

Erasmus+ Programme

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

Inter-institutional¹ agreement 2015/16- 2020/21 between institutions from programme and partner countries

[Minimum requirements]²

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 the higher education institutions

Full name of the institution / country	Erasmus code or city ³	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Freie Universität Berlin	D BERLIN 01	Stefanie Böhler	ERASMUS+ international mobility coordinator stefanie.boehler@fu-berlin.de Tel: +49 (0) 30 838 73441	Lecture catalogue: www.fu-berlin.de/vv Semester dates: http://www.fu-berlin.de/en/studium/studienorganisation/termine
Saint Petersburg State University	St.Petersburg	Anna Porodina For incoming	Erasmus + Institutional Coordinator a.porodina@spbu.ru +7(812)3287562 e.petryanina@spbu.ru	http://ifea.spbu.ru Academic offer: http://ifea.spbu.ru/en/non-degree/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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ 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.

		students: Ms Ekaterina Petryanina	+7(812)3287562	
		For staff exchange: Ms. Yuliya Medvedeva	j.medvedeva@spsu.ru +7 (812)3240888	http://ifea.spsu.ru/en/research-in-spsu

B. Mobility numbers⁴ per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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 2015]
St. Petersburg	Berlin		universtiy wide		18 months	
Berlin	St. Petersburg		universtiy wide		6 months	

[*Optional: subject 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 ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *

⁴ 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>)

St. Petersburg	Berlin		university wide	28 days	28 days
Berlin	St. Petersburg		university wide	7 days	14 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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
Berlin		German	English	B1	B2
St. Petersburg		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**⁶ 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,

⁵ See Common European Framework of Reference for Languages

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals

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. Any additional requirements

Freie Universität Berlin

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at Freie Universität Berlin. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.

Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero

- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.
- Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service), Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de, www.fu-berlin.de/service/behinderung
- For the implementation of staff-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.

Saint Petersburg State University - Information

- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Saint Petersburg State University organizes an orientation week with academic and practical information in combination with social events for all new international students. We could welcome students and staff with disabilities, but preliminary arrangements are required.

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
Berlin	May, 1st	November, 1st
St. Petersburg	Nomination and application deadline: May 15th Lectures: beginning of September – end December Official term duration: September 1st - January 31st For staff: No later than 1 month before mobility starts	Nomination and application deadline: November 1st Lectures: beginning of February – end-June Official term duration: February 1st – June 30th For staff: No later than 1 month before mobility starts

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

Freie Universität Berlin

Partner institutions should send nominations to the contact person listed under A. The receiving institution will send its decision within 6 weeks.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Saint Petersburg State University – Information

Nominations

The receiving institution will send its decision within [10] weeks.

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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

Freie Universität Berlin:

ECTS Credits: The Freie Universität Berlin uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.

Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study.

Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Freie Universität Berlin		ECTS	
Grade	Grade	Predicate	
1,0 - 1,5	A	Excellent	
1,6 - 1,7	B	Very Good	
1,8 - 2,0			
2,1 - 2,7	C	Good	
2,8 - 3,0			
3,1 - 3,5	D	Satisfactory	
3,6 - 3,7	E	Sufficient	
3,8 - 4,0			
4,1 - 5,0	F	Fail	
P		Participation; i.e. the student has successfully and regularly attended the course.	

Saint 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

1 ECTS = 36 hours of academic workload

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 (e-mail, phone)	Website for information
Berlin	Studierenden-Service-Center SSC Itisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum
St. Petersburg	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 For staff exchange: Ms. Yuliya Medvedeva y.medvedeva@spbu.ru +7 (812)3240888	http://www.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 (e-mail, phone)	Website for information
Berlin	Studierenden-Service-Center SSC Itisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung

St. Petersburg	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562	http://www.ifea.spbu.ru/en/sep
	For staff exchange: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812)3240888	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 (e-mail, phone)	Website for information
Berlin	Accommodation Office Malteserstraße 74 - 100 Building House S 12249 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470	http://www.fu-berlin.de/en/sites/unterbringung
St. Petersburg	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 For staff exchange: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812)3240888	http://www.ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
Berlin	Dr. Matthias Dannenberg, Executive Director of Administration and Finance	18.01.17	
St. Petersburg	Sergey Andryushin Deputy Rector for International Affairs	09.01.17	