



Erasmus+

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

Inter-institutional¹ agreement 2019-20[21]²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Pope John Paul II State School of Higher Education in Biala Podlaska/ Poland	PL BIALA01	Erasmus Office: Ms. Agnieszka Kaliszuk Institutional Erasmus Coordinator agnieszka.kaliszuk@pswbp.pl phone: +48 83 344 900 ext. 247 fax: +48 83 344 9950	www.pswbp.pl http://www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/course-catalogue-eplus

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 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

		95/97 Słdorska St. 21-500 Biała Podlaska, Poland	
Al-Xorazmiy Nomli Urganch Davlat Universiteti PIC: 948151139 Now our name is Urgench State University	Urgench/ Uzbekistan	Institutional Coordinator Prof.B.Abdullaev-Rector Str.Kh.Olimjon, 14, 220100, Urgench, Khorezm +99862 2246700 +99893 9226413 abakhrom1968@mail.ru rektor@urdu.uz Mrs.Hasiyat Shihova- Head of monitoring department shihovahasiyat@gmail.com shihovahasiyat@urdu.uz +99862 2246696 +99893 7407970	http://urdu.uz http://www.urdu.uz/front-end/web/en/site/active?id=-72

B. Mobility numbers⁷ 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 or city of the sending institution]	TO [Erasmus code or city 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 Traineeship ps *
Urgench/ Uzbekistan	PL BIALA01	NA	NA	NA	NA	

[*Optional: subject area code & name and study cycle are optional.]

⁷ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.unesco.org/education/Papes/international-standard-classification-of-education.aspx>)

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 *
PL BIALA01	Urgench/ Uzbekistan	1015	Travel, tourism and leisure	1x5 days	
Urgench/ Uzbekistan	PL BIALA01	1015 0111	Travel, tourism and leisure Education	1x5 days	

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 or city]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ^a	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL BIALA01	All mentioned in B. block for teachers	Polish	English	B1	B2
Urgench/ Uzbekistan	All mentioned in B. block for teachers	Uzbek Russian	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].

^a For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

D. Respect of fundamental principles and other mobility requirements

The higher education Institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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 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. Additional requirements

1. The equal share of "OS" grant will be transferred to the Al-Xorazmiy Nomli Urganch Davlat Universiteti (PIC: 948151139) to the bank account provided to EC in the Financial Identification Form to settle transactions in euro.

Banking details: Bank of ASAKA of the Republic of Uzbekistan, Khorezm branch

Account Name: ASBKUZ22

IBAN/ Account Number: 22696978300516790002

Currency: Euro 201651846

BIC/ Swift Code: ASBKUZ22/SWIFT code and account of the bank of ASAKA

Bank Name: Bank of ASAKA of the Republic of Uzbekistan, Khorezm Branch

Bank address: Urgench city, A. Baxodirxon str. 184

PL BIALA01 has the infrastructure to welcome students and staff with disabilities.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term*	Spring Term*
PL BIALA01	Deadline for application: June, 15th	Deadline for application: December, 15th
Urgench/ Uzbekistan	Deadline for application: September, 1st	Deadline for application: March, 1st

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

2. The receiving institution will send its decision within 2 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

In the event of unilateral termination, a notice of at least one academic year should be given. The 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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

PL BIALA01: Pope John Paul II State School of Higher Education in Biala Podlaska uses the European Credit Transfer and Accumulation System (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations. The evaluation scale: 5 (Excellent): A; 4.5 (Very good): B; 4 (Good): C; 3.5 (Satisfactory): D; 3 (Sufficient): E; 2 (Fail): F.

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 or city]	Contact details (email, phone)	Website for information
PL BIALA01	Agnieszka Kaliszek agnieszka.kaliszek@pswbp.pl +48 83 344 99 00 Ext. 247	www.pswbp.pl/index.php/pl/incoming-students-a-staff-e-plus/useful-informations-and-guides
Urgench/ Uzbekistan	Monitoring department shihovahasiyat@gmail.com tel: +99862 224 6696 mob: +99893 740 7970	www.urdu.uz http://www.urdu.uz/frontend/web/ru/site/centerview?id=6

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 or city]	Contact details (email, phone)	Website for information
PL BIALA01	Agnieszka Kallszuk agnieszka.kallszuk@pswbp.pl +48 83 344 99 00 Ext. 247	www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/useful-informations-and-guides
Urgench/ Uzbekistan	shihovahasiyat@gmail.com shihovahasiyat@urdu.uz	www.mfa.uz www.health.pacificprime.com www.ingo.uz


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 or city]	Contact details (email, phone)	Website for information
PL BIALA01	Agnieszka Kallszuk agnieszka.kallszuk@pswbp.pl +48 83 344 99 00 Ext. 247	www.pswbp.pl/index.php/pl/incoming-students-a-staff-eplus/useful-informations-and-guides
Urgench/ Uzbekistan	Shihova Hasiyat shihovahasiyat@gmail.com tel: (+99862)224-6696 mob: +998937407970	www.urdu.uz

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
PL BIALA01	Prof. Jerzy Nitychoruk Rector of Pope John Paul II State School of Higher Education in Biala Podlaska	05.08.2019	REKTOR prof. dr hab. Jerzy Nitychoruk 
Urgench/ Uzbekistan	Shihova Hasiyat-Head of monitoring department	August, 30 2019	
Urgench/ Uzbekistan	Prof.B.Abdullaev-Rector Str.Kh.Olimjon, 14, 220100, Urgench, Khorezm	August, 30 2019	

PAŃSTWOWA SZKOŁA WYŻSZ,
im. Papieża Jana Pawła II
w Białej Podlaskiej
21-500 Biała Podlaska, ul. Szczęśliwa 95/9
tel. 83 344 69 00, fax 83 344 69 50
NP 537-213-10-60 REGON 0303107C

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation