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QUALITY MANUAL

PROCEDURES FOR INTERNATIONALIZATION

PROCEDURE FOR ORGANIZING MOBILITY OF ACADEMIC AND ADMINISTRATIVE STAFF OF KHACHATUR ABOVYAN ARMENIAN STATE PEDAGOGICAL UNIVERSITY

Key terms and definitions used in the procedure:

Mobility of academic and administrative staff: teaching, training, research, practical activity in a foreign institution for a certain period of time but not more than one semester. After the end of the activity the academic and/or administrative staff returns to his/her University.

Sending University: University that sends the academic or administrative staff to the mobility.

Receiving University: University that hosts the academic or administrative staff for a certain period of time for a teaching, training, research, practical activity.

I. General Provisions

1. This procedure defines inner regulations for the participation of the academic and administrative staff of Khachatur Abovyan Armenian State Pedagogical University foundation (hereinafter University) in the mobility programs.
2. The main objective of the development of international cooperation of University is to improve the quality of education by ensuring the variability of the professional environment, enrichment of professional knowledge and experience of academic and administrative staff, increase the attractiveness and competitiveness of educational services.
3. International acts, intergovernmental and/or inter institutional agreements and memorandums serve as a legal basis for the mobility.
4. International Cooperation Unit /hereinafter ICU/ is responsible for all the organizational and procedural activities of the mobility programs for administrative and academic staff including but not limited to applying for financing.

II. Dissemination of Information on Mobility Programs

5. Information on mobility program is developed by ICU and is provided to the Department of Media and Public Relations to be posted on the official website of the University.
6. The information on mobility program provided by ICU should contain the following:

- 1) Outgoing administrative and academic staff
 - a. required list of documents for application form
 - b. information on financial support
 - c. information on visa procedure
 - d. information on health insurance
 - e. information on accommodation
 - f. preliminary program of the receiving University
 - g. information on foreign language requirements
- 2) Incoming academic and administrative staff
 - a. communicating with corresponding faculty about the aim of the visit,
 - b. defining the topic of the visit and the target audience
7. After the information is provided to the Department of Media and Public Relations of University, it should be published within one working day.

III. GENERAL REQUIREMENTS FOR THE PARTICIPATION IN THE MOBILITY PROGRAMS

8. Academic and administrative staff applying for mobility program should be full time employee of University, and full-time or contract-based employee of the partner University.
9. Academic and administrative staff applying for mobility program should have at least two years of teaching or working experience
10. Academic and administrative staff applying for mobility program should be able to justify their participation
11. Academic and administrative staff applying for mobility program should not have been participated in any mobility program in the current year
12. Academic and administrative staff applying for mobility program should have foreign language proficiency. If required, certificate of foreign language should be provided by the faculty of Foreign Languages of University.
13. Academic and administrative staff applying for mobility program should meet other requirements of the receiving University if required.

IV. LIST OF DOCUMENTS REQUIRED FOR THE PARTICIPATION IN MOBILITY

14. Academic and administrative staff participating in the mobility program should present
 - a. application form,
 - b. copy of passport,
 - c. motivation letter,

- d. recommendation letter
- e. foreign language certificate /if available/
- f. brief content of teaching program /academic staff/
- g. specific topics of cooperation to be addressed during mobility /administrative staff/

V. SELECTION PROCEDURE OF THE ACADEMIC AND ADMINISTRATIVE STAFF

15. Selection of academic and administrative staff from sending University is carried out by sending University itself. Sending University nominates them to the receiving University unless otherwise agreed
16. The selection of administrative and academic staff of University for mobility is carried out by committee chaired by vice rector responsible for international affairs or in case of his absence by other vice-rector assigned by the order of the rector.
17. The committee is formed by the order of vice rector responsible for international affairs or in case of his absence by other vice-rector assigned by the order of the rector and consists of the following members: dean, deputy dean or head of the chair of the respective faculty; head of international cooperation unit and specialist, lawyer, dean of the faculty of foreign languages, head of the chair or lecturer
18. The committee member list is approved by Rector
19. The selection of outgoing academic and administrative staff is carried out via face to face or online interview based on the following criteria unless otherwise required by the receiving university
 - a. foreign language
 - b. motivation letter
 - c. CV
20. Foreign language assessment is carried out by the committee during the interview and if required by the receiving university certificate of language proficiency is provided.

VI. RIGHTS AND RESPONSIBILITIES OF ACADEMIC AND ADMINISTRATIVE STAFF APPLYING FOR MOBILITY PROGRAMS

21. Academic and Administrative staff applying for mobility program have the right to ask from ICU information about the program
22. Academic and Administrative staff have the right to apply for mobility if they are full time employees of University and have at least two years of teaching and/or working experience
23. Academic and Administrative staff are responsible to apply for mobility within the given deadline

24. University Academic and Administrative staff is responsible to fill in the application form and to attach all the required documents otherwise the application will be considered incomplete.

VII. RIGHTS AND RESPONSIBILITIES OF ACADEMIC AND ADMINISTRATIVE STAFF SELECTED FOR MOBILITY

25. Academic and Administrative staff have the right to ask from ICU information on the mobility program and receive it.
26. Academic and Administrative staff are responsible to arrange the mobility period with the receiving University in a way that during their absence they could be replaced.
27. Academic and Administrative staff after receiving an invitation letter from the receiving university are responsible to apply to the respective Embassy for getting a visa.
28. Academic and Administrative staff are responsible to inform in written form the HR Department of University about their trip.
29. Academic and Administrative staff after the end of the mobility are responsible to present a report and carry out dissemination events covering the details of mobility.
30. Academic and Administrative staff after the end of mobility program within one week should present a report about their mobility to ICU.

PROCEDURE

ON ACADEMIC MOBILITY OF OUTGOING AND INCOMING STUDENTS OF KHACHATUR ABOVYAN ARMENIAN STATE PEDAGOGICAL UNIVERSITY

Key terms and definitions used in the procedure:

Academic mobility of students: organization of studies, including research in foreign university for a certain period of time but not more than one year. After the end of the studies the student returns to his/her university.

Sending university: university that sends the student to the mobility:

Receiving university: university, that hosts the student for a certain period of time for the purpose of carrying out studies and receiving credits

Recognition of learning outcomes: harmonization of assessment system, recognition of assessment system based on which the recognition of subjects is carried out and approved.

Transcript of Records: extract from the official document of the receiving university. The extract includes the subject list that the student has studied at receiving university, the number of hours, credits and marks as well as other relevant information.

I. GENERAL PROVISIONS

1. This procedure defines inner regulations for the participation in mobility programs for students of Khachatur Abovyan Armenian State Pedagogical University foundation (hereinafter University).
2. The main objective of the development of international academic cooperation of University is to improve the quality of education by ensuring the variability of the environment for student, enrichment of knowledge, increase the attractiveness and competitiveness of educational services.
3. Legal bases of this procedure is the “Procedure on the Academic Mobility of Students of Higher Education Institutions” approved by the N 1240 decision of Government of Republic of Armenia on 25 August 2011.
4. International acts, intergovernmental and/or inter institutional agreements and memorandums serve as a legal basis for the mobility.
5. International Cooperation Unit /hereinafter ICU/ is responsible for all the organizational and procedural activities of the mobility programs including but not limited to applying for financing.

II. DISSEMINATION OF INFORMATION ON MOBILITY PROGRAMS

6. Information on mobility program is developed by ICU and is provided to the Department of Media and Public Relations of University to be posted on the official website of the University.
7. The information on mobility program provided by ICU should contain the following:
 - 1) For incoming students
 - a. required list of documents for application form,
 - b. information on accommodation,
 - c. information on visa procedure,
 - d. information on health insurance,
 - e. information on scholarship,
 - f. available foreign language courses for the current semester:
 - 2) For outgoing students
 - a. required list of documents for application form,
 - b. information on accommodation,
 - c. information on foreign language requirements
 - d. information on visa procedure,
 - e. information on health insurance,
 - f. information on scholarship:
8. After the information is provided to the Department of Media and Public Relations of University, it should be published on the official website of University within one working day.

III. GENERAL REQUIREMENTS FOR THE PARTICIPATION IN ACADEMIC MOBILITY PROGRAMS

9. The participation of students in academic mobility programs is regulated by the “Procedure on the Academic Mobility of Students of Higher Education Institutions” approved by the N 1240 decision of the Government of Republic of Armenia on 25 August 2011.
10. Outgoing and incoming students of University applying for academic mobility programs (BA, MA, PhD cycles of full time studies) should
 - a. have good academic performance for the previous semester /required GPA score would be defined preliminary by committee /
 - b. have foreign language proficiency,
 - c. not be final year student /unless otherwise agreed /

IV. LIST OF DOCUMENTS REQUIRED FOR THE PARTICIPATION IN ACADEMIC MOBILITY PROGRAM

11. Incoming students within academic mobility program should present the following documents
 - a. application-form,
 - b. tripartite agreement,
 - c. copy of passport,
 - d. motivation letter,
 - e. Foreign language certificate:
12. Outgoing students within academic mobility program should present the following documents
 - a. application-form,
 - b. tripartite agreement,
 - c. copy of passport,
 - d. motivation letter,
 - e. foreign language certificate /if available/
13. After the end of mobility program, the students should present
 - a. tripartite agreement
 - b. annex of tripartite agreement in case any changes occurred during mobility,
 - c. transcript of records from receiving university,
 - d. Information on the assessment system of receiving university

V. SELECTION PROCEDURE OF STUDENTS FOR PARTICIPATION IN ACADEMIC MOBILITY PROGRAMS

14. Selection of students within academic mobility programs is carried out by the Sending University. Student is nominated to the Receiving University for the confirmation unless otherwise agreed.
15. Selection of students who have applied for mobility program is carried out by committee chaired by vice rector responsible for international affairs or in case of his absence by other vice-rector assigned by the order of the rector.
16. The committee is formed by the order of vice rector responsible for international affairs or in case of his absence by other vice-rector assigned by the order of the rector.

The committee consists of the following members: dean, deputy dean or head of the chair of the respective faculty; head of international cooperation unit and specialist, lawyer, dean, head of the chair or lecturer of the faculty of foreign languages.
17. The list of committee members is approved by Rector

18. The selection of outgoing students is carried out based on the “Procedure on the Academic Mobility of Students of Higher Education Institutions” approved by the N 1240 decision of Government of Republic of Armenia on 25 August 2011
19. The selection of outgoing students is carried during face to face or online interview based on the following criteria unless otherwise agreed.
 - a. GPA,
 - b. foreign language,
 - c. motivation letter,
20. Foreign language assessment is carried out by the committee during the interview and if required by the receiving university certificate of language proficiency is provided.

