

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

Inter-institutional¹ agreement 2020-2024
between institutions from
Programme and Partner Countries²

[Minimum requirements]³

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 city, pic ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
SAINT PETERSBURG STATE UNIVERSITY	SAINT PETERSBURG	Erasmus+ Institutional Coordinator: Anna Porodina a.porodina@spbu.ru +7(812)3264943	http://spbu.ru http://lifea.spbu.ru/en/sep Course Catalogue: http://lifea.spbu.ru/en/academic-offer

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.

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UNIVERSITETSKAYA EMB 13B RUSIA (RUS)	PIC: 999870569	For incoming students: Ms Ekaterina Petryanova e.petryanova@spbu.ru +7(812)3287562 For Staff Exchange: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7(812)3240888	http://lifea.spbu.ru/en/research-in-spsu
Universidad de Cádiz Oficina de Internacionalización Edificio Hospital Real. Plaza Falla 8, E-11003 Cádiz Spain	E CADIZ01	Institutional Coordinator Vice Rector RAFAEL JIMENEZ CASTAÑEDA --- Erasmus SMS Manager Associated Countries Maryia Maiseyenka e-mail: gestion.ka107@uca.es --- Erasmus STA/STT Manager Associated Countries Jesus Gomez e-mail: staff.in@uca.es	http://www.uca.es https://internacional.uca.es/erasmus/erasmus-in-coming/erasmus-student/erasmus-associated-countries/

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	TO	Subject area	Subject área	Study cycle	Number of student mobility periods

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>)

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[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution, pic]	code * [ISCED]	name * [ISCED]	[short cycle: 1 st , 2 nd or 3 rd] * [total number of months of the study periods or average duration *]	Student Mobility for Studies	COORDINATOR Contact details
E CADIZ01	SAINT PETERSBURG 999870569	To be agreed	To be agreed	1,2,3	3x5 (sum=15 meses)	Erasmus + KA 107 Tel: +34 956 015784 e-mail: gestion.ka107@uca.es
SAINT PETERSBURG 999870569	E CADIZ01	To be agreed	To be agreed	1,2,3	3x5 (sum=15 meses)	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 <u>For outgoing students:</u> Ms. Aleksandra Chubsa a.chubsa@spbu.ru +7(812)3287562

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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution, pic]	Subject area code * [ISCED]	Subject area name * [ISCED]	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training * [total number of days of training periods or average duration *]
E CADIZ01	SAINT PETERSBURG 999870569	To be agreed	To be agreed	2x5 (sum=10 días)	2x5 (sum=10 días)
SAINT PETERSBURG 999870569	E CADIZ01	To be agreed	To be agreed	2x5 (sum=10 días)	2x5 (sum=10 días)

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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, pic]	Optional Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level?	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E CADIZ01	All areas	ES	EN (if English subjects are offered)	B1	B2
SAINT PETERSBURG 999870569	All areas	RU	EN	RU - B2 EN- B2	RU – B2 EN- 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

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>

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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.

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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.]

SAINT PETERSBURG, 999870569

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);
 - Mobility Agreement (completed and signed by the participant and the sending institution)

Web Incoming <https://ifea.spbu.ru/en/sep.html>

E CADIZ01

Web Incoming <https://internacional.uca.es/erasmus/erasmus-in-coming/erasmus-student/erasmus-associated-countries/>

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F. Calendar

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

Receiving institution [Erasmus code or city, pic]	Term*	Term*
E CADIZ01	May, 31	October, 31
SAINT PETERSBURG, 999870569	<u>Students:</u> No later than May 1st (Application documents, including Nomination Letter) <u>Staff:</u> No later than 2 months before mobility starts	<u>Students:</u> No later than October 10th (Application documents, including Nomination Letter) <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 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **JULY** of students of the whole academic year and **MARCH** for students of the first semester, **SEPTEMBER**, if the student present in exams of SEPTEMBER 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."]

G. Information

1. Grading systems of the institutions

SAINT PETERSBURG, 999870569

Web Incoming <https://ifea.spbu.ru/en/sep.html>

ECTS Grade	Points	Mark	English-in.words

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A	100-90	5.0	EXCELLENT Outstanding performance
B	89-70	4.0	VERY GOOD Above the average standard but with some errors
D	69-50	3.0	SATISFACTORY Fair but with significant shortcomings
F	49-0	2.0	FAILED Substantial improvement necessary; requirement of further work.

E CADIZ01

<https://internacional.uca.es/erasmus/erasmus-in-coming/about-cadiz/>

E CADIZ01	España	0-4.9	5-6.9	7-8.9	9-9.9	10
		Suspenso	Aprobado	Notable	Sobresaliente	Matrícula de Honor
		Fail - considerable further work is required	Sufficient-performances meets the minimum criteria Satisfactory - fair but with significant shortcomings	Good - generally sound work with a number of notable errors	Very Good - above the average but with some errors	Excellent - outstanding performance with only minor errors

Web Incoming

<https://internacional.uca.es/erasmus/erasmus-in-coming/erasmus-student/erasmus-associated-countries/>

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:

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Institution [Erasmus code or city, pic]	Contact details (email, phone)	Website for information
E CADIZ01	Gestion.ka107@uca.es	http://www.uca.es/ori/erasmus
SAINT PETERSBURG	<p><u>For incoming students:</u> Ms. Ekaterina Petryanova e.petryanova@spbu.ru +7(812)3287562</p> <p><u>For Staff Exchange:</u> Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812)3240888</p>	https://ifea.spbu.ru/en/registration-of-foreign-citizens-coming-to-spbsu

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, pic]	Contact details (email, phone)	Website for information
E CADIZ01	Gestion.ka107@uca.es	http://www.uca.es/ori/erasmus
SAINT PETERSBURG, 999870569	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	<u>Students:</u> http://ifea.spbu.ru/en/sep <u>Staff:</u> http://ifea.spbu.ru/en/research-in-spbsu

4. Housing

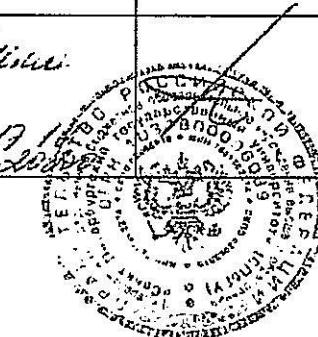
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

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Institution [Erasmus code or name and city, pic]	Contact details (email, phone)	Website for information
E CADIZ01	alojamiento@uca.es +34 956 015 619	https://atencionalumnado.uca.es/alojamiento-oficina-de-alojamiento/
SAINT PETERSBURG 999870569	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 For Staff Exchange: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812)3240888	Students: http://lifea.spbu.ru/en/sep Staff: http://ifca.spbu.ru/en/research-in-spsu

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
E CADIZ01	RAFAEL JIMENEZ CASTAÑEDA Institutional Coordinator		
SAINT PETERSBURG STATE UNIVERSITY	Sergey Andryushin Vice-Rector for International Affairs	13/12/2020	

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

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