University of Shirak
<p>Faculdade de Letras da Universidade de Lisboa - School of Arts and Humanities ULisboa www.lettras.ulisboa.pt</p> <p>International Cooperation Office Alameda da Universidade 1600-214 Lisboa Tel. + 351 21 792 00 65 agreement@lettras.ulisboa.pt internacional@lettras.ulisboa.pt</p> <p>Contact person: Eduarda Camilo</p>	<p>“M. Nalbandyan State University of Shirak” Foundation (SUSH) https://shsu.am/en/</p> <p>External Cooperation Center Faculty Coordinator / Contact person Nazeli Avetisyan Acting Vice-Rector, Director of the Educational and Methodological Process Management Center avetisyan69@gmail.com Tel.: +374 312 6 94 94</p>

¹Inter-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 All mobilities must be completed until the 31st of July 2018, including travel days.

³Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

<p>eduarda.camilo@letras.ulisboa.pt International Cooperation Office Faculdade de Letras da Universidade de Lisboa Alameda da Universidade 1600-214 Lisboa Tel. + 351 217 920 065</p> <p>Erasmus Institutional Coordinator: Prof. Doutor Miguel Tamen</p>	<p>Erasmus Institutional Coordinator Hovik Melkonyan Director of the External Cooperation Center gspi1934@mail.ru Tel.+374 93 853 706</p>
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B. Mobility numbers⁵ 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 of the sending institution]	TO ⁷ [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd , 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 *
SUSh	P LISBOA 109	222	Humanities	1 st and 2 nd	2x4	N.A.
P LISBOA 109	SUSh	222	Humanities	3 rd	1x4	N.A.

FROM ⁷ [Erasmus code of the sending institution]	TO ⁷ [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 *
P LISBOA 109	SUSh	222	Humanities	2 STAFF/5 days	N.A.
SUSh	P LISBOA 109	222	Humanities	2 STAFF/5 days	N.A.

⁵ 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA 109	Humanities	Portuguese	English (depending on the Curricular Unit/Professor)	B1	C1
SUSh	Humanities	English	French, German, Russian (depending on the Curricular Unit/Professor)	B1	B2

P LISBOA 109: For more details on the language of instruction recommendations:
<http://www.iclp.letas.ulisboa.pt/>

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ 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.

⁶ 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>

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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

E. Additional requirements

All the grants will be managed by the Applicant organization. Beneficiaries will receive their grants once in Lisbon, at the Universidade de Lisboa, and after presenting the required documents.

1. Selection of students and staff shall be carried out by the sending Institution.

P LISBOA 109: Selection of students and staff shall be carried out in a fair and transparent manner, taking into consideration:

- the student's average score and number of concluded ECTS
- the staff member's overall curriculum and/or the mobility relevance according to working area.

State University of Shirak:

All the grants will be managed by the Applicant organization. Beneficiaries will receive their grants once in Lisbon, at the Universidade de Lisboa, and after presenting the required documents.

1. Selection of students and staff shall be carried out by the sending Institution.

SUSH: Selection of students and staff shall be carried out in a fair and transparent manner, taking into consideration:

- the student's great point average (GPA), number of concluded ECTS-credits, motivation letter and language knowledge level
- the staff member's overall curriculum and/or the mobility relevance according to working area, motivation letter and language knowledge level

2. Infrastructure to welcome students and staff with disabilities:

P LISBOA 109: <http://www.lettras.ulisboa.pt/pt/estudantes/alunos/estatutos-especiais/146-alunos-com-necessidades-educativas-especiais#incoming>

State University of Shirak:

SUSh: <https://shsu.am/centre-for-external-cooperation-and-public-relations-en/>

F. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA 109	Nominations: May Applications: 30 th June	Nominations: December Applications: 15 th January
SUSh	Nominations: May Applications: 15 th June	Nominations: October Applications: 15 th November

P LISBOA109: The receiving institution will send its decision/acceptance within 2 weeks after the application deadlines.

State University of Shirak:

The receiving institution will send its decision/acceptance within 2 weeks after the application deadlines.

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
P LISBOA 109 ⁸	Mid-September – end of January	Mid-February – end of June
SUSh	Beginning of September- end of January	Mid-February – end of June

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]

⁸See information sheet for the current year <http://www.lettras.ulisboa.pt/pt/cursos/calendario-escolar>

5. 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 year N will only take effect as of 1 September year N+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

P LISBOA 109:

Student performances are graded individually and not on a statistical basis. In general, the University of Lisbon uses the grading system charted below.

ECTS Grade	National Grade	Definition	
A	18-20	EXCELLENT	outstanding performance with only minor errors
B	16-17	VERY GOOD	above the average standard but with some errors
C	14-15	GOOD	generally sound work with a number of notable errors
D	12-13	SATISFACTORY	fair but with significant shortcomings
E	10-11	SUFFICIENT	performance meets the minimum criteria
F	1 – 9	FAIL	considerable further work is required

ECTS credits:

one semester
30 ECTS credits

one full academic year
60 ECTS credits

State University of Shirak:

The following scale is used for all types of evaluations/examinations:

Grading system- 100 points

ECTS credit system:

One semester
30 ECTS credits

one full academic year
60 ECTS credits

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.

All students involved in mobility with Partner countries are required to obtain valid visa

for the mobility period, prior to their departure from the home country. Copy of the document must be provided to the receiving institution, upon arrival. Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details	Website for information
P LISBOA 109	internacional@letras.ulisboa.pt	http://www.letras.ulisboa.pt/pt/internacional/incoming/informacoes-uteis/96-vistos
SUSh	shsuinternational@shsu.am gspi1934@mail.ru	https://shsu.am/en/

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

All students involved in mobility with Partner countries are required to contract an insurance covering the mobility period. Copy of the document must be provided both to the sending and to the receiving institution.

Institution	Contact detail	Website for information
P LISBOA 109	internacional@letras.ulisboa.pt	http://www.letras.ulisboa.pt/pt/estudantes/alunos/utras-informacoes
SUSh	shsuinternational@shsu.am gspi1934@mail.ru	https://shsu.am/en/

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	Contact details	Website for information
P LISBOA 109	internacional@letras.ulisboa.pt	http://www.letras.ulisboa.pt/pt/internacional/incoming/informacoes-uteis/92-alojamento
SUSH	shsuinternational@shsu.am gspi1934@mail.ru	https://shsu.am/en/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁹
<p>P LISBOA 109</p> <p>Faculdade de Letras - School of Arts and Humanities ULisboa</p>	<p>Prof. Doutor Miguel Tamen, Dean</p>		
<p>SUSH</p> <p>State University of Shirak</p>	<p>Rector, Associate-Prof. Yervand Serobyan</p>	<p>25.10.2023</p>	

⁹ Scanned signatures are accepted