

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

Inter-institutional agreement August 1, 2019 – July 31st, 2022

between Ghent University and Saint Petersburg State University

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 higher education institutions

Full name of the institution / country	Erasmus code or city¹	Contact details² (email, phone)	Website (eg. of the course catalogue)
Ghent University	B GENT 01	Reintje Reynebeau en Elisabeth Velle. Email: Non-ErasmusAgreements@ugent.be TEL: 0032 9 264 70 17 0032 9 264 70 24	www.ugent.be/coursecatalogue
SPBU	Saint Petersburg, PIC 999870569	Institutional Coordinator: Anna PORODINA , Deputy Vice-Rector for International Affairs a.porodina@spbu.ru + 7(812)326 49 43 Student mobility coordinator:	http://spbu.ru For students: http://ifea.spbu.ru/en/selection

¹ 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.

² Contact details to reach the senior officer in charge of this agreement.

		Ms Ekaterina PETRYANINA e.petryanina@spbu.ru + 7(812)3287562 Staff mobility coordinator: Mr. Nikita BRINEV n.brinev@spbu.ru +7 (812)3240888	For staff: http://ifea.spbu.ru/en/research-in-spsu
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B. Mobility numbers³ per academic year⁴

[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 *
SPBU	B GENT 01	02 Arts and Humanities ⁵		1	5	Not applicable
B GENT 01	SPBU	02 Arts and Humanities ⁶		1	5	Not applicable

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

³ 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>)

⁴ All scholarships will be used in the following three semesters: Spring Semester of the AY 2019-2020, Autumn Semester of the AY 2021-2022, Spring Semester of the AY 2021-2022.

⁵ At Ghent University, this ISCED code corresponds with the faculty of Arts and Philosophy.

⁶ At Ghent University, this ISCED code corresponds with the faculty of Arts and Philosophy.

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 *
SPBU	B GENT 01	02 Arts and Humanities ⁷ 10 Law		Not applicable	5 (this mobility flow is for training)
B GENT 01	SPbU	02 Arts and Humanities ⁸ 10 Law		Not applicable	5 (this mobility flow is for teaching and training)

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

⁷ At Ghent University, this ISCED code corresponds with the Faculty of Arts and Philosophy and the Faculty of Law and Criminology.

⁸ At Ghent University, this ISCED code corresponds with the Faculty of Arts and Philosophy and the Faculty of Law and Criminology.

⁹ 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>

B Gent 01		Dutch	English	B2. Obligatory to check the updated language requirements on https://www.ugent.be/prospect/en/administration/application/language requirements.htm	Not applicable
SPBU		Russian	English	B2	Not applicable

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

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

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);
- Form "Mobility Agreement – Staff Mobility for Teaching" or "Mobility Agreement – Staff Mobility for Training" (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*
B GENT 01: nomination deadline	April 15	October 15
B GENT 01: application deadline	May 15	November 15
SPBU	<u>For students:</u> 01 MAY <u>For staff:</u> No later than 2 months before mobility starts	<u>For students:</u> 10 OCTOBER <u>For staff:</u> 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 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 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."

The parties ensure that they shall respect human rights. Each of the parties may terminate this agreement with immediate effect if the other party is involved in a serious violation of human rights.

G. Information

1. Grading systems of the institutions

Ghent University is fully committed to the correct and objective conversion of grades obtained abroad. As former coordinator of the EGRACONS project (www.egracons.eu), Ghent University has uploaded its grading tables in the Egracons tool (<http://tool.egracons.eu>) in order to facilitate an easy and correct conversion of grades (given that the grade distribution table from the partner is also available). Passing marks at Ghent University vary between 10 and 20. On the transcript of records for each course unit, the percentage of students that obtain the same grade for the reference group is given, as well as the percentages of students who obtain a lower grade and those that obtain a higher grade. This corresponds to a condensed distribution table.

More information:

<https://www.ugent.be/en/ahentuniv/principles/internationalisation/ects/grading.htm>

SPbU:

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
B GENT 01	International Support Team international@ugent.be https://www.ugent.be/en/ghentuniv/principles/internationalisation/iro/irostudentsupport.htm	Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education (https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/he-charter_en.pdf) Information and assistance can be provided by the following contact points and information sources: http://www.ugent.be/en/exchange
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	Contact details (email, phone)	Website for information
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[Erasmus code or city]		
B GENT 01	<p>International Support Team international@ugent.be https://www.ugent.be/en/ghentuniv/principles/internationalisation/iro/irostudentsupport.htm</p>	<p>Health insurance is compulsory. EU-inhabitants: European Health Insurance Card (= blue card) Non-EU: a copy of your application for health insurance at a 'ziekenfonds' in Belgium. More information https://www.ugent.be/en/administration/insurances/students.htm</p> <p>Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/he-charter_en.pdf We will inform incoming students/staff of cases in which insurance cover is not automatically provided.</p>
SPbU	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:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
B GENT	Mrs. Myriam Van den Branden - E-Mail:	Housing is available at the University Halls of Residence, where a number of rooms are

01	<u>huisvesting@UGent.be</u> Website : <u>www.UGent.be/en/facilities/housing</u>	reserved for international students, or at the private market. The Housing Department advises students on finding accommodation. Exchange students can only apply for a room in the University Halls of Residence after having applied as an exchange student at Ghent University: <u>www.UGent.be/en/facilities/housing/exchange/exchange.htm</u>
SPbU	For incoming students: Ms. Ekaterina PETRYANINA <u>e.petryanina@spbu.ru</u> +7(812)3287562 For Staff Exchange: Mr. Nikita BRINEV <u>n.brinev@spbu.ru</u> +7 (812)3240888	 http://ifea.spbu.ru/en/sep 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 ¹⁰
B GENT 01	Prof. Dr. Rik Van de Walle, Rector	05/02/2019	
SPbU	Sergey ANDRYUSHIN Vice-Rector for International Affairs	03/10/2019	



¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation