

Erasmus+ Programme

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

Inter-institutional agreement 2018-2020 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	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE DO MINHO / PORTUGAL	P BRAGA01	Beatriz Araújo Director of International Office	International Relations Office Campus of Gualtar P - 4710-057 Braga Tel: +351-253-604505; Fax: +351-253-604509; E-mail: sri@sri.uminho.pt	http://www.uminho.pt/
ST. PETERSBURG STATE UNIVERSITY / RUSSIA	SPBU	Anna Porodina, Erasmus + Institutional Coordinator a.porodina@spbu.ru	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7(812)3240888	http://spbu.ru http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

B. Mobility numbers 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.

Student Mobility

FROM	TO	Subject area code [ISCED 2013]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships*
SPBU	P BRAGA01		All common areas	1 st , 2 nd and 3 rd	3x5 months	-
P BRAGA01	SPBU		All common areas	1 st , 2 nd and 3 rd	3x5 months	-

* To be agreed whenever available

Staff Mobility

FROM	TO	Subject area code * [ISCED 2013]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
SPBU	P BRAGA01		All common areas	4x5 days	4x5 days
P BRAGA01	SPBU		All common areas	3x5 days	3x5 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 ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
P BRAGA01		Portuguese	English	Portuguese – B1 English – B2	Portuguese – B2 English – B2
SPBU		Russian / English	English	Russian – B2 English – B2	Russian – B2 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:

http://eacea.ec.europa.eu/funding/2014/call_the_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:

¹ See Common European Framework of Reference for Languages

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

P BRAGA01

Compulsory Orientation Programme: Information available at <https://alunos.uminho.pt/EN/incomingstudents/Pages/ProgramaORI.aspx>

Portuguese Language Course: Information available at <https://alunos.uminho.pt/EN/incomingstudents/Pages/CursoLP.aspx>

Support for Students with Disabilities: Information available at <https://www.uminho.pt/EN/education/ects-information/Pages/practice.aspx>

F. Calendar

1. Several open calls will be launched during the duration of the project in order for interested candidates to apply online. Only applications submitted online will be considered for the evaluation/selection procedure. The open calls will be announced through email.
2. The results of the open calls will be published online and will be communicated via email within 5 weeks after the closure of the calls.
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 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 2018+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SPBU

Information on nominated students/staff must reach the receiving institution by:

<u>Autumn Term</u>	<u>Spring Term</u>
For students: 01 May For staff: No later than 2 months before mobility starts	For students: 15 October For staff: No later than 2 months before mobility starts

G. Information

1. Grading systems of the institutions

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Information available at <http://www.sri.uminho.pt/Default.aspx?tabid=4&pageid=88&lang=eng>

SPBU

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	Contact details (e-mail, phone)	Website for information
P BRAGA01	E-mail: sri@sri.uminho.pt Tel: +351-253-604505	https://www.uminho.pt/EN/education/ects-information/Pages/practice.aspx
SPBU	Students: e.petryanina@spbu.ru Staff: j.medvedeva@spbu.ru	http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

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	Contact details (e-mail, phone)	Website for information
P BRAGA01	E-mail: sri@sri.uminho.pt Tel: +351-253-604505	https://www.uminho.pt/EN/education/ects-information/Pages/practice.aspx
SPBU	Students: e.petryanina@spbu.ru Staff: j.medvedeva@spbu.ru	http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

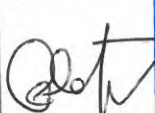

4. Housing

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	Contact details (e-mail, phone)	Website for information
P BRAGA01	E-mail: sri@sri.uminho.pt Tel: +351-253-604505	https://alunos.uminho.pt/EN/incomingstudents/Pages/Alojamento.aspx
SPBU	Students: e.petryanina@spbu.ru Staff: j.medvedeva@spbu.ru	http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
P BRAGA01	Prof ^a Carla Martins Pro- Rector	03/09/2018	  Universidade do Minho
SPBU	Sergey Andryushin Vice-Rector International Affairs	for	