



## ERASMUS+ PROGRAMME

Key Action 1

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

# Erasmus+ Inter-Institutional Agreement between institutions from Programme and Partner Countries for the academic year(s): 2017/2018 – 2018/2019

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. Information about higher education institutions

<b>Between</b> (Full name of the institution)	<b>Erasmus CODE or city<sup>1</sup></b> <b>A GRAZ01</b>	<b>Karl-Franzens-Universität Graz (The University of Graz)</b>
<b>Contact details<sup>2</sup></b> (name, email, phone, website)	<p><b>Institutional Coordinator and contact for Incoming staff:</b> <b>Mediha OHRANOVIC</b> Office of International Relations – Universitätsplatz 3, 8010 Graz/Austria T: +43-316-380-2214; F: +43-316-380-9156; <a href="mailto:mediha.ohranovic@uni-graz.at">mediha.ohranovic@uni-graz.at</a>;</p> <p><b>Contact for incoming students/nominations to:</b> <a href="mailto:erasmus.incoming@uni-graz.at">erasmus.incoming@uni-graz.at</a> T: +43 316 380 1254</p> <p><b>relevant web links:</b> International: <a href="http://international.uni-graz.at/en/">http://international.uni-graz.at/en/</a> Courses: <a href="https://online.uni-graz.at/kfu_online/webnav.ini">https://online.uni-graz.at/kfu_online/webnav.ini</a> Courses in English: <a href="http://international.uni-graz.at/en/stud/incoming/s-in-winfo/courses-taught-english/">http://international.uni-graz.at/en/stud/incoming/s-in-winfo/courses-taught-english/</a> Guidelines course search: <a href="http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibwww_s_ugo_guidelines.pdf">http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibwww_s_ugo_guidelines.pdf</a></p>	
<b>And</b> (Full name of the institution/country)	<b>City<sup>1</sup></b> <b>St. Petersburg</b>	<b>Sankt-Peterburgskiy Gosudarstvenniy Universitet (Saint Petersburg University)/Russia</b>
<b>Contact details<sup>2</sup></b> (name, email, phone, website)	<p><b>Institutional Coordinator:</b> Anna Porodina, Head of International Academic Cooperation Department <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a> + 7(812)3287562 Saint-Petersburg University, Universitetskaya nab., 7/9, 199034 Saint-Petersburg Phone/fax: +7 812 3287562</p> <p><b>Student mobility coordinator:</b> Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> + 7(812)3287562</p> <p><b>Staff Exchange Coordinator:</b> Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88</p> <p><b>relevant web links:</b> Main web-site: <a href="http://spbu.ru">http://spbu.ru</a> International: <a href="http://ifea.spbu.ru/en/">http://ifea.spbu.ru/en/</a> For students: <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a> For staff: <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a></p>	

<sup>1</sup> 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.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement.

## 2. Mobility numbers per academic year

The agreement is signed for the academic year(s): **2017/2018 – 2018/2019**

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.

### a. Student Mobility for Studies

Receiving Institution		Subject area code [ISCED]		Study Cycle	Student Mobility for Studies/ Traineeships*	
From [Erasmus code or city of the sending institution]	To [Erasmus code or city of the receiving institution]	Subject area code*	Subject area name*	Undergraduate Bachelor (1 <sup>st</sup> cycle) Post-graduate Master (2 <sup>nd</sup> cycle) Doctoral (3 <sup>rd</sup> cycle)	Students	Total number of months of the study periods or average duration
A GRAZ01	St. Petersburg	-	-	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	3	5,5
St. Petersburg	A GRAZ01	-	-	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup>	1	5,5

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

### b. Staff Mobility for Teaching or Training

Receiving Institution		Erasmus Subject area – ISCED code		Staff Mobility for Teaching/Training			
From [Erasmus code or city of the sending institution]	To [Erasmus code or city of the receiving institution]	Subject area code*	Subject area name*	Staff Mobility for teaching	Total nr. of days of teaching periods or average duration	Staff Mobility for training	Total nr. of days of training periods or average duration
A GRAZ01	St. Petersburg	-	-	1	1 x 12 days (incl. 2 travel days)	-	-
St. Petersburg	A GRAZ01	-	-	1	1 x 12 days (incl. 2 travel days)	-	-

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

## 3. 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]	Subject area [optional]	Language of Instruction 1 (L1)	Language of Instruction 2 (L2)	Recommended level for student mobility	Recommended level for staff mobility
A GRAZ01		German	English (limited number of courses)	Minimum B2 (CERF)	Minimum B2 (CERF)
St. Petersburg		Russian (students) / English (staff)	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

Explanation for CERF: <http://european-council.europa.eu/en/resources/european-language-levels-cerf>

## 4. 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](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. 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.

## 5. Additional requirements

OVERVIEW of the PROCEDURES BEFORE, DURING and AFTER THE MOBILITY	
Phase	Actors
Promotion of mobility opportunities for outgoing mobility by the Sending Institution	Local management team at Sending Institution
Submission of application documents to the Sending Institution by candidates for selection	Mobility candidates
Evaluation of application documents and selection of candidates by the Sending Institution	Local management team at Sending Institution
Nomination of candidates for mobility to Receiving Institution	Local management team at Sending Institution
Admissions Check at Receiving Institution	Local management team at Receiving Institution
Preparation of the mobility	Mobility candidates; Local management team at Sending and Receiving Institutions
Implementation of the mobility	Mobility candidates; Local management teams at Sending and Receiving Institutions provide support whenever needed
Follow-Up, including reporting and recognition	Mobility candidates; recognition authorities at Sending Institution; Local management teams at Sending Institution provide support whenever needed

### BEFORE THE MOBILITY

#### Application and selection at Sending Institution

Both institutions exchange factsheets with a detailed description of the mobility procedures (e.g. nomination and application processes, deadlines, language requirements, support services etc.). As can be seen from the above table, the responsibility for the selection process lies with the Sending Institution. The Sending Institution promotes the mobility opportunities among its faculties and institutes, defines guidelines for the application process, collects the relevant application documents, reviews them and then selects the candidates according to the available placements.

The criteria to be applied in the selection process at the Sending Institution are the following and must be published on the home university's info page to guarantee transparency:

- Academic performance (students):**  
Here it is important to consider the applicants' transcripts of records.
- Motivation letter (students):**  
The motivation letters should be reviewed in terms of the applicants' **academic motivation** to participate and the reasons given for this motivation.
- Language skills:**  
The Home Institution has to check whether applicants have the necessary language level to follow classes/teach courses/undertake the training activity in the language of instruction at the Receiving Institution.
- Learning Agreement/Research Plan (students) or Teaching/Training Plan (staff)**
  - Learning Agreement (students):** *Undergraduates & master exchange applicants must have listed at least 3 ECTS per month of stay to be recognized by the Sending Institution. PhD applicants as well as master applicants focusing on research must include a research plan the workload of which must be equivalent to 3 ECTS per month of stay. Please consider: The full work load for one semester consists of 30 ECTS.*
  - Teaching/Training Plan (staff):** *A description of the proposed teaching or training activity.*
- CV (students, staff)**



6. **Invitation Letter (staff):** Applicants should establish contact with a colleague at the Receiving Institution before applying and submit a letter of invitation with the application.

#### Nomination to the Receiving Institution

The Sending Institution **nominates** the selected candidates by email to the Receiving Institution providing the relevant information as requested by the deadline communicated in the respective factsheets. Sending scanned documents is acceptable.

In the case of students, the Receiving Institution performs an admissions check and then provides information to the candidates concerning the application process and the necessary preparations for the mobility.

As soon as the complete application documents have been sent, the Receiving Institution will issue the acceptance letter and visa/residence permit letter for the students. The grant agreement will be provided at the student's arrival.