VI. RIGHTS AND RESPONSIBILITIES OF STUDENTS APPLYING FOR MOBILITY PROGRAM

21. Students applying for mobility program have the right to ask from ICU information about the mobility program.
22. Students have right to apply unlimited times to the mobility programs until selected.
23. Students who have previously participated in mobility programs have the right to apply to other mobility programs unless other restrictions exist according to the specific program
24. Students have right to participate in a free English language courses organized by University.
25. Students are responsible to apply for the mobility programs within the given deadline.
26. Students are responsible to fill in the online application form and to attach the necessary documents otherwise the application will be considered incomplete

VII. RIGHTS AND RESPONSIBILITIES OF STUDENTS SELECTED FOR THE ACADEMIC MOBILITY PROGRAM

27. Students have right to ask from ICU complete information on the mobility program and to receive it.
28. Students are responsible to present to the ICU the tripartite agreement which has been agreed with the dean of the faculty.
29. Students are responsible after receiving an official invitation letter from the receiving University to apply for the visa to the Embassy of the country of receiving university.
30. Students are responsible to present to ICU the copies of roundtrip tickets
31. Students enrolled at paid system of study are responsible to pay the tuition fee before the beginning of mobility period.

VIII. RIGHTS AND RESPONSIBILITIES OF STUDENTS AFTER MOBILITY PERIOD

32. Students have the right to continue their education in University after the mobility period
33. Students are responsible to present their mobility experience during the information days organized by ICU
34. Students are responsible to participate in information days about mobility programs organized by other organizations after the approval of ICU
35. Students have the right to present their mobility experience both at University and other media platforms
36. Students are responsible after the end of mobility period to return to University and to continue their education.
37. Students are responsible to participate in the dissemination of information about mobility within University.

IX. RESPONSIBILITIES OF FACULTIES AND ICU IN ORGANIZATION OF MOBILITY PROGRAMS

38. Faculty of Foreign Languages if required should provide the students with Foreign language certificate
39. The corresponding faculty where the student selected for the mobility period studies together with ICU should carry out course matching based on the subject courses provided by the receiving University
40. Faculty where the selected student studies should present to the vice rector responsible for international affairs a document about the period of mobility, course matching and other details of mobility
41. Based on the document presented by the faculty ICU prepares order on the mobility of student.
42. Respective faculty of University where participant of mobility program studies should after the return of the student based on the application of student and transcript of records brought from the foreign University present a document to the respective vice-rector on the recognition of credits.
43. ICU based on the document presented by the faculty prepares an order about the credit recognition of students.
44. Respective faculty of university where the incoming student arrives should provide to the sending institution the list of English courses.
45. Respective faculty of university where the incoming student arrives should organize the studies of the student and to ensure environment for the integration of student.
46. Respective faculty of university should after the end of the studies of incoming student provide transcript of records and certificate of studies

ERASMUS+ ICM PROCEDURE FOR AMERICAN UNIVERSITY OF ARMENIA FACULTY AND STAFF MOBILITY

The goal of this procedural document is to define a set of actions for the preparation, implementation and follow up on AUA faculty and staff mobility projects based on the European Commission Erasmus+ Program Guide. It applies to outgoing and incoming mobility for Training (staff) as well as Teaching (faculty) within Erasmus+ International Mobility projects.

E+ ICM Agreement Submission Procedure

1. The academic and administrative departments shall look for cooperation opportunities in their respective fields.
2. The Office of Grants Management (OGM) shall explore and share Erasmus+ ICM opportunities on higher education institutions' (HEI) interest to cooperate with AUA.
3. The Erasmus+ ICM proposals for applications shall be approved by the corresponding department head, and then by the corresponding VP/Provost, to ensure centralized submission system to avoid applications to the same university by different departments.

Following the approval of the mobility award, communication with the partner institution is coordinated by the OGM, to make sure the terms and conditions of the agreement are clearly spelled out and followed during the award period. The OGM should be copied on any communication between the specific department head/faculty/staff member and the partner institution's corresponding department's representative.

If awarded a grant, all inter-institutional and mobility agreements shall be reviewed by the OGM and presented for Provost's and corresponding VP's approval. The [inter-institutional agreement \(IIA\)](#) should be approved prior to the mobility agreement. The OGM shall make sure that all deadlines of calls as well as inter-institutional agreements are met and valid prior to further processing. The Provost and corresponding VP must approve the mobility opportunity within one week of IIA receipt to ensure that both sending and host universities have approved the exchange.

OUTGOING MOBILITY

Open Announcement

As per the Erasmus+ Program Guide, every call shall be announced openly and transparently, through AUA's website, e-mail to community, etc. in order to ensure equal opportunity and transparency.

Following receipt of invitation for mobility from partner universities, the OGM circulates the information to the Deans of the corresponding Colleges/Schools for faculty mobility

opportunities and Human Resource Management (HRM) department for administrative staff mobility opportunities. Upon consent from the Dean regarding program match, the OGM generates the application with collaboration from the department contact. The Dean then opens the call to faculty. Similarly, the HRM department opens the corresponding call for administrative staff. In cases when the call requirements are specific to a certain unit/department/college, the OGM shall refer the call to the respective Department or Unit, so that the latter can announce the call among their staff for self-nomination.

If the hosting institution does not specify the field of mobility in its call requirement, then the call is announced across all AUA departments and units by OGM.

Selection

According to the Erasmus+ Program Guide, under STAFF SELECTION CONDITIONS, staff taking part in a higher education mobility project must be selected by their sending Higher Educational Institution (HEI) in a fair and transparent way.

