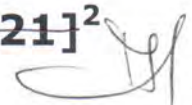


Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-17 [21]² 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 city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Universidade Nova de Lisboa (Nova School of Business and Economics)	P LISBOA03	Institutional Coordinator: Prof. João Sàágua	Reitoria da Universidade Nova de Lisboa Campus de Campolide - 1099-032 Lisboa - Portugal Phone: +351213845203 - Fax: +351213715621 - info@unl.pt	http://www.novasbe.unl.pt/pt/ http://www.novasbe.unl.pt/pt/incoming-exchange-students

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.

		<p>Nova SBE contacts:</p> <p>Nova School of Business and Economics</p> <p>Faculdade de Economia, Campus de Campolide, 1099-032, Lisboa, Portugal</p> <p>+351 213 801 600</p> <p>Academic Coordinator for International Exchange:</p> <p>Prof. John Huffstot</p> <p>Incoming students coordinator:</p> <p>Ms Maria João Xavier Martins</p> <p>Outgoing students coordinator:</p> <p>Ms. Vera Martins</p>	<p>huffstot@novasbe.pt</p> <p>exchangestudents@novasbe.pt</p> <p>+351 213 801 689</p> <p>international@novasbe.pt</p> <p>+351 213 822 794</p>	
St. Petersburg University / Graduate School of Management	St. Petersburg	<p>Erasmus+ Institutional Coordinator Head of the International Academic Cooperation Department:</p> <p>Anna Porodina</p> <p>Departmental Coordinator/ GSOM</p> <p>Coordinator for Outgoing students</p> <p>Ms Anastasia Svidzinskaya</p>	<p>a.porodina@spbu.ru +7 (812) 328-75-62</p> <p>International Office (room 207) St. Petersburg University / Graduate School of Management Volkhovsky Pereulok, 1-3 199004 Saint-Petersburg, Russia +7 812 323 84 47</p> <p>a.svidzinskaya@gsom.pu.ru</p>	<p>http://spbu.ru</p> <p>www.gsom.pu.ru</p>

		Coordinator for Incoming students Ms Ekaterina Soloveva	ekaterina.soloveva@gsom.pu.ru	
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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]
P LISBOA03	ST. Petersburg	041/311	Business and Administration/ Economics	1 st	(2x5=10 months) 2	
		041/311	Business and Administration/ Economics	2 nd	(3x5=15 months) 3	
ST. Petersburg	P LISBOA03	041/311	Business and Administration/ Economics	1 st	(1x5=5 months) 1	
		041/311	Business and Administration/ Economics	2 nd	(4x5=20 months) 4	

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.

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>)

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]
PLISBOA03	-	English	Portuguese	B1/B2	-
St. Petersburg	-	Bach: Russian Master: English	Bach: English Master: English		-

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:

- 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.

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.

- 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.]

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
P LISBOA03	15 th of May	15 th of October
St. Petersburg	April 1 (students nominations); April 15 (students application)	October 15 (students nominations); October 25 (students application)

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

2. The receiving institution will send its decision within [5] 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. 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' 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.]

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
P LISBOA03	International Office exchangestudents@novasbe.pt	http://www.novasbe.unl.pt/en/incoming-exchange-students/living-in-lisbon
St. Petersburg	Ms.Tatiana Skakunova, Co-ordinator for Visa & registration issues t.skakunova@qsom.pu.ru +7 812 323 84 47	

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
P LISBOA03	International Office exchangestudents@novasbe.pt	http://www.novasbe.unl.pt/en/incoming-exchange-students/general-information-and-rules

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

St. Petersburg	Ms. Ekaterina Soloveva ekaterina.soloveva@gso.m.pu.ru incoming students Phone: +7 812 323 84 47	
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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
P LISBOA03	International Office exchangestudents@novasbe.pt	http://www.novasbe.unl.pt/en/incoming-exchange-students/living-in-lisbon
St. Petersburg	Ms. Ekaterina Soloveva ekaterina.soloveva@gso.m.pu.ru incoming students Phone: +7 812 323 84 47	

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
P LISBOA03	Prof. João Sàágua Institutional Coordinator		
ST. Petersburg	Prof. Alexander Gogolevsky Deputy Rector for International Affairs		