In the case of staff mobility, the University of Graz provides the Grant Agreement for both Incoming and Outgoing Staff grantees. It will be issued after the following documents were received:

- a. fully signed Staff Mobility Agreement - Outgoing staff from the University of Graz
- b. Staff Mobility Agreement signed by the Sending Institution and the staff member together with additional nomination documents (see Uni Graz factsheet) – Incoming staff to the University of Graz

#### Preparation of the mobility (mobility candidates)

Students have to apply for housing either via the housing office of the Austrian Exchange Service (OeAD) or at the dorms directly. NON-EU/EEA citizens nominated for 1 semester - stay need to apply for a visa D via the Austrian embassy in their home country before departing for Austria. Visas CANNOT be applied for or extended in Austria! Students have to contact the Austrian embassy in their country of residence for more information.

In addition, non-EU/EEA exchange students nominated for 1 semester are free to choose their insurance as long as this insurance is in accordance with the requirements for an Austrian visa application. For details students have to contact the Austrian embassy in their country of residence. The insurance must also cover your journey to Graz including medical evacuation and repatriation. Students have to make sure to arrange their arrival (bus/flight ticket) accordingly to the starting date of the mandatory welcome week.

The Receiving Institution will also send further information on organizing the mobility to the incoming grantee.

#### DURING THE MOBILITY: Scholarship payment/Grant Agreement; Learning Agreement; Staff Mobility Agreement for Teaching/Training Students: Payment of scholarship and travel grant/Grant Agreement

The first 70% of the scholarship will be paid upon arrival once the student has opened up a bank account and signed the Grant Agreement.

The final 30% of the scholarship will be transferred after the student submits the final documents (report, changes to the learning agreement signed by all parties). The travel grant will be transferred together with the first scholarship payment.

#### Students: Learning Agreement and changes

The necessary steps after the grantee's return involve Sending and Receiving Institutions and form the basis of the successful recognition of the academic achievements into the degree at the Sending Institution.

By signing the learning agreement and – if applicable – the changes to the learning agreement, the Sending Institution confirms that the activities listed in the learning agreement are approved and will be recognized at the Sending Institution once the student returns from his/her mobility. This document together with the transcript of records will form the basis for academic recognition at the Sending Institution after the mobility.

#### Staff: Staff Mobility Agreement for Teaching/Training

The teaching/training staff member and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the proposed mobility programme or mobility period.

#### AFTER THE MOBILITY:

The Receiving Institution issues a transcript of records or corresponding documents such as achievement confirmations for students or a confirmation of stay for staff grantees.

The Sending Institution ensures the recognition of courses taken (bachelor, master, PhD) or recognition of the research activities (PhD) carried out at the Receiving Institution. For documentation purposes towards the European Commission, the University of St. Petersburg commits to providing the University of Graz with proof of the full recognition of the courses students have taken at the University of Graz into their studies at the home university no later than 5 weeks after the receipt of the Transcript of Records,

As for staff grantees, the Sending Institution recognises the Erasmus+ teaching/training mobility as a component in any evaluation or assessment of the (teaching) staff member.

All mobility grantees have to submit an online report in the EU mobility tool database.

## 6. Deadlines and Calendar

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

Receiving institution (Erasmus code or city)	Autumn term	Spring term
A GRAZ01	May 1 <sup>st</sup>	October 1 <sup>st</sup>
St. Petersburg	No later than May15th	For students: No later than November 1st

- 1b. In order to ensure a smooth visa application process, the following timeline for nominating staff to the receiving institution is recommended:

Receiving institution (Erasmus code or city)	Nomination Deadline STAFF
A GRAZ01	4-6 months prior to the beginning of the actual stay
St. Petersburg	No later than 2 months before mobility starts

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: the agreement can be modified or terminated unilaterally, as long as at least one academic year written notice is 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.

## 7. General Information

Although a brief overview is provided in this agreement, more detailed information is sent to the nominees in order for them to prepare their exchange. Institutional Fact Sheets are exchanged between the partners on an annual basis.