Selection for teaching and training mobility shall be carried out by the departmental committee established by the corresponding College/School at AUA.

The selection process shall be based on the selection criteria and made public. The Professional Development Committee, consisting of respective academic/administrative departments' and support units' representatives, as well as OGM, shall assess the applications based on the following criteria:

- Potential for impact on applicant's professional development
- Benefit to AUA
- Clarity of motivation letter
- Relationship of grant outcomes to university/program/unit mission, strategic goals and objectives
- Potential for generating new project opportunities with AUA

Generally, if proposals are of comparable quality, preference is given to applicants who have not had recent E+ ICM mobility.

Eligibility Criteria: All full time faculty/staff with an employment contract and at least one year of working experience at AUA are eligible to apply.

Before Mobility

Prior to departure, mobility participants must have agreed on the conditions of the mobility program between the sending and receiving institutions through a mobility agreement approved by their supervisors. The mobility participants shall organize their agenda according to their professional interests and job relevance. The mobility agenda must be approved by the Dean and/or head of department as well as the host institution prior to departure.

Mobility Agreement

The selection of the HEI's staff shall be made by the sending institution on the basis of a draft mobility program submitted by the staff member after consultation with the receiving institution/enterprise. Prior to departure, the final mobility program shall be formally agreed upon by both the sending institution/enterprise and the receiving institution/enterprise (by exchange of letters or electronic messages). Both the sending institution and receiving institution shall be responsible for the quality of the mobility period abroad.

Before departure, the mobility participant shall participate in a *mobility orientation session*. Optional topics/activities for such an orientation may include: sharing information on Armenian culture/history/political issues and on AUA, promotional materials, as well as destination country culture and details related to the program. Staff selected to participate in mobility projects shall be considered as “Ambassadors of AUA” to present AUA’s interests at the hosting institution. The orientation session will be organized by respective college focal point together with the OGM.

During Mobility

Communication/mentorship with the mobility participant in the course of mobility will be ensured by the focal point of the respective department.

After Mobility

At the end of the mobility program, the participant is required to (i) submit a report to his/her supervisor (ii) make a presentation to AUA community about his/her mobility project.

The report and/or presentation shall include: narrative on the value added by the mobility at the personal, departmental, institutional and national levels, if applicable.

Incoming faculty/staff

As to incoming mobility, in cooperation with AUA respective college/department/unit focal point, OGM shall:

- Make organizational arrangements with partner institutions in providing support in the course of mobility, including agreeing on the terms of the inter-institutional agreements, receiving and ensuring smooth process of integration of mobility participants; and keeping the inter-institutional agreements updated;
- Ensure preparation and approval of mobility agreements for faculty/staff.

The Manager of AUA Services shall provide information and assistance on housing, etc. to incoming faculty/staff.

ERASMUS+: PROCEDURE FOR AMERICAN UNIVERSITY OF ARMENIA STUDENT MOBILITY FOR STUDIES

The goal of this procedural document on the Erasmus+ International Credit Mobility (ICM) is to define a set of actions for preparation and implementation of AUA student mobility based on ICM Guide¹. It applies to both inbound and outbound mobility for students within Erasmus+ ICM.

OUTGOING MOBILITY

After the approval of the Inter-Institutional Agreement (IIA) between AUA and the hosting higher education institution (HEI), the Office of Grants Management (OGM), sends the student mobility call to the respective college/school head as well as posts it at AUA's International Cooperation (IC) webpage: international.aua.am.

Students are not able to apply directly for Erasmus+ funding. Students should contact their college to find out about Erasmus+ opportunities or visit the AUA International Cooperation (IC) website for more details.

Students will be provided with course catalogues and schedules for their review by the AUA department head, and course selection in consultation with their respective program focal point.

Eligibility criteria

To be eligible to apply for a semester abroad through Erasmus+, a student must:

- Possess a high GPA as defined by the college/school
- Be enrolled in the second or third year of studies, if enrolled in an undergraduate program; or second or third semesters if enrolled in a graduate program
- Have no disciplinary record within the University

The following is preferred but not required:

- Knowledge of language spoken in the host country
- Involvement and leadership in extracurricular activities

Selection process

Application

¹ Erasmus+ International Credit Mobility Guide https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/international-credit-mobility-handbook_en.pdf

The application package entails documents as follows: AUA academic transcript (unofficial copy is acceptable), motivation letter, EUROPASS CV, other forms and documents as required in the call by hosting HEI.

The Selection Committee, composed of academic department members, selects and announces the name of the student within 5 working days following the submission deadline. In some cases, the host HEI carries out selection according to its own criteria.

Before Mobility

Once awarded a grant, the students shall:

- Select courses (components) based on approval from the program chair
- Complete and sign the Learning Agreement (LA)
- Submit signed LA to program chair for Provost's approval and signature
- Complete and sign the Grant acceptance form and submit it to designated contact at the host HEI
- Declare to the Office of the Registrar that he/she intends to study abroad by submitting the signed declaration form <https://registrar.aua.am/files/2019/10/Form-to-Declare-Semester-Abroad.pdf> along with a copy of LA

Throughout the application process, students should be able to schedule an appointment at the Embassy, collect required documents for visa receipt. Students must collect the proper documentation according to the list of requirements for student visa application. For additional documents (note verbal, copy of inter-institutional agreement between institutions, etc.) students shall contact the Office of Student Affairs. The Office of Student Affairs is responsible for visa facilitation.

Any additional and extra costs incurred before mobility shall be covered by the students.

Students can get information on insurance and housing from the relevant contact points mentioned in the inter-institutional agreement signed between AUA and host HEI. Housing during mobility falls under the students' responsibilities.

If awarded a grant, all inter-institutional and mobility agreements shall be reviewed and presented for Provost's approval by the OGM. The OGM shall make sure that all deadlines of calls as well as inter-institutional agreements are met and valid prior to further processing.

Tuition fee: Erasmus+ ICM mobility for students entail no tuition fee during the study period. During the mobility period, the students' AUA tuition fee is not suspended.

The Erasmus+ program covers the travel costs (e.g. airplane ticket to the country of the host HEI) and cost of stay for students living and housing while their studies abroad. The amounts

of the cost of stay and travel cost are defined per Program Country according to Erasmus Program Guide (https://ec.europa.eu/programmes/erasmus-plus/programme-guide/introduction/how-to-read-programme-guide_en)

Application process

The Program Chair shall:

- Advise and approve courses selected by the students
- Indicate the AUA equivalents to the courses chosen by the students
- Submit the completed and signed LA of the student for Provost's approval with a copy to the Office of Grants Management
- Submit the signed LA to the hosting HEI
- Provide students a copy of the Erasmus+ Student Charter from the academic program

Student shall:

- Complete and sign the learning agreement in conjunction with the department head
- Submit scans of their ERASMUS application form, passport, and learning agreement to head of college/school or the Coordinator at the Office of Student Affairs

During Mobility

Communication

Communication and mentorship with the mobility participant throughout the course of mobility will be ensured by the designated AUA contact of the respective program.

Contact and oversight via email of the students' experience will follow the timeline:

- One week post departure
- One week after the start of classes
- Once per month throughout period of mobility

The day-to-day wellbeing of the students, as well as issues regarding courses, extracurricular activities, etc. are to be handled by the host HEI.

Course change

The students shall immediately contact the department head in case of changing the course at the host HEI. Changes of the courses shall be reflected in the LA "During mobility" section, signed by students, respective department head, and host HEI representative according to Erasmus+ ICM timeline.

After Mobility

Credit recognition and transfer

Mobility periods must be recognized by both HEIs as stipulated in the inter-institutional agreement and in the LA. The receiving institution provides the sending institution and the students with a Transcript of Records within a reasonably short period of time (stipulated between the two institutions prior to mobility) after the issuing of the students' results at the receiving institution. The Program Country HEI is responsible for encoding the number or recognized credits.

After returning from mobility, it is the students' responsibility to submit the list of courses along with their descriptions taken abroad, the signed final LA, and the transcript from the host HEI should they have it in their possession, otherwise the host HEI sends the transcripts directly to AUA.

Upon successful completion of the set of educational courses (components) included in the LA and confirmed by the Transcript of Records sent by the receiving institution and made available to the students, the sending institution should fully recognize the agreed number of credits. Courses are then transferred to the students' AUA degree by the Office of the Registrar and use them to satisfy the qualification requirements.

Grades are not transferred, only credits. This is done in accordance with the AUA Transfer Credit Policy (<https://policies.aua.am/policy/126>) by AUA Registrar.

According to AUA policy, ECTS credit hours are typically divided by two (2) to determine the standard AUA equivalent credit amount. Students may not receive more than 60 credits from outside institutions.

In case the students have not completed their course(s) successfully at the receiving institution, institutional procedures should be defined for assessment of educational components within the agreement between HEIs. Such procedures should be communicated to students before the beginning of the mobility. Students should not be asked to sit for any other examinations or have to do extra work after having returned.

The host HEI is also responsible for providing the student the Diploma Supplement upon completion. The educational components successfully completed abroad will be attached to the Diploma Supplement with their original titles (and their translation into the language(s) in which the Diploma Supplement is issued), the indication of the institution where they have been taken, and the credits and grades awarded.

Feedback

Upon return, the students shall fill in the *After Mobility Questionnaire* and submit it to the Office of Student Affairs.

PROCEDURE FOR ORGANIZING ACADEMIC MOBILITY AND EXCHANGE PROGRAMS

M. NALBANDYAN STATE UNIVERSITY OF SHIRAK

1. General Issues

- 1.1. The legal basis of the given procedure of “M. Nalbandyan State University of Shirak” (hereinafter- SUSh) Foundation are: RA Laws “On Education” and “On Higher and Postgraduate Professional Education”, “On the introduction of a credit system in the higher education system of the Republic of Armenia”, the Resolution number 2307-N of the RA Government on December 27, 2005, “The Academic Mobility Procedure of Students in Higher Education Institutions” attached to the Resolution No. 1240-N of the RA Government on August 25, 2011, the Statute of “M. Nalbandyan State University of Shirak” Foundation, Regulations of the Center for External Cooperation and Public Relations, and other legal acts.
- 1.2. The SUSh Mobility Procedure sets out the goals, objectives, duties of subjects and objects for organizing and implementing all types of Mobility and Exchange Programs.
- 1.3. The issues of this Procedure apply to SUSh internal beneficiaries: lecturers, administrative staff, students studying in Bachelor, Master and Postgraduate academic programs.
- 1.4. Academic Mobility of students, lecturers and administrative staff at higher education institutions is one of the key principles of the Bologna Process.
- 1.5. This procedure may be amended or modified by the decision of SUSh Scientific Board.

2. Goals and Objectives

The goal of organizing internal and external Academic Mobility and Exchange Programs for lecturers, students, postgraduates is:

- to enhance the quality of education and the efficiency of scientific research;
- to increase the competitiveness of SUSh graduates in the labor market;
- to improve the management system;

- to improve professional competencies through the study and acquisition of foreign experience;
- to establish internal and external integration links with universities and use the international academic resources which will boost education accessibility, quality and efficiency;

3. Basics of International Mobility

- 3.1. International Academic Mobility of students, PhDs and lecturers can be realized on the basis of inter-university cooperation agreements in accordance with contracts, grants, projects signed by the University in the international scientific-educational field, as well as on the basis of international programs signed by the RA Ministry of Education, Science, Culture and Sport, foreign educational, scientific and non-governmental organizations, invitations sent by the conference committees and other bodies, on the initiative of the student, the lecturer.
- 3.2. Participation in international Academic Mobility and Exchange Programs at SUSh is on a competitive basis.
- 3.3. The selection of the Academic Mobility participant (student, lecturer) is made by the decision of a specially formed committee meeting, the chairman of which is the Rector of the University.
- 3.4. The issue of student, lecturer participation in international Academic Mobility is determined by the University Rector, based on the participant's application to the Rector.
- 3.5. Along with the application form, the applicant submits the academic transcript, foreign language proficiency sheet, letter of the inviting party and other documents required for participation.
- 3.6. In case of student Academic Mobility, the list of courses for studying at the host university, and courses provided by the curriculum of the given grade, the given profession of the sending university, in accordance with these courses, must be submitted. The decision of the Committee shall be presented to the inviting party and in case of receiving a positive conclusion on Academic Mobility, a trilateral agreement is signed between the participant (student, lecturer), sending and receiving

- universities, stating the obligations and rights of the participant (student, lecturer) and the university, regarding the mobility implementation, results accounting and the organization of the student's academic activities at the university upon his/her return.
- 3.7.The lecturer participating in Academic Mobility keeps his/her job, after the completion of which he/she must submit a report within 3-5 days.
- 3.8.Depending on the duration of the program, Academic Mobility can be short-term, mid-term and long term, and may also be internal (other universities inside the country) and external (other universities outside the country).
- 3.9.The assessment of academic activities of students involved in international Academic Mobility is made on the basis of the ECTS credit system, according to relevant regulations adopted by the University.
- 3.10. As a result of Academic Mobility, the learning outcomes expressed in credits must not exceed 25 percent of the Bachelor's academic program, 50 percent of the Master's academic program and 30 percent of PhD academic program of total academic load required for obtaining the relevant qualification.

4. Regulations of Financial Issues Related to International Academic Mobility

- 4.1.Students involved in Academic Mobility keep their studying status at the sending university (paid-basis learners or free of charge-basis learners).
- 4.2.Students studying in a paid system and being involved in long-term or short-term Academic Mobility programs, are not exempt from tuition and are obliged to pay the tuition fee for the semester during which they will study abroad.
- 4.3.Funding for International Academic Mobility Programs may be implemented at the expense of means provided for by interstate agreements, grants signed by the University, the program and other financial means, and the student's own means.

5. Duties of International Mobility Participants

The sending university is obliged to:

- exempt the student from the resit of courses stipulated in the educational agreement and other educational components: final testings, mid-term testings

and other forms of testings provided for by the curriculum, taking into account the credits outlined;

- organize information dissemination meetings on Academic Mobility;
- provide counseling on Academic Mobility management;
- keep in touch with the host university and mobility participant;
- conduct a statistical report on student and academic staff mobility and exchange programs.

The student is obliged to:

- come to the University 3-5 days after the expiration of the study term indicated in the Academic Mobility Agreement;
- settle the differences between the credits provided for by the given semester curriculum and the credits gained from the trilateral Academic Mobility contract courses;
- keep in touch with the relevant department of Academic Mobility of the sending university;
- submit an application to the Rector with a request to resume his/her studies, attaching information about courses and credits gained abroad.

PROCEDURE FOR YEREVAN STATE CONSERVATORY STUDENT MOBILITY FOR STUDIES

KEYWORDS: Academic mobility of students, sending higher education institution (HEI), hosting HEI, academic recognition, evaluation sheet.

General Provisions

1. The main goal of the student's academic mobility at the Conservatory is to improve the quality of education.
2. The legal bases of this procedure are: "Law on Education"; "Law on Higher and Postgraduate Professional Education"; Decision on "Introducing Credit System in Armenian Higher Education System" N2307 (adopted in 27/12/2005); Decision on "The procedure of student academic mobility in higher education institutions" N1240 (adopted in 25/08/2011); Statute of Yerevan Komitas State Conservatory; Rules of International Department; Inter-institutional Agreements and other legal acts.
3. The mobility procedure of the Yerevan State Conservatory (YSC) applies to all internal stakeholders of the university, regardless of specialization, and regulates the student's academic mobility relationship.

Before Mobility

1. Academic mobility of students may be implemented by inter-institutional cooperation agreements.
2. Information about students' academic mobility programs is posted on the university's website, other information platforms, or sent to the student's email address.
3. Participation in the Academic Mobility and Exchange Programs at YSC is on a competitive basis.
4. The Selection Committee is formed by the Vice-Rector of International Cooperation and Public Relations.
5. The Committee is composed of the Vice-Rector of Education, the Program Chair of the corresponding department and academic department members.
6. As a result of the competition organized by the Committee, the selected participants are presented to the hosting higher education institution, which gives a final conclusion.
7. Students' academic mobility within the framework of academic exchange programs is implemented by mutual agreement of sending and hosting higher education institutions.

