



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021² 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+.

1. This inter-institutional agreement shall enter into force only if the Erasmus+ grant for mobility of students and/or staff with Partner countries is awarded to Warsaw School of Economics (hereinafter referred to as SGH).
2. If the awarded grant is smaller than the requested amount, as specified in the Erasmus+ Application Form, SGH reserves the right to make final decision about its distribution between institutions in Partner countries.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city ³	Name of the contact person	Contact details (email, phone)	Website (e.g. of the course catalogue)
Warsaw School of Economics (SGH), Poland <i>address:</i> <i>al. Niepodleglosci 162,</i> <i>02-554 Warsaw,</i> <i>Poland</i>	PL WARSZAW03	Institutional Coordinator: Mrs. Elzbieta FONBERG-STOKLUSKA, Head of International Centre	email: estokl@sgh.waw.pl ; ph. +48 22 564 98 40; fax +48 22 564 86 16	www.sgh.waw.pl/international
		Contact person: Ms. Marta FERENC, International Programmes Officer	email: mferenc@sgh.waw.pl ; ph. +48 22 564 8721	
St. Petersburg University Address: Universitetskaya nab. 7/9	St. Petersburg	Anna Porodina, Erasmus+ Institutional Coordinator Head of the International Academic Cooperation	a.porodina@spbu.ru +7 (812) 328-75-62	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 Higher education institutions have to agree on the period of validity of this agreement.

³ 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.



Erasmus+

<p>199034 Saint-Petersburg, Russia</p>		<p>Department</p> <p>Departmental Coordinator</p> <p>Coordinator for Outgoing students, Ms Anastasia Svidzinskaya</p> <p>Coordinator for Incoming students, Ms Ekaterina Soloveva</p> <p>Coordinator for staff, Ms Yuliya Medvedeva</p>	<p>a.svidzinskaya@gsom.pu.ru Phone: +7 812 323 84 47</p> <p>ekaterina.soloveva@gsom.pu.ru Phone: +7 812 323 84 47</p> <p>j.medvedeva@spbu.ru Phone: +7 812 324 08 88</p>	<p>http://gsom.spbu.ru/</p> <p>http://ifea.spbu.ru</p>
--	--	---	--	---



B. Mobility numbers⁴ per 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 [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study 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 2016]
PL WARSZAW03	St Petersburg	0311 / 0410		1 st , 2 nd	10 months	N/A
St Petersburg	PL WARSZAW03	0311 / 0410		1 st , 2 nd	10 months	N/A

[*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*
PL WARSZAW03	St Petersburg	0311 / 0410		14 days	14 days
St Petersburg	PL WARSZAW03	0311 / 0410		14 days	14 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 [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁵	
				Student Mobility for Studies	Staff Mobility for Teaching

⁴ 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>)

⁵ See Common European Framework of Reference for Languages



				[Minimum recommended level: B1]	[Minimum recommended level: B2]
PL WARSZAW03		English	Polish	B2; proficiency in English (or Polish) = at least B2 (minimum: CAE (C), TOEFL iBT 79, IELTS 6.0, LCCI Level 3 (Pass), TOEIC – 750 or the confirmation from partner school that the student is demonstrating equivalent proficiency).	Min. B2
St Petersburg		Bach: Russian Master: English	Bach:English Master: English	B2 (TOEFL iBT 80/ IELTS 6.0 or at the level of B2 on a test of English administered by a teacher of English qualified to work with CEFR)	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**⁶ 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 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.]

PL WARSZAW03: SGH expects the sending institution to select and nominate students of good academic standing and who comply with the minimum required language proficiency (see section C).



If the awarded grant is smaller than the number of planned mobility, the sending institution is required to select grant-receiving students in compliance with its internal procedures.

Incoming students are required to participate in the Orientation Week events organised by SGH prior to the beginning of each semester.

SGH is fully equipped to accommodate students and staff with disabilities.

Partner institution: St Petersburg

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 held 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.

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 [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
PL WARSZAW03	April 19; https://serwis.sgh.waw.pl/crpm-recruitment/authenticate	October 19; https://serwis.sgh.waw.pl/crpm-recruitment/authenticate
St Petersburg	April 1 (students nomination) http://www.gsom.spbu.ru/nomination/Authorization.aspx April 15 (students application) http://www.gsom.spbu.ru/nomination/StudentAuthorization.aspx For staff: No later than 1 month before mobility starts	October 15 (students nominations) http://www.gsom.spbu.ru/nomination/Authorization.aspx October 25 (students application) http://www.gsom.spbu.ru/nomination/StudentAuthorization.aspx For staff: No later than 1 month before mobility starts

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

- The receiving institution will send its decision within 4 weeks after closing the application.
- 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.
- Termination of the agreement

Either institution may terminate this Agreement at any time by giving the other institution a written notice of at least one academic year. 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. The termination will not affect mobility in progress which will conclude under the conditions of the Agreement.



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' guide⁷. 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.]

PL WARSZAW03: https://ssl-administracja.sgh.waw.pl/en/icc/international_exchange/incoming_students/informations/Pages/default.aspx

Partner Institution: St Petersburg

Comments on St. Petersburg University, grading system are given in Bachelor and Master Survival Guides http://gsom.spbu.ru/en/gsom/international_general/documents/

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
PL WARSZAW03	incoming@sgh.waw.pl ; ph. +48 22 564 98 43	www.sgh.waw.pl/international
St Petersburg	Coordinator for incoming students Ms. Tatiana Skakunova t.skakunova@gsom.spbu.ru +7 812 323 84 47 Coordinator for staff, Ms Yuliya Medvedeva j.medvedeva@spbu.ru +7 812 324 08 88	

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

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm



PL WARSZAW03	incoming@sgh.waw.pl ; ph. +48 22 564 98 43	www.sgh.waw.pl/international ; https://www.ekuz.nfz.gov.pl/en/print/580
St Petersburg	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
PL WARSZAW03	incoming@sgh.waw.pl ; ph. +48 22 564 98 43	www.sgh.waw.pl/international
St Petersburg	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	

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
PL WARSZAW03	Prof. Jacek Prokop, Vice Rector for International Relations	14.02.2017	 PROREKTOR dr hab. Jacek Prokop, prof. SGH
St Petersburg	Sergey Andryushin, Deputy Rector for International Affairs		