



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2017/2018- 2018/2019<sup>2</sup>

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 <sup>3</sup>	Name of the contact person and contact details (email, phone)	Website (eg. of the course catalogue)
Gottfried Wilhelm Leibniz Universität Hannover	D HANNOVE01	<p><b><u>Institutional Coordinator:</u></b> Dott. Francesco Ducatelli, ERASMUS+ Institutional Coordinator, International Office, Welfengarten 1a, 30167 Hannover, Germany, <a href="mailto:Francesco.ducatelli@zuv.uni-hannover.de">Francesco.ducatelli@zuv.uni-hannover.de</a>, +49 511 762 4867, Fax. +49 511 762 4090</p> <p><b><u>Departmental Coordinator:</u></b></p> <p>For Mathematics: Axel Köhler Welfengarten 1, 30167 Hannover <a href="mailto:axel.koehler@maphy.uni-hannover.de">axel.koehler@maphy.uni-hannover.de</a> +49 511 762 5450, Fax. +49 511 762 5819</p> <p>For Chemistry: Prof. Dr. rer. nat. Andreas Kirschning Schneiderberg 1B, 30167 Hannover <a href="mailto:andreas.kirschning@oci.uni-hannover.de">andreas.kirschning@oci.uni-hannover.de</a></p>	<a href="http://www.international.uni-hannover.de/austauschprogramme.html?L=1">http://www.international.uni-hannover.de/austauschprogramme.html?L=1</a>

<sup>1</sup> 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+.

<sup>2</sup> Higher education institutions have to agree on the period of validity of this agreement.

<sup>3</sup> 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.

		+49 511 762 4614, Fax: +49 511 762 3011  For Economics: Prof. Ulrike Grote Königsworther Platz 1, 30167 Hannover <a href="mailto:erasmus@wiwi.uni-hannover.de">erasmus@wiwi.uni-hannover.de</a> +49 511 762 17216, Fax: +49 511 762 2667	
<b>St. Petersburg State University</b>	<b>St.Petersburg</b>	<b>Institutional Coordinator:</b> Ms. Anna Porodina Head of International Academic Cooperation Department Academic Office Saint-Petersburg University <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a> Phone/fax: +7 812 3287562  <b>Departmental Coordinator:</b> For all incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> Phone: +7(812)3287562 Fax: +7(812)3287562	<a href="http://ifea.spbu.ru/en/non-degree/academic-offer">http://ifea.spbu.ru/en/non-degree/academic-offer</a>

## B. Mobility numbers<sup>4</sup> 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.

<b>FROM</b> [Erasmus code or city of the sending institution]	<b>TO<sup>7</sup></b> [Erasmus code or city of the receiving institution]	<b>Subject area code</b> * [ISCED 2013]	<b>Subject area name</b> *	<b>Study cycle</b> [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	<b>Number of student mobility periods</b>	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2015]
D HANNOVE01	ST.PETERSBURG	0541	Mathematics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1* 5 months (5 months)	
D HANNOVE01	ST.PETERSBURG	0531	Chemistry	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1* 5 months (5 months)	
D HANNOVE01	ST.PETERSBURG	0311	Economics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2*5 months (10 months)	
ST.PETERSBURG	D HANNOVE01	0311	Economics	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2*5 months (10 months)	

<sup>4</sup> 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>

ST.PETERSBURG	D HANNOVER01	0314	Sociology and Cultural Studies	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	1*5 months (5 months)	
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FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [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 <i>[total number of days of the teaching periods or average duration*]</i>	Staff Mobility for Training *

### 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D HANNOVER01	Any	German	English (if lectures will be offered in English)	B2	B2
ST. PETERSBURG	Any	Russian	English	B2	B2

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

<sup>5</sup> See Common European Framework of Reference for Languages



## **D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **programme country**<sup>6</sup> 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](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.
- 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

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<sup>6</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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 is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

### **E. Any additional requirements**

**D HANNOVE01:** Leibniz Universität Hannover provides the infrastructure to welcome students and staff with disabilities: <http://www.gleichstellungsbuero.uni-hannover.de/qsb.html?&L=1>

### **F. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term*</b>	<b>Spring term*</b>
D HANNOVE01	Nomination: 30/04 Application: 31/05	Nomination: 31/10 Application: 30/11
ST.PETERSBURG	Application: 01/05	Application: 01/11

2. The receiving institution will send its decision within 4 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

#### LEIBNIZ UNIVERSITÄT HANNOVER:

**D HANNOVE01:** the following scale is used for all types of evaluations/examinations:

German grade	Translation
sehr gut (1,0 or 1,3)	very good – outstanding performance
gut (1,7or 2,0 or 2,3)	good – generally sound work with some minor errors
befriedigend (2,7or 3,0 or 3,3)	satisfactory – fair but with significant shortcomings
genügend (3,7 or 4,0)	sufficient – performance meets the minimum criteria
nicht genügend (5,0) or unbestanden	failed
bestanden	Passed without grade

[http://www.international.uni-hannover.de/fileadmin/institut/pdf/ectskey\\_en.pdf](http://www.international.uni-hannover.de/fileadmin/institut/pdf/ectskey_en.pdf)

#### St. Petersburg State 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 (e-mail, phone)	Website for information
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D HANNOVE01	Francesco.Ducatelli@zuv.uni-hannover.de,  +49 511 762 4867	<a href="http://www.international.uni-hannover.de/visum_hannover.html?&amp;L=1">http://www.international.uni-hannover.de/visum_hannover.html?&amp;L=1</a>  <a href="http://www.germania.diplo.de/Vertretung/russland/ru/06-stpe/visa/dokumente/merkblaetter/seite.html">http://www.germania.diplo.de/Vertretung/russland/ru/06-stpe/visa/dokumente/merkblaetter/seite.html</a>
ST.PETERSBURG	For all incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> Phone: +7(812)3287562 Fax: +7(812)3287562	<a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>  <a href="http://ifea.spbu.ru/en/registration-of-foreign-citizens-coming-to-spbsu">http://ifea.spbu.ru/en/registration-of-foreign-citizens-coming-to-spbsu</a>  <a href="http://russische-botschaft.de/de/consulate/visafragen/studiervisum/">http://russische-botschaft.de/de/consulate/visafragen/studiervisum/</a>

### **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:

<b>Institution [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
D HANNOVE01	Francesco.Ducatelli@zuv.uni-hannover.de,  +49 511 762 4867	<a href="http://www.international.uni-hannover.de/versicherung_hannover.html?&amp;L=1">http://www.international.uni-hannover.de/versicherung_hannover.html?&amp;L=1</a>
ST.PETERSBURG	For all incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> Phone: +7(812)3287562 Fax: +7(812)3287562	<a href="http://ifea.spbu.ru/en/">http://ifea.spbu.ru/en/</a>

### **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:

<b>Institution [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
D HANNOVE01	<a href="mailto:zimmervermittlung@io.uni-hannover.de">zimmervermittlung@io.uni-hannover.de</a>	<a href="http://www.international.uni-hannover.de/zimmervermittlung_hannover.html?&amp;L=1">http://www.international.uni-hannover.de/zimmervermittlung_hannover.html?&amp;L=1</a>

ST.PETERSBURG	For all incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> Phone: +7(812)3287562 Fax: +7(812)3287562	<a href="http://ifea.spbu.ru/en/">http://ifea.spbu.ru/en/</a>
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**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature
D HANNOVE01	Dott. Francesco Ducatelli  Erasmus+ Institutional Coordinator	28.08.17	
ST.PETERSBURG	Sergey Andryushin  Vice-Rector for International Affairs		