

# Erasmus+ Programme

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

### Inter-institutional agreement 2017-2019<sup>1</sup> between institutions from programme and partner countries

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

<b>Universitat de Barcelona</b> <b>E BARCELONA</b>	<b>Saint Petersburg University</b> <b>SAINT PETERSBURG</b>
<p><b>Sra. Elodia Guillamon</b> <b>Acting Head</b> <b>Office of Mobility and International Programs (OMPI)</b> Pavelló Rosa (Recinte de la Maternitat) Travessera de les Corts, 131-159 08028 Barcelona Phone: 93.403.98.16 Mail: <a href="mailto:equillamon@ub.edu">equillamon@ub.edu</a></p> <p><b>Website of the course catalogue (all the fields of studies, except Faculty of Medicine and Health Sciences. Medicine)</b> <a href="http://www.ub.edu/sl/en/socio/transparencia.php">http://www.ub.edu/sl/en/socio/transparencia.php</a></p>	<p>Anna Porodina, Erasmus+ Institutional Coordinator <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a> +7(812)3287562</p> <p>Incoming Students Coordinator: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562 <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a> <a href="http://ifea.spbu.ru/en/non-degree/academic-offer">http://ifea.spbu.ru/en/non-degree/academic-offer</a></p> <p>Staff Exchange Coordinator: Ms. Yuliya Medvedeva <a href="mailto:y.medvedeva@spbu.ru">y.medvedeva@spbu.ru</a> +7 (812)3240888 <a href="http://ifea.spbu.ru/en/academic-staff-exchange-programme">http://ifea.spbu.ru/en/academic-staff-exchange-programme</a></p>

<sup>1</sup>The mobilities will take place during the academic year 2017-18 preferably. In case it wouldn't be possible, they will take place always before 30<sup>th</sup> June 2019.

## B. Mobility numbers per academic year

FROM [Erasmus code or city of the sending institution]	TO [city of the receiving institution]	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 study field of Medicine at the Faculty of Medicine and Health Sciences. Medicine)	B	2 /10 months
SAINT PETERSBURG	E BARCELO01	001	Basic programmes and qualifications (except study field of Medicine at the Faculty of Medicine and Health Sciences. Medicine)	B	2 /10 months

FROM [Erasmus code or city of the sending institution]	TO [city of the receiving institution]	Subject* area 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 study field of Medicine at the Faculty of Medicine and Health Sciences. Medicine)	1 / 5 (7) days
SAINT PETERSBURG	E BARCELO01	001	Basic programmes and qualifications (except study field of Medicine at the Faculty of Medicine and Health Sciences. Medicine)	1 / 5 (7) 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.

<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>)

Receiving Institution	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	
<b>E BARCELO01</b>	B1 Spanish or Catalan	English B2 Only for courses taught in English	English B2	B1 Spanish or Catalan
<b>SAINT PETERSBURG</b>	B2 Russian	B2 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**<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\\_the\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_the_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.

#### **Before mobility**

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

<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.

- 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:

Receiving Institution	Autumn term [month]	Spring term [month]
E BARCELO01	June, 15 <sup>th</sup>	November, 15 <sup>th</sup>
SAINT PETERSBURG	No later than May 15 <sup>th</sup> For staff: No later than 2 months before mobility starts	No later than November 1 <sup>st</sup> For staff: No later than 2 months before mobility starts

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

Receiving Institution	E BARCELO01	SAINT PETERSBURG
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/sep">http://ifea.spbu.ru/en/sep</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>	For incoming students: <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>
Contact details	<a href="mailto:nie@ub.edu">nie@ub.edu</a>	For incoming staff: <a href="http://ifea.spbu.ru/en/academic-staff-exchange-programme">http://ifea.spbu.ru/en/academic-staff-exchange-programme</a>  For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7-812-328-7562  For incoming staff: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88
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>	For incoming students: <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</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.

Contact details		<p>For incoming staff:  <a href="http://ifea.spbu.ru/en/academic-staff-exchange-programme">http://ifea.spbu.ru/en/academic-staff-exchange-programme</a></p> <p>For incoming students:          Ms. Ekaterina Petryanina  <a href="mailto:petryanina@spbu.ru">petryanina@spbu.ru</a>          +7-812-328-7562</p> <p>For incoming staff:          Ms. Tatyana Medvedeva  <a href="mailto:medvedeva@spbu.ru">medvedeva@spbu.ru</a>          +7-812-324-0838</p>
Housing*		<p>For incoming students:  <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a></p> <p>For incoming staff:  <a href="http://ifea.spbu.ru/en/academic-staff-exchange-programme">http://ifea.spbu.ru/en/academic-staff-exchange-programme</a></p> <p>For incoming students:          Ms. Ekaterina Petryanina  <a href="mailto:petryanina@spbu.ru">petryanina@spbu.ru</a>          +7-812-328-7562</p> <p>For incoming staff:          Ms. Tatyana Medvedeva  <a href="mailto:medvedeva@spbu.ru">medvedeva@spbu.ru</a>          +7-812-324-0838</p>
Website Students and Staff with Disabilities <sup>8</sup>		
Contact details		
Other useful information - Info Sheet		<a href="http://ifea.spbu.ru/en/">http://ifea.spbu.ru/en/</a>

#### H. Signatures of the local and foreign representatives

Institution	Name, Function	Date	Signature
E BARCELONA	Dr. Aje... Vice... Internat...	20/11/2017	
SAINT PETERSBURG	Serge... Vice-... Affa...	20/11/2017	

The receiving institution will be responsible for providing accommodation, according to the requirements of the Erasmus C...

\* Please specify whether the institution is able to accommodate students and staff with disabilities.