ERASMUS+ mobility regulations at French University in Armenia



UFAR FRENCH UNIVERSITY IN ARMENIA

Co-funded by the Erasmus+ Programme of the European Union

ERASMUS+ mobility regulations at French University in Armenia

This regulation includes the types, duration, conditions, organization, forms of financing, application and recognition procedures for Erasmus+ mobility of students, academic staff and administrative staff of French Universities in Armenia.
The provisions of this policy apply to all employees and students of UFAR, regardless of gender, race, skin color, ethnic or social origin, language, religion, disability, age, or other personal or social circumstances.

UFAR implements the following outgoing activities within the framework of Erasmus+ mobility:

Student mobility for studies

Staff mobility for training and teaching

General Notes:

The International Relations Department of UFAR is responsible for applying and implementing mobility programs on behalf of the university.

For outgoing mobility programs carried out through a competitive selection process, an information package is prepared. This package includes details about the program, a list of required application documents, information on accommodation, eligibility criteria for participants, competition rules, and other relevant information.

The International Relations Department is in charge of all procedures related to outgoing mobility, including the preparation and dissemination of the announcement, collection of applicants' documents, organization of the selection process by a designated committee, and the summarization of results.

Information about outgoing mobility opportunities is published on UFAR's official website, shared through social media platforms, and sent to students via their university email addresses.

STUDENT MOBILITY FOR STUDIES

Student mobility can be carried out in any study field and cycle (bachelor/master/doctoral). To ensure high-quality mobility activities with maximum impact on the students, the mobility activity must be compatible with the student's degree-related learning and personal development needs. Students may carry out the activities in a study period abroad at a partner higher education institution. The study period abroad must be part of the student's study program to complete a degree at any study cycle.

Student mobility duration
The study mobility period generally lasts six months (in accordance with the eligible duration range of two to twelve months)

Finances
The study mobility is carried out within the framework of the Erasmus+ grant. The student or doctoral candidate will receive an Erasmus+ grant intended to cover travel and living expenses. The amount of the grant may vary depending on factors such as the distance between the sending and receiving countries, and the destination country.

Click here for detailed information on grant calculation methods



Eligibility

Students eligible to apply for outgoing mobility programs must meet the following criteria:

1. Be currently enrolled in the **2nd** or **3rd** year of a **Bachelor's program** or the **1st** year of a **Master's program**.
2. Have a minimum **Grade Point Average (GPA)** of **14 out of 20** at the time of application.
3. Demonstrate a high level of proficiency in a foreign language (**B2 level**, depending on the program requirements).
4. **Master's** students must hold a **DELF B2 certificate**, while **2nd** and **3rd** year **Bachelor's** students must have a high grade in French (at least **16 out of 20**) and are required to take the **DELF B2** exam upon their return from the mobility period.
5. Do not have any disciplinary notice.
6. Tuition fee must be paid.

Selection

To select participants for student mobility programs conducted through a competitive procedure, the International Relations Department establishes a selection committee by the order of the Rector.
The selection committee evaluates student candidates for mobility programs based on the following criteria (unless alternative criteria are set by the host institution):

1. Academic performance / Grade Point Average (GPA) – **50%**
2. Foreign language proficiency – **10%**
3. Oral interview – **40%**

The **oral interview** is assessed based on the following sub-criteria:

- Personal presentation and motivation (**5 points**)
- Extracurricular and professional activities (**5 points**)
- Language skills (**5 points**)
- Maturity, Resilience, speech quality (**5 points**)

To apply for the program, students must submit the following documents:

- **Curriculum Vitae (CV)**
- **Motivation Letter**

In the end that additional documents are required for a specific program, the International Relations Department will provide the relevant information and instructions accordingly.

The selection of participants for the student mobility program is carried out following the submission of the application, based on a joint decision by the selection committee which consists of Vice-rector, Director of Education, Dean of the relevant faculty, and the Head of the International Relations Department.

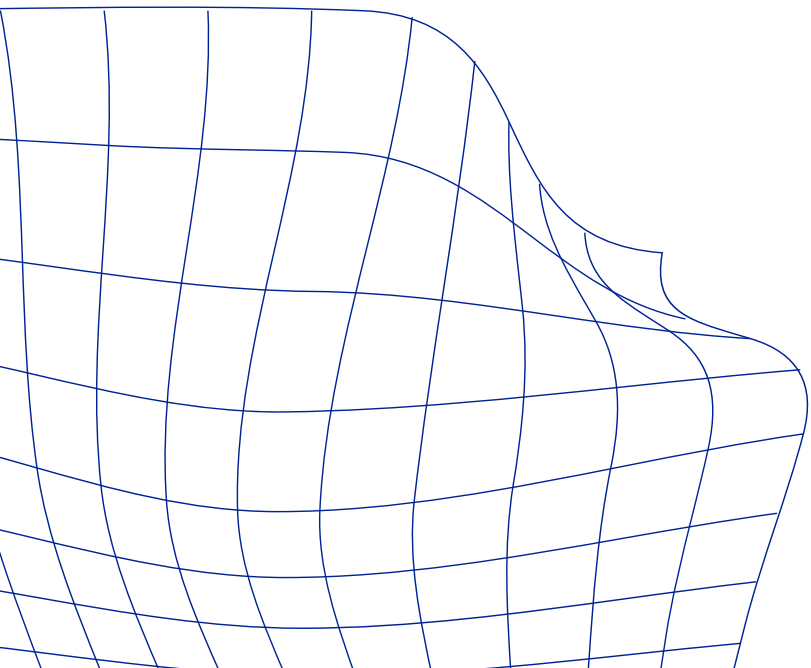
The International Relations Department submits the selected candidate's data (and in certain cases, additional documents required by the host institution) for final approval. Participation in the mobility program is contingent upon the confirmation and official invitation letter issued by the host university. The student takes care of visa procedure himself/herself.

