



Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2016-20
between institutions from
Programme and Partner Countries²

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 higher education institutions

Full name of the institution / country	Erasmus code or city ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
KEELE UNIVERSITY	UK KEELE01	Ms Elissa Williams, Global Education Manager, International Office, IC2 Keele, Staffordshire, ST5 5BG Tel: +44 1782 734114 Email: e.williams1@keele.ac.uk	http://www.keele.ac.uk/recordsandexams/az/modulecatalogue2015-16/
St. Petersburg University Address: Universitetskaya nab. 7/9 199034 Saint-Petersburg, Russia	St. Petersburg	Anna Porodina, Erasmus+ Institutional Coordinator Head of the International Academic Cooperation Department a.porodina@spbu.ru +7 (812) 328-75-62 Departmental Coordinator/ Solid Mechanics Dr. Vladimir Bratov University Embankment, 7-9, St Petersburg, Russia, 199034 vladimir.bratov@gmail.com + 7(812) 4286989	http://spbu.ru
[...]			

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 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁴ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁵ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January 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]	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 *
St. Petersburg University	UK Keele01	2221/1019	Mathematics/Language	3rd	1 x 4 Months	

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
St. Petersburg University	UK KEELE01	2221/1019	Mathematics /Language	1 (5 Days)	1 (5 Days)
UK KEELE01	St. Petersburg University	2221/1019	Mathematics /Russian Language	1 (5 days)	1 (5 Days)

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	Optional: Subject area	Language of instruc-	Language of instruc-	Recommended language of instruction level ⁶
				Student Mobility Staff Mobility for

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>)

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

[Erasmus code or city]	tion 1	tion 2	for Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
UK KEELE01		English		B2
St. Petersburg University		Russian	English	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** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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.
- 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. Additional requirements

Grants for incoming mobility will be paid upon arrival at Keele University. Where appropriate, payments will be made from the grant amount to cover flights and accommodation in advance of arrival. **If funds have been advanced to facilitate travel and the mobility does not take place, the grant advance must be returned to Keele University in full.**

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]
UK KEELE01	30 June	15 October
St. Petersburg University	1 May	1 November

The nominations for Keele University should be sent to the following email address:
L.j.stoker@keele.ac.uk – Lisa Stoker – Erasmus Officer (receiving Institution UK KEELE01)

The nominations for St. Petersburg University should be sent to the following email address:
e.petryanina@spbu.ru – Ekaterina Petryanina – Incoming mobility coordinator (receiving Institution St. Petersburg University)

2. The receiving institution will send its decision within 6-8 weeks after deadline.
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 should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2018 will only take effect as of 1 September

2017+1. The termination clauses must include the following disclaimer: "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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
UK KEELE01	The Global Education Team studyabroad.incoming@keele.ac.uk	http://www.keele.ac.uk/paa/academicadministration/degreeclassification/dualhonourssinglehonoursbachelordegrees/dualhonourssinglehonoursbachelordegreesregulation1afromseptember2013/

St. Petersburg University grading system:

ECTS grade	points	mark	Russian-In words	English-in words
A	100-90	5.0	ОТЛИЧНО	EXCELLENT Outstanding performance
B	89-70	4.0	ХОРОШО	VERY 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

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 (email, phone)	Website for information
UK KEELE01	cas@keele.ac.uk	http://www.keele.ac.uk/paa/immigration/
St. Petersburg University	For student exchange: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562	http://ifea.spbu.ru/en/registration-of-foreign-citizens-coming-to-spbu

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 (email, phone)	Website for information
UK KEELE01	The Global Education Team studyabroad.incoming@keele.ac.uk	http://www.keele.ac.uk/studyabroad/
St. Petersburg University	For student exchange: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562	http://ifea.spbu.ru/en/



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 (email, phone)	Website for information
UK KEELE01	The Global Education Team studyabroad.incoming@keele.ac.uk	http://www.keele.ac.uk/studyatkeele/accommodation/
St. Petersburg University		http://ifea.spbu.ru/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁷
UK KEELE01	Ms Elissa Williams, Global Education Manager	/ /2016	
St. Petersburg University	Prof. Alexander Gogolevsky Deputy Rector for International Affairs	29/4/2016	



⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation