

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>

**2016 – 2018**

### between institutions from programme and partner 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 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 <sup>4</sup> | Name of the contact person | Contact details (email, phone)                                                                                   | Website (eg. of the course catalogue)                                                                                                 |
|----------------------------------------|-----------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Friedrich-Schiller-Universität Jena    | DJena01                           | Stefanie Waterstradt       | <a href="mailto:Stefanie.waterstradt@uni-jena.de">Stefanie.waterstradt@uni-jena.de</a><br>Tel.: + 49 3641 931169 | <a href="http://www.uni-jena.de/Studienangebot-EGOTEC-e5vh052de.html">http://www.uni-jena.de/Studienangebot-EGOTEC-e5vh052de.html</a> |

<sup>1</sup> 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+.

<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> 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.

|      |                  |                                                     |                                                                                  |                                                                                                                        |
|------|------------------|-----------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| SPbU | Saint-Petersburg | Anna Porodina, Erasmus + Institutional Coordinator  | <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a><br>+7(812)3287562     | <a href="http://spbu.ru">http://spbu.ru</a><br><br><a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a> |
|      |                  | For incoming students:<br>Ms Ekaterina Petryanina   | <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a><br>+7(812)3287562 |                                                                                                                        |
|      |                  | Staff Exchange Coordinator:<br>Ms. Yuliya Medvedeva | <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a><br>+7 (812)3240888  | <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 the end of January at the latest in the preceding academic year.]*

| FROM<br>[Erasmus code or city of the sending institution] | TO <sup>7</sup><br>[Erasmus code or city of the receiving institution] | Subject area code<br>*<br>[ISCED 2013] | Subject area name<br>* | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]<br>* | Number of student mobility periods                                                                     |                                                                   |
|-----------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------|------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|                                                           |                                                                        |                                        |                        |                                                                                          | Student Mobility for Studies<br><br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships*<br><br>[Not relevant for 2015] |
| SPbU                                                      | DJena01                                                                |                                        | All subject fields     | 1                                                                                        | 1 x 5 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>)

|                        |                                        |                   |                          |                       |             |  |
|------------------------|----------------------------------------|-------------------|--------------------------|-----------------------|-------------|--|
| PIC :<br>99987056<br>9 |                                        | except for<br>121 | (except for<br>Medicine) | +2<br><br>+3          |             |  |
| DJena01                | SPbU<br><br>PIC :<br><br>9998705<br>69 |                   | All subject<br>fields    | 1<br><br>+2<br><br>+3 | 1x 5 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 <sup>7</sup><br><br>[Erasmus<br>code or<br>city of the<br>sending<br>institution] | TO <sup>7</sup><br><br>[Erasmus<br>code or<br>city of the<br>receiving<br>institution] | Subject<br>area code<br>*<br>[ISCED<br>2013] | Subject area<br>name<br>* | Number of staff mobility periods                                                                                |                                        |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------|
|                                                                                        |                                                                                        |                                              |                           | Staff Mobility for<br>Teaching<br><br>[total number of days<br>of the teaching periods<br>or average duration*] | Staff<br>Mobility for<br>Training<br>* |



|                            |                            |  |                    |             |             |
|----------------------------|----------------------------|--|--------------------|-------------|-------------|
| SPbU<br>PIC :<br>999870569 | DJena01                    |  | All subject fields | 1 x 15 days | 2 x 11 days |
| DJena01                    | SPbU<br>PIC :<br>999870569 |  | All subject fields | 1 x 12 days | 1 x 10 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<br>[Erasmus code or city] | Optional:<br>Subject area | Main language of instruction                                                                                      | Additional language of instruction | Recommended language of instruction level <sup>6</sup>          |                                                                |
|-------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|
|                                                 |                           |                                                                                                                   |                                    | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| DJena01                                         |                           | Bachelor: German<br><br>Master in English:<br><br>Economics<br><br>Mathematics<br><br>Biology<br><br>Biochemistry |                                    | Minimum B1                                                      | C1                                                             |

<sup>6</sup> See Common European Framework of Reference for Languages

|                                    |  |                                                                       |         |                                            |                                            |
|------------------------------------|--|-----------------------------------------------------------------------|---------|--------------------------------------------|--------------------------------------------|
|                                    |  | Ecology<br><br>English and American Language<br><br>International Law |         |                                            |                                            |
| SPbU<br><br>PIC :<br><br>999870569 |  | Russian/<br>English                                                   | English | <b>Russian B2</b><br><br><b>English B2</b> | <b>Russian B2</b><br><br><b>English B2</b> |

For more details on the language of instruction recommendations, see the course catalogue provided on the first page.

#### **D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **programme country**<sup>7</sup> 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](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, 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.

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<sup>7</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



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 / Selection Criteria**

*[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]*

#### **Jena**

The application at FSU Jena for a guest student grant requires the following documents:

- EU-CV
- Motivation letter (in German for German taught programs, in English for English taught programs)
- Copy / excerpt of achieved notes
- Language certificates (see list below)

|                                          |
|------------------------------------------|
| <b>German language skills</b>            |
| certificate B1 / 2 according to GeR/CEFR |
| Goethe-certificate B2                    |
| TestDaF : minimum: 4x3                   |
| DSD I or II                              |
| DSH-1 or DSH-2                           |

|                                           |
|-------------------------------------------|
| <b>English language skills</b>            |
| certificate B1 / B2 according to GeR/CEFR |
| IELTS 6.0                                 |
| TOEFL 72 (IBT)                            |
| Cambridge First Certificate in English    |

The procedure functions on the basis of written applications, that will be addressed to the home institution. The home university is responsible for the first selection procedure and will send a proposal of nominated candidates to the host university, to FSU Jena. FSU Jena will take the final decision and will send the final nomination list to the home university, **SPbU**. The home university will inform the selected candidates.

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

## F. Calendar

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

| Receiving institution | Autumn term*                                                                                                    | Spring term*                                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| FSU Jena              | May, the 31st                                                                                                   | December, the 31st                                                                                                   |
| Saint-Petersburg      | For students: No later than May15 <sup>th</sup><br><br>For staff: No later than 2 months before mobility starts | For students: No later than November 1 <sup>st</sup><br><br>For staff: No later than 2 months before mobility starts |
| SPBU : Academic Year  | September 01 - January 31                                                                                       | February 01 - June 30                                                                                                |



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

2. The receiving institution will send its decision within **2** 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."*
- 
2. The receiving institution will send its decision within 2 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."*

## **G. 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>8</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.]*

#### ***Friedrich-Schiller-Universität Jena (FSU)***

FSU academic year usually starts October first and ends the end of July with the class program. The academic year from an administrative point of view ends by September the 30th. Academic year consists of 2 terms – winter and summer. After the winter term there is pause of 6 weeks for exams, course papers and other types of academic work. The summer term starts the first of april and ends with September the 30<sup>th</sup>. The lecture period dates can be found at <http://www.uni-jena.de/unijena/en/Semestertermine.html>

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<sup>8</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



**Examination** Grades (according to local grading scale):

| German grade | verbal definition       |                                                                         |
|--------------|-------------------------|-------------------------------------------------------------------------|
| 1.0 to 1.5   | very good demands)      | (a performance much better than the average)                            |
| 1.6 to 2.5   | good                    | (a performance better than the average demands)                         |
| 2.6 to 3.5   | satisfactory            | (a performance equivalent to the average demands)                       |
| 3.6 to 4.0   | sufficient              | (performance meets the minimum criteria)                                |
| 4.1 to 5.0   | fail demands because of | (a performance not sufficient to the average considerable shortcomings) |

**ECTS** grading scale:

| ECTS Grade | % of successful students normally achieving the grade |
|------------|-------------------------------------------------------|
| A          | 10                                                    |
| B          | 25                                                    |
| C          | 30                                                    |
| D          | 25                                                    |
| E          | 10                                                    |
| FX         | -*                                                    |
| F          | -**                                                   |