8. The student's academic mobility can be achieved on the student's initiative; the student can apply individually to a preferred institution if YSC does not cooperate with that institution. In this case, the YSC supports student mobility.
9. A tripartite agreement is signed between the student, sending and hosting HEI to participate in the academic mobility program.

The trilateral agreement includes:

- student's and university's commitments
- subject list of universities
- credit hours
- number of credits
- credit recognition and transfer.

Procedure for applying to academic mobility programs

1. To apply for academic mobility programs, a student must have:
 - a. high professional development
 - b. English level B2
 - c. motivation letter
 - d. application
 - e. copy of passport
 - f. CV
1. The student participates in a professional audition organized by the Competition Committee.
2. The students select courses of the hosting HEI which is presented to the program chair.
3. All undergraduate and graduate students may apply to the academic mobility program. Exceptions are the students who are enrolled in the first semester of the first year of the undergraduate studies, as well as undergraduate and graduate students, enrolled in the last semester of their studies.

The Duties and Rights of Academic Mobility Participants

Rights and Responsibilities of Students Applying for Academic Mobility Programs:

- the student has the right to apply for academic mobility programs many times,
- the student has the right to request and receive comprehensive information about the exchange program,
- the student is required to apply to the program within the stated deadline,
- the student is required to collect documents required by the hosting higher education institution,
- the student is obliged to complete the missed credits within the specified deadline.

Responsibilities of the sending institution:

- after the end of the academic mobility period, the sending HEI should prepare an Academic Recognition Document based on the student's application and assessment sheet,
- the sending HEI should communicate and mentor with the mobility participant throughout the course of mobility,
- the sending HEI is responsible for spreading information about academic mobility programs on all possible platforms,
- the sending HEI is required to inform the students about tuition fees and any additional or extra costs incurred before mobility

VANADZOR STATE UNIVERSITY AFTER H. TOUMANYAN
POLICY ON INTERNATIONAL CREDIT MOBILITY OF STUDENTS,
ADMINISTRATIVE AND ACADEMIC STAFF

This document has been developed to regulate the basic procedure of the academic mobility of students, administrative and academic staff and to ensure the transparency of the whole procedure.

The methodological grounds for the policy are:

- a/ Law of the Republic of Armenia(RA) on education;
- b/ Law of the RA on higher and postgraduate professional education;
- c/ Main provisions of the Bologna Declaration;
- d/ Decisions of the RA government, Ministry of Education, Science, Culture and Sports in the sphere of higher education;
- e/ RA government's "Regulation on Students' Academic Mobility in Higher Educational Institutions" (2011);
- g/ Guidelines on Erasmus+ International Credit Mobility;
- e/ ECTS users' guide (2015);
- f/ Regulation of VSU Students' international Academic Mobility Organization, Accumulation and Transfer of credits gained at host universities.

The international mobility of students, academic and teaching staff is realized on the following basis:

- Erasmus+ international credit mobility (KA107) grants;
- Bilateral Inter-institutional agreements;
- Invitations sent by foreign educational, scientific and public organizations, conference organizing committees and other institutions;
- Students' and staff's own initiatives.

Below are given the logical steps of VSU mobility which is primarily implemented by the Department of Cooperation and Relations with the support of respective faculties, chairs, and other subdivisions.

➤ **Provision of Necessary Information about Mobility**

1. In the months of September and January of each year the Department of Cooperation and Relations organizes informative meetings with the internationalization representatives of the chairs, students, administrative and academic staff. The aims of these meeting are as follows:

- to introduce all the application requirements regarding the mobility program, participation rules and the responsibilities of the grantees after mobility;
 - to invite the students, administrative and academic staff having participated in mobility programs to share their experience, impressions and challenges met.
2. After the announcement of the call by the Partner HEI an announcement is placed on the VSU official website, Facebook page as well as on the Facebook page of the Department of Cooperation and Relations.
 3. The Department of Cooperation and Relations conducts advisory meetings for the applicants about preparing the necessary documents for mobility application, the rules for writing a motivation letter and completing a trilateral agreement.
 4. The necessary information about mobility is placed on VSU official website, Facebook page as well as on the Facebook page of the Department of Cooperation and Relations.

➤ **Eligibility Requirements for the Students (Bachelor, Master, Phd), Administrative and Academic Staff**

Administrative and academic staff applicants shall have permanent employment at VSU and are expected to contribute to the further development of the university in terms of establishing collaborative links with the respective institution and/or suggest a common research/education project upon their return.

➤ **Selection Procedure for Mobility students, Administrative and Academic staff**

The selection procedure of students, administrative and academic staff is carried out in two ways.

1. The selection is carried out by the host university after the applicants fill in the application form posted on electronic platform of the respective HEI. VSU carries out the eligibility check by confirming the applicant's right to be selected and, if required, organizes the preliminary selection process.
2. If the host university gives the selection right to the home university, the selection is made according to the decision of the Erasmus+ permanent selection committee established by VSU.

