



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2019-27<sup>2</sup> between programme countries

### [Minimum requirements]<sup>3</sup>

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITY OF WEST ATTICA (UNIWA)</b>  Campus 1 Ag. Spiridonos 28 AIGALEO 12243, Greece  Campus 2 P. Ralli & Thivon 250 AIGALEO 12244, Greece	G EGALEO 02	<b>Associate Prof. Konstantinos-Stefanos NIKAS,</b> ERASMUS+ / ICM Institutional Coordinator, Tel: +30 210 538 1234 e-mail: <a href="mailto:ksnikas@uniwa.gr">ksnikas@uniwa.gr</a>  <b>Fani A. PAPOUTSI</b> <b>Irene – Athena VATOU</b> E+ ICM Administration Officers, Tel: +30 210 538 1185	<a href="http://erasmusglobal.uniwa.gr/">http://erasmusglobal.uniwa.gr/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Fax: +30 210 561 3703 e-mail: <a href="mailto:erasmus_global@uniwa.gr">erasmus_global@uniwa.gr</a>  <b>Prof. Georgios PANAGIARIS</b> , ERASMUS+ / ICM Institutional Representative, <a href="mailto:opana@uniwa.gr">opana@uniwa.gr</a>	
<b>SAINT PETERSBURG STATE UNIVERSITY (SPBU)</b> Universitetskaya emb., 7-9 199034 St. Petersburg, Russia	999870569	Institutional Coordinator: <b>Anna PORODINA</b> , Deputy Vice-Rector for International Affairs <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a> + 7(812)326 49 43  Student mobility coordinator: <b>Ms Ekaterina PETRYANINA</b> <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> + 7(812)3287562  Staff mobility coordinator: <b>Mr. Nikita BRINEV</b> <a href="mailto:n.brinev@spbu.ru">n.brinev@spbu.ru</a> +7 (812)3240888	<a href="http://spbu.ru">http://spbu.ru</a>  <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>  <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>
[...]			

## B. Mobility numbers<sup>5</sup> 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 of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships [total number of months of the study periods or average duration*]	
999870569	G EGALEO 02	All subject areas	All subject areas	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 4 months	
G EGALEO 02	999870569	All subject areas	All subject areas	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 4 months	

<sup>5</sup> 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>)

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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  [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
999870569	G EGALEO 02	All subject areas	All subject areas	3 x 5 days	2 x 5 days
G EGALEO 02	999870569	All subject areas	All subject areas	3 x 5 days	2 x 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]	Optiona l: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
999870569		RUSSIAN	ENGLISH	B2	B2
G EGALEO 02		GREEK	ENGLISH	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. 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; measures for preparing, receiving and integrating mobile students and/or staff]

<sup>6</sup>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>

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

## **ST. PETERSBURG UNIVERSITY**

Applications for student mobility must be submitted through online application form - [https://regforms.spbu.ru/ru/?option=com\\_rsform&view=rsform&formId=488](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>

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)

## **E. Calendar**

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

<b>Receiving institution</b> [Erasmus code]	<b>Autumn term*</b> [month]	<b>Spring term*</b> [month]
<b>999870569</b>	For students: 01 MAY For staff: No later than 2 months before mobility starts	For students: 10 OCTOBER For staff: No later than 2 months before mobility starts
<b>G EGALEO 02</b>	JUNE 30	NOVEMBER 30

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

2. The receiving Institution will send its decision within SIX [6] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than FIVE [5] 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 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."]*

## **F. Information**

### **1. Grading systems of the institutions**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

*According to the Institution's studies regulations, grading is in a scale from zero (lower) to ten (higher) and the grade distribution as well as the ECTS scale are as follows:*

ECTS scale		UNIWA scale
F	Fail	0.00 – 4.00
FX	Fail (Almost passing)	4.00 – 4.99
E	Lowest passing mark	5.00
D	Almost good	5.01 – 6.49
C	Good	6.50 – 7.49
B	Very Good	7.50 – 8.49
A	Excellent	8.50 – 10.0

<sup>7</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

**ST. PETERSBURG STATE UNIVERSITY:**

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]	Contact details (email, phone)	Website for information
<b>G EGALEO 02</b>	Fani A. PAPOUTSI, Irene – Athena VATOU Tel: +30 210 538 1185 e-mail: <a href="mailto:erasmus.global@uniwa.gr">erasmus.global@uniwa.gr</a>	<a href="http://erasmusglobal.uniwa.gr/">http://erasmusglobal.uniwa.gr/</a>
<b>999870569</b>	For incoming students: Ms. Ekaterina PETRYANINA <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562  For Staff Exchange: Mr. Nikita BRINEV <a href="mailto:n.brinev@spbu.ru">n.brinev@spbu.ru</a> +7 (812)3240888	<a href="http://ifea.spbu.ru/en/sec">http://ifea.spbu.ru/en/sec</a>  <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>G EGALEO 02</b>	Fani A. PAPOUTSI, Irene – Athena VATOU Tel: +30 210 538 1185 e-mail: <a href="mailto:erasmus.global@uniwa.gr">erasmus.global@uniwa.gr</a>	<a href="http://erasmusglobal.uniwa.gr/">http://erasmusglobal.uniwa.gr/</a>
<b>999870569</b>	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>G EGALEO 02</b>	Fani A. PAPOUTSI, Irene – Athena VATOU Tel: +30 210 538 1185 e-mail: <a href="mailto:erasmus.global@uniwa.gr">erasmus.global@uniwa.gr</a>	<a href="http://erasmusglobal.uniwa.gr/">http://erasmusglobal.uniwa.gr/</a>
<b>999870569</b>	For Incoming students: Ms. Ekaterina PETRYANINA <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562  For Staff Exchange: Mr. Nikita BRINEV <a href="mailto:n.brinev@spbu.ru">n.brinev@spbu.ru</a> +7 (812)3240888	<a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>  <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>



**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

<b>Institution</b> <b>[Erasmus code]</b>	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>8</sup></b>
<b>999870569</b>	<b>Sergey ANDRYUSHIN</b> Vice-Rector for International Affairs	02/03/19	
<b>G EGALEO 02</b>	<b>Professor Savvas VASSILIADIS</b> UNIWA Member of the Committee, ERASMUS+ Legal Representative (Institutional Coordinator) <a href="mailto:svas@uniwa.gr">svas@uniwa.gr</a>	09/09/19	

<sup>8</sup>Scanned signatures are accepted