

**ARMENIAN STATE INSTITUTE OF PHYSICAL CULTURE AND SPORT
FOUNDATION**

**PROCEDURE
FOR IMPLEMENTING INTERNATIONAL MOBILITY
OF TEACHING STAFF AND ADMINISTRATIVE STAFF**

Approved
by the Academic Council of the
Armenian State Institute of Physical Culture and Sport Foundation
at the meeting of [day month year] 2025,
Decision No. ———

Yerevan – 2025

I. General Provisions

1.1. The main goal of developing the Institute's international cooperation is to improve the quality of education by enriching the professional environment of teaching and administrative staff and enhancing their knowledge and skills.

1.2. Mobility offers the opportunity to teach, train, or undertake professional or research activities for a short term at an international partner institution.

1.3. Mobility may be carried out within various international programs, including but not limited to Erasmus+ and bilateral cooperation agreements.

II. Eligibility Criteria

2.1. Applicants must be full-time or contractual employees of the Institute.

2.2. Applications from teaching staff must be endorsed by the relevant department and faculty council.

III. Application Procedure

3.1. Opportunities for international mobility are announced by the Department of International Cooperation and Development Programs (ICDP).

3.2. The applicant shall submit the following documents:

- Application form
- Curriculum Vitae (in Europass format)
- Motivation letter
- Proof of language proficiency (minimum level B2)

If no language certificate is available, the level of proficiency will be assessed by a commission through an interview. If required, a corresponding document will be provided for submission to the host institution.

3.3. Applications are evaluated through a competitive selection process involving the Vice-Rector for External Relations and Strategic Development, the Head of the ICDP Department, the Dean, and the Head of the relevant department.

IV. Rights and Responsibilities

4.1. Rights:

4.1.1. The right to apply for mobility for teaching, training, professional development, or research purposes.

4.1.2. Access to information on current programs, conditions, deadlines, and application procedures.

4.1.3. Organizational support in preparing documents, obtaining visas, arranging travel, accommodation, and insurance.

4.1.4. Recognition and accounting of the work carried out during mobility in terms of working hours or career development.

4.1.5. Financial support as provided by the relevant program.

4.2. Responsibilities:

4.2.1. Comply with the application procedure and submit accurate and complete information within the deadlines.

4.2.2. Represent the Institute properly, observing professional ethics and discipline.

4.2.3. Upon return, submit a Mobility Report to the ICDP Department and share acquired experience.

4.2.4. Follow the rules of the mobility program and the host institution.

4.2.5. Prepare an individual work/training plan and present the certificate of participation.

V. Funding and Support

Funding may be provided under the mobility program (e.g., Erasmus+) or through other cooperation agreements.

VI. Monitoring and Reporting

The ICDP Department monitors the outcomes of international mobility and collects relevant data. An annual report is submitted to the Academic Council by the Vice-Rector for External Relations and Strategic Development.

VII. Final Provisions

This procedure is approved by the Academic Council and enters into force upon publication. It may be reviewed based on the Institute's strategic priorities.