



Erasmus+ Programme

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

Inter-institutional agreement 2017-2021 **between institutions from** **programme and partner countries**

This agreement is only valid under the condition that Uppsala University is granted funding within the Erasmus+ programme by Universitets- och högskolerådet (UHR) in Sweden. The actual grant may be reduced or increased by UHR, influencing the total number and length of scholarships available and may only be valid for one academic year during the period.

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 Education¹ 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

Name of the institution	Erasmus code	Contact details² (Name, E-mail, Phone, PIC-code)
UPPSALA UNIVERSITY	S UPPSALA01	Ulrica Ouline Erasmus@uu.se +46 184 71 1971 PIC-code: 999985029
SAINT PETERSBURG STATE UNIVERSITY	Saint-Petersburg³	Anna Porodina a.porodina@spbu.ru +7(812)3287562 PIC-code: 999870569 Elena Klimshina e.klimshina@spbu.ru +7-812-3254917

¹ http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

² Contact details to reach the officer in charge of this agreement

³ Partner Countries HEI should mention the city where they are located

B. Mobility numbers 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.

B.1. Students

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle 1 st , 2 nd , 3 rd ⁴	Total Number of students/Total number of months
S UPPSALA01	SPBU	00 ⁵	Generic programmes/All fields	MA	2/10
SPBU	S UPPSALA01	00	Generic programmes/All fields	MA	6/36

B.2. Staff

FROM	TO	Subject area ISCED	Subject area name ISCED	Training/Teaching	Total Number staff mobility/Total number of days
SPBU	S UPPSALA01	00	Generic programmes/All fields	Training	3/48
S UPPSALA01	SPBU	00	Generic programmes/All fields	Training	2/32

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching/Training
S UPPSALA01	English	Swedish	B2	B2
SPBU	Russian	English	B2	B2

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_the_charter_en.php

⁴ 1 - BA, 2- MA, 3- PhD

⁵ All fields

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 organizational 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

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

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. Calendar

1. Student/staff application deadlines:

Receiving institution	Autumn/Winter term ⁷ [month]	Spring/Summer term ⁸ [month]
S UPPSALA01	April 15	October 15
SPBU	No later than May15 For staff: No later than 2 months before mobility starts	No later than November 1 For staff: No later than 2 months before mobility starts

2. The receiving institutions will send their decisions within 6 weeks after deadline.
3. A Transcript of Records will be issued by the receiving institution no later than 12 weeks after the assessment period has finished at the receiving HEI.
4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1st the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

⁷ To be adapted in case of a trimester system.

⁸ To be adapted in case of a trimester system.

	S UPPSALA01	SPBU
WWW for Incoming Students	www.uu.se/education	For incoming students: http://ifea.spbu.ru/en/sep For incoming staff: http://ifea.spbu.ru/en/research-in-spsu
WWW Course Catalogue	www.uu.se/en/admissions/exchange/course/	http://ifea.spbu.ru/en/academic-offer
Housing ⁹	www.housingoffice.se	For incoming students: http://ifea.spbu.ru/en/sep For incoming staff: http://ifea.spbu.ru/en/academic-staff-exchange-programme
Contact details	student@housingoffice.se	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7-812-328-7562 For incoming staff: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88
WWW Visa Information ¹⁰	www.uu.se/education	For incoming students: http://ifea.spbu.ru/en/sep For incoming staff: http://ifea.spbu.ru/en/academic-staff-exchange-programme
Contact details	mobility@uu.se	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7-812-328-7562 For incoming staff: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88
WWW Insurance Information ¹¹	www.uu.se/education	For incoming students: http://ifea.spbu.ru/en/sep For incoming staff: http://ifea.spbu.ru/en/academic-staff-exchange-programme
Contact details	mobility@uu.se	For incoming students: Ms. Ekaterina Petryanina

⁹ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

¹⁰ 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 ECHE.

¹¹ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

		e.petryanina@spbu.ru +7-812-328-7562 For incoming staff: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88
ECTS Users' Guide	http://www.uu.se/education	http://ifea.spbu.ru/en/academic-offer
WWW Students and Staff with Disabilities Contact details	http://www.uu.se/education samordnare@uadm.uu.se	
Research links	http://www.uu.se/en/research/	http://ifea.spbu.ru/en/research-in-spsu

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature ¹²
S UPPSALA01	Erika Dabhilkar, Head of International Office	2017-12-04	
SPBU	Marina Lavrikova, Acting vice-rector for International Affairs	11.11.17	 

¹² Scanned signatures are accepted