

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 ¹	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Vilniaus kolegija /University of Applied Sciences	LT VILNIUS10	Jolanta Preidienė	International Relations and Projects Department Saltoniškių Str.58, LT-08105 Vilnius, Lithuania Institutional Coordinator, Jolanta Preidienė E-mail: j.preidiene@viko.lt Tel.: +370 5 2191601 Project Manager for staff mobilities, Mrs. Sigita Leistrumiene s.leistrumiene@viko.lt Erasmus Coordinator, Faculty of Economics, Ms. Danguolė Ignatavičiūtė, d.ignataviciute@ekf.viko.lt	www.viko.lt
St. Petersburg State University	Saint-Petersburg PIC 999870569	Anna Porodina Erasmus + Institutional Coordinator	a.porodina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812)3240888	http://spbu.ru For staff: http://ifea.spbu.ru/en/research-in-spsu

¹ 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.

B. Mobility numbers² 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.

Staff mobility

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 *
LT VILNIUS10	St. Petersburg State University	0311	Economics	1 teachers * 7 days = 7 days	-
St. Petersburg	LT VILNIUS10	311	Economics	1 teachers * 7 days = 7 days	1 staff member * 7days = 7 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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LT VILNIUS10	Programmes offered in English (www.viko.lt)	English	Lithuanian	B2	B2
St. Petersburg		Russian	English	B2	B2

² 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>)

³ See Common European Framework of Reference for Languages

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**⁴ 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:

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

⁴ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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

LT VILNIUS10:

- Additional foreign language tests can be applied for selection of incoming students.
- Introduction Week, organised prior to each semester, is compulsory for all incoming students.
- Limited infrastructure to welcome students and staff with disabilities.

St. Petersburg:

Staff members should check the information concerning the opportunities for staff exchange (<http://ifea.spbu.ru/en/academic-staff-exchange-programme>) at Saint-Petersburg University and establish communication with SPbU Erasmus+ Staff Exchange Coordinator for more information and for better preparing of their application.

Nominations for staff mobility (training and teaching) are accepted throughout the year. Nominations are sent through email communication and with each nominated candidate contact details. Nominations should be sent to SPbU Erasmus+ Staff Exchange Coordinator no later than 2 months prior the visit takes place.

The selected candidates for staff mobility (training and teaching) should submit their applications to the receiving institution's coordinator via email within 2 weeks after their nomination.

The staff application should consist of the following scanned documents:

- Staff Exchange Application Form (will be sent to each participant by the SPbU Erasmus+ Staff Exchange Coordinator after nomination);
- Scanned copy of travelling passport (passport must be valid at least six months after the end of the exchange);
- Mobility Agreement (completed and signed by the participant and the sending institution)

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
LT VILNIUS10	31 st May	30 th November
St. Petersburg	For staff: No later than 2 months before mobility starts	For staff: No later than 2 months before mobility starts

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

- The receiving institution will send its decision within 5 weeks.
- 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

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 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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

The grading scale used by LT VILNIUS10 is based on the 10 point scale:

Mark	Mark defined in words	Percent of knowledge obtained	Approximate ECTS equivalent	Definition
10	Excellent	100%	A	Passed
9	Very good	90-99%	A or B	
8	Good	80-89%	B or C	
7	Average	70-79%	C	
6	Satisfactory	60-69%	D	
5	Sufficient	50-59%	E	Not passed - Re-take possible
4	Insufficient	40-49%	FX	
3	Highly insufficient	30-39%	FX	
2	Poor	20-29%	F	Necessary to repeat the course

St. Petersburg 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

Both partners ensure that the mobility periods of all participants will be fully recognised at the sending institutions if the participants fulfil the requirements of their agreements.

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
LT VILNIUS10	Students' mobility Coordinator Tel. +370 5 2191601 E-mail: erasmus@viko.lt	www.viko.lt
St. Petersburg	Staff Exchange Coordinator: Ms. Yuliya Medvedeva i.medvedeva@spbu.ru +7 (812) 324 08 88	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 [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
LT VILNIUS10	Students' mobility Coordinator Tel. +370 5 2191601 E-mail: erasmus@viko.lt	www.viko.lt

St. Petersburg	Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88	http://ifea.spbu.ru/en/research-in-spsu
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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
LT VILNIUS10	Laima Balzyte Dormitory Manager Tel. +370 5 2191692 E-mail: l.balzyte@viko.lt	www.viko.lt
St. Petersburg	Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88	http://ifea.spbu.ru/en/research-in-spsu

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
LT VILNIUS10	Dr. Žymantė Jankauskienė, Rector	2018-11-	
St. Petersburg State University	Sergey Andryushin, Vice-Rector for International Affairs	13.11.2018	