

Vaganrog

10-1/2018
3010



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² **between 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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Kodolányi János University of Applied Sciences	HU SZFVAR01	Erasmus Institutional Coordinator Horváti Éva horvatieva@kodolanyi.hu +36 22 543 377 Fürdő utca 1 8000 Székesfehérvár Hungary Departmental Coordinator for BUDAPEST Campus Ms. Anna Réti reti.anna@kodolanyi.hu +36 1 238 9308 Frangepán utca 50-56, 1139 Budapest – Hungary	http://www.kodolanyi.hu/en For the course catalogue, please visit: Fall semester: http://www.kodolanyi.hu/_oldsite/en/icp/exchange/erasmus/fall_term/erasmus_courses_fall Spring semester: http://www.kodolanyi.hu/_oldsite/en/icp/exchange/erasmus/spring2013_2014/courses_spring

¹ Inter-institutional agreements can be signed by two or more higher education institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Taganrog Institute of Management and Economics, Taganrog, Russia	International Mobility Coordinator Prof. Makarova Elena makarova.h@gmail.com +7 9054569366 Petrovskaya 45, 347900 Taganrog, Russia	For the web site of the Institute please visit: http://www.tmei.ru/
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B. Mobility numbers⁵ 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 no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code 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	Student Mobility for Traineeships †
					[total number of months of the study periods or average duration*]	
Taganrog Institute of Management and Economics, Taganrog, Russia	HU SZFVAR01	ISCED 645	International studies, social studies, cultural studies, humanities, tourism, business	1 st and 2 nd	2X 4 months for the period of 2017-19	0
		655				
		745				
		755				
HU SZFVAR01	Taganrog Institute of Management and Economics, Taganrog, Russia				0	0

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of

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>

students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 *
HU SZFVAR01	Taganrog Institute of Management and Economics, Taganrog, Russia	ISCED	international studies, social studies, cultural studies, humanities, tourism, business	2X 2 weeks (max) for the period of 2017-19	2X2 weeks (max) for the period of 2017-19
		645			
		655			
		745			
		755			
Taganrog Institute of Management and Economics, Taganrog, Russia	HU SZFVAR01			2X2 weeks(max) for the period of 2017-19	2x2 weeks (max) for the period of 2017-19

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]

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>

HU SZFVAR01		English	Hungarian	English (B2)	English (B2)
Taganrog Institute of Management and Economics, Taganrog, Russia		<i>English</i>	<i>Russian</i>	<i>English</i>	<i>Englisih</i>

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

D. Additional requirements

At **HU SZFVAR01**: Although KJU has infrastructures to host students and staff with disabilities (classroom access, etc.), depending on the nature of the disability, we would strongly advise to provide as much information ahead on time so that our International Office Staff inform the student/staff of the feasibility of the mobility.

At Taganrog Institute of Management and Economics, Taganrog, Russia

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU SZFVAR01	Nominations by MAY 10 Applications by JUNE 10	Nominations by NOVEMBER 10 Applications by DECEMBER 10
Taganrog Institute of Management and Economics, Taganrog, Russia	Nominations by MAY 10 Applications by JUNE 10	Nominations by NOVEMBER 10 Applications by DECEMBER 10

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. [*It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines*]
4. Termination of the agreement
[*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."]

F. Information

1. Grading systems of the institutions

HU SZFVAR01

Hungarian Grading System Scale – 5 to 1; 5 being the maximum grade; ECTS is given if 2 is obtained

- 5 - EXCELLENT
- 4 - (VERY) GOOD
- 3 - SATISFACTORY
- 2 - PASSED
- 1 - FAILED

Russian Grading System Scale

- 5 - EXCELLENT
- 4 - (VERY) GOOD
- 3 - SATISFACTORY
- 2 - FAILED
- 1 - FAILED

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]	Contact details (email, phone)	Website for information
HU SZFVAR 01	BUDAPEST: Ms. Anna Réti Tel: +36 1 238 9308 reti.anna@kodolanyi.hu	http://www.kodolanyi.hu/en/icp/exchange/erasmus/fallterm/semesterfall http://www.kodolanyi.hu/en/icp/exchange/erasmus/spring2013_2014/semester_spring http://www.kodolanyi.hu/en/practical_info/before_coming/passport_visa
Taganrog Institute of	TAGANROG: Prof. Elena Makarova Tel: +& 905	www.tmei.ru

Management and Economics	4569366 makarova.h@gmail.com	
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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]	Contact details (email, phone)	Website for information
HU SZFVAR01	BUDAPEST: Ms. Anna Réti Tel: +36 1 238 9308 reti.anna@kodolanyi.hu	http://www.kodolanyi.hu/en/practical_info/before_coming_while_in_hungary/medical
Taganrog Institute of Management and Economics	TAGANROG: Prof. Elena Makarova Tel: +8 905 4569366 Makarova.h@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]	Contact details (email, phone)	Website for information
HU SZFVAR01	BUDAPEST: No housing is	https://www.kodolanyi.hu/en/lcp/exchange/erasmus/useful_information

	provided by KJU, students are advised to book their own accommodation.	
Taganrog Institute of Management and Economics	TAGANROG No housing is provided	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
HU SZFVAR01	<i>Dr. h.c. Szabó Péter PhD, Rector</i>		
Taganrog Institute of Management and Economics, Russia	<i>Dr. Sergey Avakov, Ph.D., Rector</i>	16 February 2018	



⁷ Scanned signatures are accepted