BEFORE THE MOBILITY

In case of a student's participation in a study mobility program, the student is required to complete a Learning Agreement before departure to the host university. With the approval of the Dean, the student selects the preliminary courses to be taken at the host institution (the selected courses may be subject to change later, if necessary). A study period abroad must include educational components equivalent to 30 ECTS credits per semester for BA student and 26 ECTS for MA students.

AFTER THE MOBILITY

Upon completion of the study mobility program, the host university provides the student with the finalized Learning Agreement and a Transcript of Records, indicating the number of credits earned, contact hours, and grades in accordance with the European Credit Transfer and Accumulation System (ECTS) (the grades may be transferred to the sending university after the student's return, if necessary). The student should send the transcript to Director of Education copying International Relations Department.



STAFF AND TEACHING MOBILITY

Staff mobility can be carried out by any type of higher education staff or by invited staff from outside the HEIs. To ensure high-quality mobility activities with maximum impact, the mobility activity must be related to the staff's professional development and to address their learning and personal development needs. Staff may carry out any of the activities described below:

- A teaching period abroad at a partner higher education institution. The teaching period abroad enables any teaching staff at a higher education institution to teach at a partner higher education institution abroad. Staff mobility for teaching can be in any study field represented at French University in Armenia.
- A training period abroad at a partner higher education institution. The training period abroad enables any administrative staff at a higher education institution to take part in a training activity abroad that is relevant to their day-to-day work at the HEI, with the purpose to learn and enhance their professional skills.



Staff mobility duration

The staff mobility for teaching and training mobility period generally lasts from 2 to 60 days, excluding travel time.

Finances

The staff mobility for teaching and training is carried out within the framework of the Erasmus+ grant. The teacher or administrative staff candidate will receive an Erasmus+ grant intended to cover travel and living expenses. The amount of the grant may vary depending on factors such as the distance between the sending and receiving countries, and the destination.

Click here for detailed information on grant calculation methods

Eligibility

Staff eligible to apply for outgoing mobility program must meet the following criteria:

1. Be a **full-time staff member** at UFAR at least for one year.
2. Have at least one year of **professional experience**.
3. Demonstrate a high level of proficiency in a foreign language (**B2 level**, depending on the program requirements).
4. Meet any additional requirements set by the host institution.

Selection

The selection of candidates for teaching/ staff mobility is carried out in accordance with the priority areas identified by the respective departments/ faculties. Recommendations are provided by the department or faculty head, and the final nomination is subject to the Rector's approval.

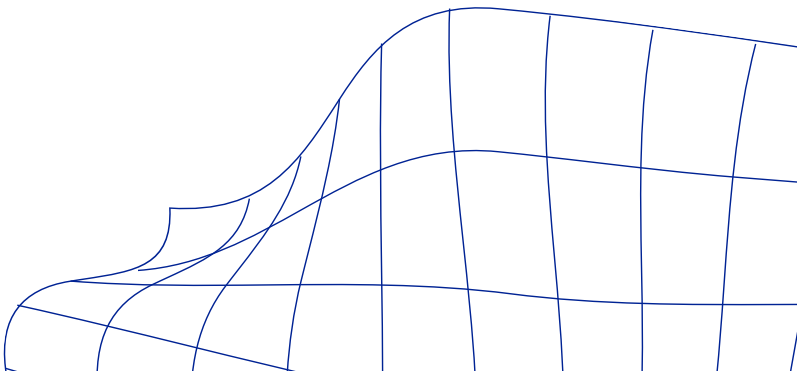
The **International Relations Department** submits the selected candidate's data (and in certain cases, additional documents required by the host institution) for final approval. Participation in the mobility program is contingent upon the confirmation and official invitation letter issued by the host university.

BEFORE THE MOBILITY

The nominated candidates for teaching /staff mobility should complete a (KIT) mobility agreement for teaching/ training before their arrival to the host university.

AFTER THE MOBILITY

Upon completion of the teaching/staff mobility program, the participants must submit a written report to his/her supervisor and International Relations office and deliver a TOT session to share the knowledge and skills gained abroad with other members of teaching/ administrative staff, and train colleagues in their department or university.





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