

# Erasmus+ Programme

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

### Inter-institutional agreement 2016-18<sup>1</sup> between institutions from programme and partner countries

The institutions named below, that have already a specific exchange agreement signed on 2014, 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

<b>Universitat de Barcelona E BARCELO01</b>	<b>Saint Petersburg University SAINT PETERSBURG</b>
<p><b>Sra. Elodia Guillamon</b></p> <p><b>Acting Head Office of Mobility and International Programs (OMPI)</b></p> <p>Pavelló Rosa (Recinte de la Maternitat) Travessera de les Corts, 131-159 08028 Barcelona Phone: 93.403.98.16</p> <p>Mail: <a href="mailto:eguillamon@ub.edu">eguillamon@ub.edu</a></p> <p><b>Website of the course catalogue (all the fields of studies, except Faculty of Medicine)</b> <a href="http://www.ub.edu/si/en/socio/transparencia.php">http://www.ub.edu/si/en/socio/transparencia.php</a></p>	<p><b>Anna Porodina,</b></p> <p><b>Head of International Academic Cooperation Department</b></p> <p>Universitetskaya nab., 7/9 199034 Saint-Petersburg, Russia Phone/fax: +7 812 3287562</p> <p>Mail: <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a></p> <p><b>Web:</b> <a href="http://www.ifea.spbu.ru/en/">http://www.ifea.spbu.ru/en/</a></p> <p>For incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562</p> <p>For staff exchange: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812)3240888</p>

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<sup>1</sup> The mobilities will take place during the academic year 2016-17 preferably. In case it wouldn't be possible, they will take place always before 30<sup>th</sup> June 2018.

## B. Mobility numbers 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	TO	Subject* area <sup>2</sup> ISCED	Subject area name*	Study cycle* [B=Bachelor M= Master]	Total Number of Students/ Total number of months
E BARCELO01	SAINT PETERSBURG	001	Basic programmes and qualifications (except Faculty of Medicine)	B	6 / 30
SAINT PETERSBURG	E BARCELO01	001	Basic programmes and qualifications (except Faculty of Medicine)	B	6 / 30

FROM	TO	Subject* area <sup>5</sup> ISCED	Subject area name*	Total Number of Staff Mobility for Teaching /Total number of days
E BARCELO01	SAINT PETERSBURG	001	Basic programmes and qualifications (except Faculty of Medicine)	1 / 5 (7) days
SAINT PETERSBURG	E BARCELO1	001	Basic programmes and qualifications (except Faculty of Medicine)	1 / 5 (7) days

FROM	TO	Subject* area <sup>5</sup> ISCED	Subject area name*	Total Number of Staff Mobility for Training /Total number of days
E BARCELO01	SAINT PETERSBURG	001	Basic programmes and qualifications (except Faculty of Medicine)	1 / 5 (7) days
SAINT PETERSBURG	E BARCELO1	001	Basic programmes and qualifications (except Faculty of Medicine)	1 / 5 (7) days

<sup>2</sup> Mobility numbers can be given per sending/receiving institutions and per education field  
ISCED: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

### 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	Optional Subject area ISCED	Main Language of instruction- Level	Additional Language of instruction- Level	Main Language of instruction- Level	Additional Language of instruction- Level
		Recommended language level for students		Recommended language level for staff Mobility for teaching/training	
E BARCELO01		B1 Spanish or Catalan	B2 English	B1 Spanish or Catalan	B2 English
SAINT PETERSBURG		B2 Russian	B2 English	B2 Russian	B2 English

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**<sup>3</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

<sup>3</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

### **Before mobility**

The higher education institution located in a **partner country** of Erasmus further undertakes to:

- 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**

*[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]*

The Language Courses, taken at the University of Barcelona, might be included in the Student Learning Agreements but its marks will not be part of the Regular Transcript of Records that each Faculty/School

will send to the partner after mobility. An additional document will be provided by the specific Department.

## **F. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term [month]</b>	<b>Spring term [month]</b>
E BARCELO01	June, 15th	November, 15th
SAINT PETERSBURG	May, 1st	November, 1st

The receiving institution will send its decision within eight (8) weeks.

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.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## **G. Information**

<b>Receiving institution</b>	<b>E BARCELO01</b>	<b>SAINT PETERSBURG</b>
Website Grading systems of the institutions (ECTS Users' Guide) <sup>4</sup>	<a href="http://www.ub.edu/uri/estudiants/NOUB/estnoUB.htm">http://www.ub.edu/uri/estudiants/NOUB/estnoUB.htm</a>	* <a href="http://ifea.spbu.ru/en/contactsst">http://ifea.spbu.ru/en/contactsst</a>
Website Visa Information <sup>5</sup>	<a href="http://www.ub.edu/uri/estudiants/NOUB/nie_en.htm">http://www.ub.edu/uri/estudiants/NOUB/nie_en.htm</a>	<a href="http://ifea.spbu.ru">http://ifea.spbu.ru</a> <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>
Contact details	<a href="mailto:nie@ub.edu">nie@ub.edu</a>	<a href="http://ifea.spbu.ru/en/contactsst">http://ifea.spbu.ru/en/contactsst</a>
Website Insurance Information <sup>6</sup>	<a href="http://www.ub.edu/uri/estudiants/NOUB/intercanvis/abans_a.htm">http://www.ub.edu/uri/estudiants/NOUB/intercanvis/abans_a.htm</a>	<a href="http://ifea.spbu.ru">http://ifea.spbu.ru</a>
Contact details		<a href="http://ifea.spbu.ru/en/contactsst">http://ifea.spbu.ru/en/contactsst</a>
Housing <sup>7</sup>	<a href="http://www.ub.edu/sae/serveis/allotjament/en/index.html">http://www.ub.edu/sae/serveis/allotjament/en/index.html</a> <a href="http://en.bcu.cat/Allotjarse/Allotja">http://en.bcu.cat/Allotjarse/Allotja</a>	<a href="http://ifea.spbu.ru">http://ifea.spbu.ru</a>

<sup>4</sup> It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a website 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.

<sup>5</sup> 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.

<sup>6</sup> 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 institutions will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>7</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Contact details	<a href="#">rse.html</a>	<a href="http://ifea.spbu.ru/en/contactsst">http://ifea.spbu.ru/en/contactsst</a>
Website Students and Staff with Disabilities <sup>8</sup>	<a href="http://www.ub.edu/integracio/">http://www.ub.edu/integracio/</a>	<a href="http://ifea.spbu.ru">http://ifea.spbu.ru</a>
Contact details	<a href="mailto:sae.integracio@ub.edu">sae.integracio@ub.edu</a>	<a href="http://ifea.spbu.ru/en/contactsst">http://ifea.spbu.ru/en/contactsst</a>
Other useful information - Info Sheet	<a href="http://www.ub.edu/uri/welcome_en.htm">http://www.ub.edu/uri/welcome_en.htm</a>	

### \*Credit system and grading at Saint-Petersburg 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.

### H. Signatures of the institutions (legal representatives)

Institution	Name, function	Date	Signature
E BARCELO01	 Dra. Maria Remedios Callejón Vice-rector for International policy Oficina de Mobilitat i Programes Internacionals		
SAINT PETERSBURG	Sergey Andryushin Deputy Rector for International Affairs		 

<sup>8</sup> Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.