The selection process is carried out on the basis of the following documents:

Students:

- Transcript of records/ Bachelor Diploma Supplement (for master students) or Master Diploma Supplement (for PhD students)- 5 points
- The results of the English proficiency test (if the selection is carried out by home university)-5 points
- Motivation letter- 5points
- Curriculum Vitae (CV)- 5points

Administrative staff:

- Motivation letter- 5points
 - Curriculum vitae (CV)- 5points
 - Officially certified document confirming the required level of the English language proficiency (TOEFL: threshold score 59 points; IELTS: threshold score 5.5 points) - 5points
 - Confirmation of pre-acceptance letter from the host university (in case of the requirement from one of the sides (added value: preference is given to those applicants who have a pre-acceptance letter).²
-

Academic staff:

- Motivation letter - 5points
 - Curriculum vitae (CV) - 5points
 - Officially certified document confirming the level of foreign language proficiency (TOEFL: threshold score 79 points; IELTS: threshold score 6.5 points) - 5points
 - Confirmation of pre-acceptance letter from the host university (in case of the requirement from one of the sides (added value: preference is given to those applicants who have a pre-acceptance letter).
-

*With the exception of English language specialists.

3. Selection procedure of applicants

- The selection committee takes into consideration all the above mentioned selection criteria;
- In cases of disagreements or equal points, the preference is given to those applicants who are applying for the mobility for the first time or have participated in the mobility less than others.
- Some exceptions may be made in the teaching staff selection: the applicant having already participated in mobility may be reselected if his/her

² The average point of each criterion will be added up to form the final result of the academic and administrative staff selection.

candidacy is highly recommended by the host university or if the host university requires a course that is taught by the respective applicant.

➤ **Mobility Organization Process of Selected Candidates**

- **Students.**

- A week before the mobility the student submits an application to the university Rector.
- Attached to the application, the trilateral mobility agreement (signed between the student, the Dean of the Faculty and the responsible person at the host university) is submitted in which the subjects the student is to attend at the host university are mentioned³:

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- In case of the positive response to the application, the Educational Department of the university gives an order according to which the student is entitled to participate in a mobility project and be temporarily absent from the university.
 - Erasmus+ mobility students are provided with Erasmus+ statute where their rights and obligations during the mobility period are mentioned.

- **Administrative and Academic Staff.**

- A week before the mobility the staff member submits an application to the university Rector to allow him/her to carry out training/teaching at the host university.
- Attached to the application, the trilateral mobility agreement (signed between the staff member, the Rector and the responsible person at the host university) is submitted where the aim of the mobility and the content of the short-time visit are clearly stated.
- The Department of Cooperation and Relations helps all selected students and staff to fill in all necessary mobility documents and, in case of necessity, to establish contacts with the host university.

➤ **Outgoing Students' Tuition Fee Regulations**

- Outgoing students maintain their student status at home university.
- Non-fee paying students are exempted from paying tuition fees at the host university; however, according to the rotation system functioning at home university, these students may become fee-payers after their mobility at the host university if the level of their academic performance during the mobility period does not correspond to the non-fee paying education standards.
- Fee-paying students are not exempted from paying tuition fees and shall pay for the semester they study at host university; however, according to the rotation system functioning at home university, these students may become fee-payers after their mobility at the host university if the level of their academic

performance during the mobility period corresponds to the non-fee paying education standards.

➤ **Steps Taken after Mobility**

- **Students.**

- After getting positive marks and credits assigned to the subjects at the host university, the home university shall register the student's academic results in the academic databases of the university.
- The home university shall free the student from the resubmission of the academic disciplines and other academic components, examinations, pass-examinations, other ways of checking the student's academic performance taking into consideration all the credits gained at the host university.
- The student shall be present at home university within 3-5 days after the completion date mentioned in the mobility agreement.
- The student shall submit an application to the university Rector with a request to re-establish his education attaching a signed and stamped certificate containing information on the taken subjects and gained credits at the host university.
- The student shall retake exams if there are differences between the credits presented in the academic plan of the following semester and those indicated in the mobility certificate (one semester corresponds to 30 ECTS credits).
- The home university shall allow the student to retake exams in terms of two months after signing the decree.
- Not getting positive marks or not earning the course credits at the host university is considered an academic debt which the student shall eliminate according to the existing rules and regulations.
- Upon the student's return, the Department of Cooperation and Relations as well as the Resource Centre (functioning under the direct guidance of the Chair of Foreign Languages) organize meetings during which the students who participated in mobility share the experience and impressions they got at the host university.

- **Administrative and Academic Staff**

- After the mobility the staff member must represent a brief report on the activities held at the host university during the meetings and sessions of rectorate and the corresponding departments (Faculty, Chair).
- During the discussions and meetings organized by the Department of Cooperation and Relations as well as by the Resource Centre the staff member shares the experience gained at the host university by mainly placing emphasis on the innovative methods of teaching, the ways and conditions ensuring the atmosphere for student-centered teaching/learning and the efficient implementation of management mechanisms.

➤ **Activities Carried out at VSU for Incoming Administrative and Academic staff**

Before the mobility

- VSU Department of Cooperation and Relations issues an invitation letter for the selected candidate;
- The selected candidate is provided with the necessary information regarding the travel, stay, city, daily costs in Armenia/Vanadzor, places of interest, etc.;
- The plan of activities during the training/teaching.

During the mobility

The VSU Department of Cooperation and Relations

- introduces the staff member to the university, organizes personal meetings with the Rector, dean of the respective faculty, head of the chair and ensures smooth organization of the mobility;
- organizes a cultural program: city tours, visits to museums, picture galleries, excursions in Lori or Tavush Region;
- issues a certificate of participation in the training/teaching at VSU.

After the mobility

The VSU Department of Cooperation and Relations

- includes contact details of incoming staff members in the database of the university and keeps them updated with relevant information;
- ensures sustainable communication for follow up activities.