

Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2018² between institutions from 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 organization 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 the higher education institutions

Full name of the institution	Erasmus code or city ³	Name of the contact person	Contact details (email, phone)	Website
Technical University of Košice	SK KOSICE 03	Institutional Erasmus coordinator Ing. Katarína Valentová Faculty coordinator Assoc. prof. Ing. Marianna Siničáková, PhD. Academic contact Assoc. prof. Ing. Marianna Siničáková, PhD.	katarina.valentova@tuke.sk +421 55 602 2686 marianna.sinicakova@tuke.sk +421 55 602 2141	www.tuke.sk
International Institute of Management IMI-Nova, Chisinau	Chisinau	Institutional coordinator and academic contact prof. dr. Alessandro Figus, Vice rector for the International Affairs and European Integration	figus@mail.md tel + 373 22 568209 Mob + 373 60 86 9144	www.imi-nova.md

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 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.



B. Mobility numbers⁴ per academic year

[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 the end of January at the latest in the preceding academic year.]

FROM	TO ⁷	Subject area code [ISCED 2013]	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
IMI-Nova, Chisinau	SK KOSICE 03	0311	Economics	1 st *	3x4m	-
SK KOSICE 03	IMI-Nova, Chisinau	0311	Economics	3 rd *	2x4m	-

* Student mobility planned in academic year 2017/2018

FROM	TO	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
IMI-Nova, Chisinau	SK KOSICE 03	0311	Economics	3x10days*	-
SK KOSICE 03	IMI-Nova, Chisinau	0311	Economics	3x10days*	-

* Staff mobility planned in academic year 2016/2017

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.

⁴ 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>)

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SK KOSICE 03	0311	English	Slovak	B1	B2
IMI-Nova, Chisinau	0311	English	Romanian or Russian	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁶ 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_the_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

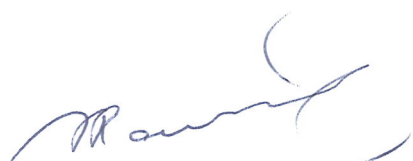
The higher education institution agrees to:

- 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

⁵ See Common European Framework of Reference for Languages

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.




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. Any additional requirements

At SK KOSICE03

- *Selection process: the partner university is kindly requested to ensure that the language proficiency of the outgoing student(s) is a minimum B2.*
- *The Learning Agreement should be negotiated and agreed on by both sides - sending and receiving institution - before student's arrival.*
- *Services for incoming students:*
 - *Welcome Day is organized for international students usually on the first Monday of the semester where students get information about the university in general, administrative issues, student activities, the Slovak language course, and other services. The integration of incoming students is fostered also in the areas of education and social life.*
 - *Slovak language courses are offered for incoming students by the Language Department, which is free of charge. In case of interest, the course book is provided by the LLP Office. The course is running 2 hours/week.*

F. Calendar

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

Receiving institution	Autumn term	Spring term
SK KOSICE 03	30 June	30 November
IMI-Nova Chisinau	30 June	30 November

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.
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 October 2016 will only take effect as of 1 October 2017. 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

The following scale is used for all types of evaluations/examinations and at all faculties at SK KOSICE03:



Grade	Number of points	Definition
A	91 – 100	Excellent
B	81 – 90	Very good
C	71 – 80	Good
D	61 – 70	Satisfactory
E	51 – 60	Sufficient
FX	Less than 51	Fail

At IMI-Nova, Chisinau:

See the web page www.imi-nova.md

And English - Ministerul Educației | Government of Moldova www.edu.gov.md/en

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	Contact details (e-mail, phone)	Website for information
SK KOSICE 03	Ing. Katarína Valentová Katarina.Valentova@tuke.sk +421 55 602 2686 Letná 9, 042 00 Košice, Slovakia	http://web.tuke.sk/erasmus/en/index_en.html
IMI-Nova, Chisinau	prof. dr. Alessandro Figus figus@mail.md + 373 22 568209 Strada Hristo Botev 9, Chisinau, Moldova Republic	www.imi-nova.md

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:



Kalender

Institution	Contact details (e-mail, phone)	Website for information
SK KOSICE 03	Ing. Katarína Valentová Katarina.Valentova@tuke.sk +421 55 602 2686 Letná 9, 042 00 Košice, Slovakia	http://web.tuke.sk/erasmus/en/index_en.html
IMI-Nova, Chisinau	prof. dr. Alessandro Figus figus@mail.md + 373 22 568209 Strada Hristo Botev 9, Chisinau, Moldova Republic	www.imi-nova.md


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 (e-mail, phone)	Website for information
SK KOSICE 03	Ing. Katarína Valentová Katarina.Valentova@tuke.sk +421 55 602 2686 Letná 9, 042 00 Košice, Slovakia	http://web.tuke.sk/erasmus/en/index_en.html
IMI-Nova, Chisinau	prof. dr. Alessandro Figus figus@mail.md + 373 22 568209 Strada Hristo Botev 9, Chisinau, Moldova Republic	www.imi-nova.md

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
SK KOSICE 03	prof. Ing. Stanislav Kmeť, CSc. Rector	19.1.2017	
IMI-Nova, Chisinau	Prof. Dr. Valentii Railean, Rector	23.01.17	