

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

Inter-institutional¹ agreement 2015-2021²
between institutions from
programme and partner countries

[Minimum requirements]³

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 city⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Saint Petersburg University	SPbU St Petersburg	Anna Porodina, Erasmus + Institutional Coordinator For incoming students: Ms. Ekaterina Petryanina Staff Exchange Coordinator: Ms. Anna Nevorotina	International Academic Cooperation Department <u>a.porodina@spbu.ru</u> +7(812)3287562 <u>e.petryanina@spbu.ru</u> +7(812)3287562 <u>a.nevorotina@spbu.ru</u> +7 (812) 3240888	http://spbu.ru Course catalogue : http://ifea.spbu.ru/en/non-degree/academic-offer

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

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

University of Groningen	NL GRONING01	Erasmus Institutional coordinator: Regine van Groningen	r.j.van.groningen@rug.nl ; Tel. +31 50 3637231	www.rug.nl Course catalogue : www.rug.nl/ocasy s
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B. Mobility numbers⁵ 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 the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2015]
SPbU St Petersburg	NL Groning01	022 / 023 / 031 / 041 / 05 / 061	Humanities / Languages / Social & Behavioural Sciences / Natural Sciences & Mathematics / ICT	3 rd	2 x 5 months	
NL Groning01	SPbU St Petersburg	022 / 023 / 031 / 041 / 05 / 061	Humanities / Languages / Social & Behavioural Sciences / Natural Sciences & Mathematics / ICT	1 st	2 x 5 months	

[*Optional: subject 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 ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training*
SPbU St Petersburg	NL Groning01	022 / 023 / 031 /	Humanities / Languages / Social &	1 x 5 days	2 x 5 days

⁵ 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>)

		041 / 05 / 061	Behavioural Sciences / Natural Sciences & Mathematics / ICT		
NL Groning01	SPbU St Petersburg	022 / 023 / 031 / 041 / 05 / 061	Humanities / Languages / Social & Behavioural Sciences / Natural Sciences & Mathematics / ICT	NA	NA

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SPbU St Petersburg	All	English/Russian		B2	C1
NL GRONING01	All	English	Dutch	B2 / C1	B2

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://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:

⁶ See Common European Framework of Reference for Languages

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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. Any additional requirements

[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

For **NL GRONING01**, see institutional Fact Sheet, provided as annex to this agreement.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
SPbU St Petersburg	September – January, application deadline: 15 May	February – June, application deadline: 1 November
NL GRONING01	September – January, application deadline: 1 May	February – August, application deadline: 1 November

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

2. The receiving institution **Saint Petersburg University** will send its decision within 5 weeks after the deadline of applications.

The receiving institution **University of Groningen** will send its decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution **Saint Petersburg University** no later than 5 weeks after the assessment period has finished. Please note that the Transcript of Records may be somewhat delayed during holiday periods.

A Transcript of Records will be issued by the receiving institution **University of Groningen** no later than 5 weeks after the assessment period has finished at the receiving HEI.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

This Agreement will be effective when it is signed by the representatives of both institutions and will be valid for the time period stated above. It may be subject to revision or modification from time to time by mutual agreement including the attachment of additional schedules as they are developed. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

5. Should no scholarships be provided by EACEA in an academic year covered by the duration of this IIA, any exchange of students and/or staff will depend on the availability of other sources of funding by either of the partners.

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' guide⁸. 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.]

Saint Petersburg University:

ECTS grade	points	mark	Russian-in words	English-in words
A	100-90	5.0	ОТЛИЧНО	EXCELLENT Outstanding performance
C	89-70	4.0	ХОРОШО	GOOD Above the average standard but with some errors
D	69-50	3.0	УДОВЛЕТВОРИТЕЛЬНО	SATISFACTORY Fair but with significant shortcomings
F	49-0	2	НЕУДОВЛЕТВОРИТЕЛЬНО	FAILED Substantial improvement necessary; requirement of further work

NL GRONING01:

The Dutch grading system is used from elementary through to university education. The scale runs from 1 to 10. The passing grades range from 6 (pass) to 10 (outstanding). The grades 1 to 3 are hardly used; the grade 10 is rarely awarded.

- 10 = outstanding
- 9 = very good
- 8 = good
- 7 = more than satisfactory
- 6 = satisfactory/sufficient
- 5 = unsatisfactory
- 4 = very unsatisfactory
- 3 - 1 = poor to very poor

<http://www.rug.nl/education/find-out-more/studying-at-university/the-ects-grading-table?lang=en>

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.

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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
SPbU St Petersburg	e.petryanina@spbu.ru a.nevorotina@spbu.ru	http://www.ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/contacts/148-passport-and-visa-support-department
NL GRONING01	International Service Desk isd@rug.nl	http://www.rug.nl/education/international-students/visa-immigration/

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
SPbU St Petersburg	e.melekhova@spbu.ru a.nevorotina@spbu.ru	http://www.ifea.spbu.ru/en/sep
NL GRONING01	International Service Desk isd@rug.nl	http://www.rug.nl/education/international-students/health-insurance/

4. Housing

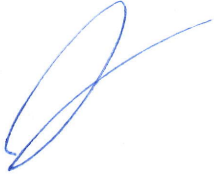

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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
SPbU St Petersburg	e.melekhova@spbu.ru a.nevorotina@spbu.ru	http://www.ifea.spbu.ru/en/sep

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NL GRONING01	SSH groningen@sshxl.nl +31 88 730 42 00	http://www.rug.nl/education/international-students/getting-started/accommodation

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
SPbU St Petersburg	Prof. Alexander Gogolevsky Deputy Rector for International Affairs		
NL GRONING01	Prof. Dr. Sibrand Poppema, President	20.11.2015	



university of
groningen