



UNIVERSIDADE
DE LISBOA



LETRAS
LISBOA

7

Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018-2020²
between institutions from
programme and partner countries

[Minimum requirements]³

The institutions named below agree to cooperate for the exchange of 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 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

Universidade de Lisboa P LISBOA109 ⁴	Saint Petersburg State University Saint Petersburg
<p>Faculdade de Letras da Universidade de Lisboa - School of Arts and Humanities ULisboa www.letras.ulisboa.pt</p> <p>International Cooperation Office Alameda da Universidade 1600-214 Lisboa Tel. + 351 21 792 00 65 agreement@letras.ulisboa.pt internacional@letras.ulisboa.pt</p> <p>Contact person: Luísa Santos luisa.santos@letras.ulisboa.pt</p>	<p>International Cooperation Office: http://ifea.spbu.ru/en/</p> <p>Erasmus Institutional Coordinator: Anna Porodina, Head of International Academic Cooperation Department Tel: +7 (812) 328 75 62, a.porodina@spbu.ru</p> <p>Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88</p>

¹ 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+.

² All mobilities must be completed until the 31st of July 2020, including travel days.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ 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.

International Cooperation Office
Faculdade de Letras da Universidade de Lisboa
Alameda da Universidade
1600-214 Lisboa
Tel. + 351 217 920 065

Erasmus Institutional Coordinator:
Prof. Doutor Miguel Tamen

B. Mobility numbers⁵ 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.

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Number of staff mobility periods		Subject area name for Teaching mobilities	Subject area name for Training mobilities
		Staff Mobility for Teaching [total number of days of teaching periods or average duration]	Staff Mobility for Training [total number of days of teaching periods or average duration]		
P LISBOA 109	SPBU	4 STAFF/5 days		Languages	International Relations and Cooperation
SPBU	P LISBOA 109	1 STAFF/5 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]	Work language 1	Work language 2	Recommended language of instruction level ⁶ Staff Mobility for Teaching or Training [Minimum recommended level: B2]
P LISBOA 109	Portuguese	English	C1
SPBU	Russian	English	B2

⁵ 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>

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ 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

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.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Ensure that staff mobility for education or training purposes is based on a staff 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 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.**

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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. Additional requirements

All the grants will be managed by the Applicant organization. Beneficiaries will receive their grants once in Lisbon, at Universidade de Lisboa, and after presenting the required documents.

1. Selection of staff shall be carried out by the sending Institution.

P LISBOA 109: Selection of staff shall be carried out in a fair and transparent manner, taking into consideration:

- The staff member's overall curriculum and/or the mobility relevance according to the area of work at the sending institution.

Saint Petersburg State University:

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 academic 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)

2. Infrastructure to welcome staff with disabilities:

P LISBOA 109: <http://www.letras.ulisboa.pt/pt/estudantes/alunos/estatutos-especiais/146-alunos-com-necessidades-educativas-especiais#incoming>

Saint Petersburg State University: <https://spbu.ru/sveden/ovz>

F. Calendar

1. Applications/information on participants must reach the receiving institution at least two months before the intended date of mobility.

2. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
P LISBOA 109 ²	Mid-September - Mid January	End of January - End of May
SPBU	For staff: No later than 2 months before mobility starts	For staff: No later than 2 months before mobility starts

3. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 year N will only take effect as of 1 September year N+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. 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.

All participants involved in mobility with Partner countries are required to obtain valid visa for the mobility period, prior to their departure from the home country. Copy of the document must be provided to the receiving institution, upon arrival.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details
P LISBOA 109	internacional@letras.ulisboa.pt
SPBU	Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88

²See information sheet for the current year <http://www.letras.ulisboa.pt/pt/cursos/calendario-escolar>

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

All participants involved in mobility with Partner countries are required to contract an insurance covering the mobility period. Copy of the document must be provided both to the sending and to the receiving institution.




Institution	Contact detail
P LISBOA 109	internacional@letras.ulisboa.pt
SPBU	Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88

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
P LISBOA 109	internacional@letras.ulisboa.pt
SPBU	Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁹
<p>P LISBOA 109 Faculdade de Letras - School of Arts and Humanities ULisboa ULisboa</p>	<p>Prof. Doutor Miguel Tamen, Dean</p>	<p>21.12. 2018</p>	 Prof. Doutor Miguel Tamen Director da FLUL 
<p>SPBU</p>	<p>Sergey Andryushin Vice-Rector for International Affairs</p>	<p>em. 12 2018</p>	

⁹ Scanned signatures are accepted

1981-1982
1983-1984