### 1. Grading system of the institutions:

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.]

Receiving institution <small>[Erasmus code or city]</small>	Link to Website resource
A GRAZ01	<a href="http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf">http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ects/bibwww_ects_grades.pdf</a>
St. Petersburg	<a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>

#### St.Petersburg:

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:

Receiving institution <small>[Erasmus code or city]</small>	Contact details <small>(email, phone)</small>	Website for information
A GRAZ01	<p>incoming staff: Mediha Ohranovic; T: +43-316-380-2214; <a href="mailto:mediha.ohranovic@uni-graz.at">mediha.ohranovic@uni-graz.at</a>;</p> <p>incoming students: <a href="mailto:erasmusplus.intl.incoming@uni-graz.at">erasmusplus.intl.incoming@uni-graz.at</a>; T: +43 316 380 1254</p>	<a href="https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/">https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/</a>
St. Petersburg	<p>For incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562</p> <p>Staff Exchange Coordinator: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88</p>	<p><a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a></p> <p><a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a></p>

### 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:

Receiving institution	Contact details	Website for information
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[Erasmus code or city]	(email, phone)	
A GRAZ01	<p><b>Incoming staff:</b> Mediha Ohranovic; T: +43-316-380-2214; <a href="mailto:mediha.ohranovic@uni-graz.at">mediha.ohranovic@uni-graz.at</a>;</p> <p><b>Incoming students:</b> <a href="mailto:erasmusplus.intl.incoming@uni-graz.at">erasmusplus.intl.incoming@uni-graz.at</a>; T: +43 316 380 1254</p>	<p><b>Incoming staff:</b> Insurance is not provided by the University of Graz. Grantees have to purchase international health insurance according to the Austrian visa regulations before their mobility.</p> <p><b>Incoming students:</b> For semester stays it is possible to bring health insurance coverage from abroad. Health insurance must comply with requirements for Visa D (information available at Austrian embassy).</p>
St. Petersburg	<p>For incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562</p> <p>Staff Exchange Coordinator: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88</p>	<p><a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a></p> <p><a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a></p>

#### 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:

Receiving institution (Erasmus code or city)	Contact details (email, phone)	Website for information
A GRAZ01	<p><b>Incoming staff:</b> Mediha Ohranovic; T: +43-316-380-2214; <a href="mailto:mediha.ohranovic@uni-graz.at">mediha.ohranovic@uni-graz.at</a>;</p> <p><b>incoming students:</b> OeAD Housing Office Graz T: +43 316 950 200 9001; <a href="mailto:housing-graz@oead.at">housing-graz@oead.at</a></p>	<p><b>Staff:</b> The IRO contact person at Uni Graz provides a list of housing options; incoming staff grantees can make the reservation at the accommodation of their choice.</p> <p><b>Students</b> need to register online at: <a href="http://housing.oead.at/en/accommodation/graz-en">http://housing.oead.at/en/accommodation/graz-en</a> Or contact dorm directly at: <a href="https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/">https://www.uni-graz.at/en/studying/student-life/accommodation-and-food/student-hostels/</a></p>
St. Petersburg	<p>For incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562</p> <p>Staff Exchange Coordinator: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88</p>	<p><a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a></p> <p><a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a></p>

#### 8. Signatures of the legal representatives of both institutions:

<p><b>Name and Erasmus code of Institution:</b> Karl-Franzens-Universität Graz (The University of Graz) A GRAZ01</p> <p><b>Name and function of the official representative:</b> Prof. Christa Neuper The Rector</p>	<p><b>Name of Institution:</b> Sankt-Peterburgskiy Gosudarstvennyy Universitet (Saint Petersburg University)/Russia St. Petersburg</p> <p><b>Name and function of the official representative:</b> Sergey Andryushin Vice-Rector for International Affairs</p>
Signature* : 	Signature* : 
Date: 19.10.2017	Date: 09.10.2017
Stamp: 	Stamp: 

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