\* FAIL - some more work required before credits can be awarded

\*\* FAIL - considerable further work is required

**SPbU:**

| ECTS grade | points | mark | Russian-in words    | English-in words                                                         |
|------------|--------|------|---------------------|--------------------------------------------------------------------------|
| A          | 100-90 | 5.0  | ОТЛИЧНО             | EXCELLENT<br>Outstanding performance                                     |
| B          | 89-70  | 4.0  | ХОРОШО              | VERY GOOD<br>Above the average standard but with some errors             |
| D          | 69-50  | 3.0  | УДОВЛЕТВОРИТЕЛЬНО   | SATISFACTORY<br>Fair but with significant shortcomings                   |
| F          | 49-0   | 2    | НЕУДОВЛЕТВОРИТЕЛЬНО | FAILED<br>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:

| <b>Institution<br/>[Erasmus code or<br/>city]</b> | <b>Contact details<br/>(e-mail, phone)</b>                                                       | <b>Website for information</b>                                                                                      |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| DJena01                                           | International Office<br>international@uni-<br>jena.de                                            | <a href="http://www.uni-jena.de/Gaststudienfuehrer_FAQ.html">http://www.uni-jena.de/Gaststudienfuehrer_FAQ.html</a> |
| Saint-Petersburg                                  | Staff Exchange<br>Coordinator:<br>Ms. Yuliya Medvedeva<br>j.medvedeva@spbu.ru<br>+7 (812)3240888 | <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<br/>[Erasmus code or<br/>city]</b> | <b>Contact details (e-<br/>mail, phone)</b>                                                                                                                                           | <b>Website for information</b>                                                                                      |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Jena                                              | International Office<br>For students:<br>Mathias Kirchner<br><a href="mailto:Mathias.kirchner@uni-jena.de">Mathias.kirchner@uni-jena.de</a><br>For staff:<br>Mareike.rind@uni-jena.de | <a href="http://www.uni-jena.de/Gaststudienfuehrer_FAQ.html">http://www.uni-jena.de/Gaststudienfuehrer_FAQ.html</a> |

|                  |                                 |                                                               |
|------------------|---------------------------------|---------------------------------------------------------------|
| Saint-Petersburg | International Relations Office: | <a href="http://ifea.spbu.ru/en/">http://ifea.spbu.ru/en/</a> |
|------------------|---------------------------------|---------------------------------------------------------------|

#### **4. Housing**

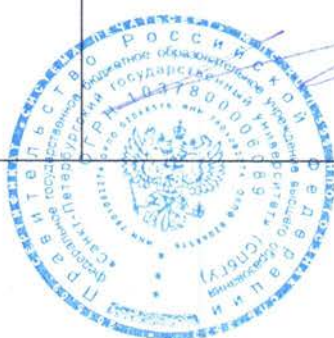
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

| <b>Institution<br/>[Erasmus code or city]</b> | <b>Contact details (e-mail, phone)</b>                                                                                                                                                 | <b>Website for information</b>                                                                                                                                                                                                                                 |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jena                                          | International Office:<br>For students:<br>Mathias Kirchner<br><a href="mailto:Mathias.kirchner@uni-jena.de">Mathias.kirchner@uni-jena.de</a><br>For staff:<br>Mareike.rind@uni-jena.de | <a href="http://www.stw-thueringen.de/deutsch/wohnen/index.html">http://www.stw-thueringen.de/deutsch/wohnen/index.html</a><br><a href="http://www.stw-thueringen.de/english/housing/wohnen.html">http://www.stw-thueringen.de/english/housing/wohnen.html</a> |
| Saint-Petersburg                              | Staff Exchange Coordinator:<br>Ms. Yuliya Medvedeva<br><a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a><br>+7 (812)3240888                                                 | <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>                                                                                                                                                                  |



# SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution<br>[Erasmus code or name<br>and city] | Name, function                                                                           | Date     | Signature                                                                                            |
|---------------------------------------------------|------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------|
| DJena01                                           | Prof. Dr. Walter<br>Rosenthal<br>President of<br>Friedrich-Schiller-<br>Universität Jena | 17.11.16 | <br>Der Präsident |
| Saint-Petersburg                                  | Sergey Andryushin<br>Deputy Rector for<br>International<br>Affairs                       |          |                  |