



Erasmus+



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

**Inter-institutional¹ agreement 2019-2021
between institutions from
Programme and Partner Countries²
[Minimum requirements]³**

The institutions named below agree to cooperate for the exchange of students and 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 higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
Vilnius University (VU)	LT VILNIUS01	Skirmante Savickaite Erasmus + ICM coordinator Tel: 370 5 268704 email: skirmante.savickaite@cr.vu.lt	Website: www.vu.lt/en Course catalogue: https://www.vu.lt/en/studies/exchange-students/courses-taught-in-foreign-languages

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 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

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 Country HEIs should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement.

Saint Petersburg University State University (Russian Federation) - SpBu	999870569	Institutional Coordinator: Anna Porodina, Deputy Vice-Rector for International Affairs a.porodina@spbu.ru + 7(812)326 49 43 Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562 Staff mobility coordinator: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888	http://spbu.ru For students: http://ifea.spbu.ru/en/sep Course Catalogue: http://ifea.spbu.ru/en/academic-offer For staff: http://ifea.spbu.ru/en/research-in-spsu

B. Mobility numbers⁶ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * [Not relevant for calls 2016-2017]
VU	SPbU	0232 0231	Literature and linguistics Language acquisition	2 nd	1 student x 5 months	n/a

⁶ 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>)

SPbU	VU	0232	Literature and linguistics	2 nd	1 student x 5 months	n/a
		0231	Language acquisition			

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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				<i>[total number of days of teaching periods or average duration *]</i>	
VU	SPbU	0232	Literature and linguistics	n/a	1 staff visit x 7 days
		0231	Language acquisition		
SPbU	VU	0232	Literature and linguistics	1 staff visit x 7 days	n/a
		0231	Language acquisition		

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	Optional: Subject	Language of	Language of	Recommended language of instruction level ⁷
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⁷ 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>

[Erasmus code or city]	area	instruc- tion 1	instruc- tion 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
VU		English	Russian	B1	B2
SPbU		Russian	English	B2	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: 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. 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. Additional requirements

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; any split of organisational support funds among the partners; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

ST. PETERSBURG STATE UNIVERSITY

Applications for student mobility must be submitted through online application form - https://regforms.spbu.ru/ru/?option=com_rsform&view=rsform&formId=488

List of required application documents can be found at <http://ifea.spbu.ru/en/sep>

List of English-taught course can be found here <http://ifea.spbu.ru/en/academic-offer>

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)

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
VU	Autumn semester – May 15	Spring semester – November 01
SPbU	Autumn Term For students nomination: 01 May For staff nomination: No later than 2 months before mobility starts	Spring Term For students nomination: 10 October For staff nomination: No later than 2 months before mobility starts

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

2. The receiving Institution will send its decision within 6 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 4 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

[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 2020 will only take effect as of 1 September 2020+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

VU Grading system: <https://www.vu.lt/en/studies/academic-info-for-students/study-process/assessment-and-rotation#credit-and-grading-system-at-vilnius-university>

SPbU 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

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 (email, phone)	Website for information
VU	S.Savickaite, Erasmus + ICM coordinator Email: skirmante.savickaite@cr.vu.lt	https://www.vu.lt/en/international-cooperation/erasmus-international-credit-mobility#visa-information
SPbU	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 For Staff Exchange: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888	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 [Erasmus code or city]	Contact details (email, phone)	Website for information
VU	S.Savickaite, Erasmus + ICM coordinator Email: skirmante.savickaite@cr.vu.lt	https://www.vu.lt/en/international-cooperation/erasmus-international-credit-mobility#visa-information
SPbU	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	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 [Erasmus code or city]	Contact details (email, phone)	Website for information
VU	Accommodation Officer E-mail: accommodation@vub.lt Contact telephone number +370 618 62281	https://www.vu.lt/en/studies/bachelor-studies/practical-information-bachelor/accommodation
SPbU	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 For Staff Exchange: Mr. Nikita Brinev n.brinev @spbu.ru +7 (812)3240888	http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
Vilnius University	S.Savickaite, Erasmus + ICM coordinator	2019/10/04	
Saint-Petersburg <i>Deputy</i>	Sergey Andryushin Vice-Rector for International Affairs	Anna Prodnina 17.10.2019	



⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation