



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 between programme 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 related to the organisation and management of the mobility, in particular the of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details (address, email, phone)	Website (eg. of the course catalogue)
AZERBAIJAN STATE UNIVERSITY OF ECONOMICS (UNEC)	903765685	Erasmus Institutional Coordinator:	
		Dr. NARGIZ HAJIYEVA International relations manager Department of International Cooperation Email: nargiz_hajiyeva@unec.edu.az Contact phone: +994 70 242 9010	https://unec.edu.az/en/admission-2/
Scuola Superiore per Mediatori Linguistici "Istituto Internazionale"	IBENEVEN05	Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: p.palumbo@ssmlinternazionale.it Viale Delcogliano, 12 - 82100 Benevento E.mai: ammi@ssmlinternazionale.it Telefono: 0824 312463 Fax: 0824 312342	http://www.ssmlinternazionale.it/ site

B. Mobility numbers¹ 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
903765685	I BENEVEN 05	0232	Literature and linguistics; Language acquisition	1 st cycle,	2*6=12	
I BENEVEN 05	903765685	0232	Literature and linguistics; Language acquisition		2*6=12	

[*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 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*
903765685	I BENEVEN 05	0232	Literature and linguistics; Language acquisition	[2 STAFF= 14 days]	To be determined: will be agreed on upon request if there is a mutual interest.
I BENEVEN 05	903765685	0232	Literature and linguistics; Language acquisition	[2 STAFF= 14 days]	[2 STAFF= 14 days]

¹ 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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
903765685		AZERBAIJANI	ENGLISH	B2	B2
I BENEVEN 05		ITALIAN	ENGLISH	B1	B2

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

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff. Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
903765685	Deadline for Nomination and Application 30 th of June *C classes Start and End Date: September 15th - December 31	Deadline for Nomination and Application 30 November *C classes Start and End Date: February 15 - June 30
I BENEVEN 05	Deadline for Nomination and Application 30 th of August *C classes Start and End Date:	Deadline for Nomination and Application 30 th of December C classes Start and End Date:

² 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>

	September 13 th - January 15 th	January 30 th - June 2 nd
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[* to be adapted in case of trimester system].

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, given that the transcript form and all relevant course work documents have been submitted by the student.
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 Institution

Partner information about grading system:

30 cum laude	outstanding
30	excellent
29-28-27	very good to good
26-25-24-23	satisfactory to adequate
22-21 20-19	poor to barely adequate
18	minimum passing grade
<18	fail

Partner: UNEC uses the grading system charter below.

- A top 91-100 points (excellent)
- B next 81-90 points (very good)
- C next 71-80 points (good)
- D next 61-70 points (satisfactory)
- E next 51-60 points (sufficient)
- F next 0-50 points (fail)

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
903765685	Mrs. NARGIZ HAJIYEVA Email: nargiz_hajiyeva@unec.edu.az	http://unec.edu.az/en/miqrasiya/
I BENEVEN 05	Prof. PAOLO PALUMBO <a href="mailto:p.palumbo@ssmlinter
nazionale.it">p.palumbo@ssmlinter nazionale.it	http://www.ssmlinternazionale.it/site/

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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
903765685	Mrs. NARGIZ HAJIYEVA Email: nargiz_hajiyeva@unec.edu.az	http://unec.edu.az/en/admission/internationalstudents/
I BENEVEN 05	Prof. PAOLO PALUMBO E-mail: p.palumbo@ssmlinternazionale.it	http://www.ssmlinternazionale.it/site/

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
903765685	Mrs. NARGIZ HAJIYEVA Email: nargiz_hajiyeva@unec.edu.az	http://unec.edu.az/en/baki-seherindeyasam-2/
I BENEVEN 05	Prof. PAOLO PALUMBO E-mail: p.palumbo@ssmlinternazionale.it	http://www.ssmlinternazionale.it/site/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
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903765685	Mrs. NARGIZ HAJIYEVA International relations manager	09/02/2021	
I BENEVEN 05	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	06/02/2021	