



Erasmus+ Programme

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

Inter-institutional agreement 2018-2020 between institutions from programme and partner 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 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 the higher education institutions

Full name of the institution / country	Erasmus code or city	Name contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
KU Leuven Faculty of Economics and Business	B LEUVEN 01	See contact details	<p>Coordinator at Faculty of Economics and Business:</p> <p>International Affairs Coordinator: Ms. Ingeborg Vandenblucke ingeborg.vandenbulcke@kuleuven.be</p> <p>Mobility Coordinator: Dr. Dirk G. Van Waelderren dirk.vanwaelderren@kuleuven.be +32 16 37 28 03</p> <p>Institutional Coordinator: Ms Katrien Vanelven katrien.vanelven@kuleuven.be +3216324094</p>	<p>http://feb.kuleuven.be/eng</p> <p>ECTS Information package: www.kuleuven.be/education/ects/package.html</p>

Saint Petersburg University		See contact details	Institutional Deputy Head of Academic, Department: Alisa Stepanova a.e.stepanova@gsom.spbu.ru +7 812 323 84 47 Academic Coordinator and Contact: Yulia Medvedeva j.medvedeva@spbu.ru +7 812 324 08 88	Coordinator, Deputy Head of International Cooperation http://gsom.spbu.ru/en/ http://gsom.spbu.ru/en/gsom/international_general/documents/
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B. Mobility numbers

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest 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 2013]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods
					Student Mobility for Studies
Saint Petersburg University	B LEUVEN01	04/340	Business	1 st or 2 nd	2 BA/MA x 5 months
B LEUVEN01	Saint Petersburg University	04/340	Economics Business	1 st or 2 nd	1 BA/MA x 5 months

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	Main language of instruction	Additional language of instruction	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B LEUVEN01		English		B2	C1
Saint Petersburg University		English		B2	-

For more details on the language of instruction recommendations, see

- B LEUVEN01: www.kuleuven.be/english/admissions/lang/lang-test.
- Saint Petersburg University:
http://gsom.spbu.ru/files/professors/folder/gsom_spbu_fact_sheet_2018-2019.pdf

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:
eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

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.

¹ See Common European Framework of Reference for Languages

- 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. Any additional requirements

KU Leuven (B LEUVEN01)

All practical information for incoming students (incl. application procedure) can be found on the website of the Admissions Office: www.kuleuven.be/admissions.

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website: www.kuleuven.be/welcome.

A Dutch language course, free of charge for Erasmus+ students, is organised by the Leuven Language Institute:

ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities:

www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html

Saint Petersburg University:

Relevant requirements can be found in the latest Fact Sheet http://www.gsom.spbu.ru/en/gsom/international_general/documents/

There is an Introduction week prior to each semester. Incoming students are strongly recommended to participate in the orientation activities as it is the time when they are provided with vital information and proceed with their visa and registration in the city and University issues.

Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.

Students will be expected to abide by all regulations of their host institutions and by the laws of their host countries, including immigration policies. While the host university will assist exchange students, to the fullest extent possible, in obtaining visas and other documents required it will be the responsibility of the student to ensure they have appropriate documents in place prior to the enrolment. The Parties will ensure that this is expressly stated in writing to any student selected for participation in the exchange before such students have accepted a place at the host university and will make all relevant information available.

In case it is officially prescribed for a student to study under special conditions due to medical reasons, it must be supported upon the student's arrival by presenting to the International office an official medical document stating certain conditions to be taken into account. The document must be translated into Russian.

F. Calendar

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

Receiving institution	Autumn term	Spring term
B LEUVEN01	The academic calendar can be found on www.kuleuven.be/english/about	The academic calendar can be found on www.kuleuven.be/english/about
Saint Petersburg University	April 1 (students nominations) April 15 (students application) For staff: No later than 1 month before mobility starts	October 15 (students nominations) October 25 (students application) For staff: No later than 1 month before mobility starts

2. The receiving institution will send its decision within 12 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 will be given. 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

B LEUVEN01:

<https://www.kuleuven.be/english/education/ects/positioning>

Saint Petersburg University:

http://gsom.spbu.ru/en/gsom/international_general/

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 (e-mail, phone)	Website for information
B LEUVEN01	studentimmigration@kuleuven.be	www.kuleuven.be/english/admissions/

		travelling
Saint Petersburg University	Ekaterina Zhulanova , Coordinator for Visa & registration issues e.zhulanova@gsom.spbu.ru +7 812 323 84 47	http://gsom.spbu.ru/en/international_general

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 (e-mail, phone)	Website for information
B LEUVEN01	Admissions Office. Case Administrator: www.kuleuven.be/english/admissions/contact/index .	www.kuleuven.be/english/services/insurances
Saint Petersburg University	Coordinator for incoming students Ms Ekaterina Soloveva ekaterina.soloveva@gsom.pu.ru +7 812 323 84 47 Coordinator for staff, Ms Yuliya Medvedeva j.medvedeva@spbu.ru +7 812 324 08 88	


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 (e-mail, phone)	Website for information
B LEUVEN01	huisvestingsdienst@kuleuven.be	www.kuleuven.be/ studentenvoorzieningen /accommodation
Saint Petersburg University	<p>Coordinator for incoming students</p> <p>Ms Ekaterina Soloveva ekaterina.soloveva@gsom.pu.ru +7 812 323 84 47</p> <p>Coordinator for staff, Ms Yuliya Medvedeva</p>	

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
B LEUVEN01	Prof. Luc Sels, Rector	13.02.2018	
Saint Petersburg University	Sergey Andryushin, Deputy Rector for International Affairs	14.09.2018	