



Erasmus+

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

**Inter-institutional agreement 2016-2018**  
**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 higher education institutions**

Full name of the institution / country	Erasmus code or city	Contact details <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Jagiellonian University in Krakow (JU)	PL KRAKOW01	<p><b>Marta Ganobis-Bednarska</b>, Institutional Erasmus+ Coordinator</p> <p><b>Oleksii YAROSHKEVYCH</b>, Incoming and Outgoing Students Coordinator e-mail: <a href="mailto:oleksii.yaroshkevych@uj.edu.pl">oleksii.yaroshkevych@uj.edu.pl</a> phone: +48 12 663 10 04 Address: ul. Gołębia 24, room: 21 31-007 Kraków, Poland</p> <p><b>Dorota Maciejowska</b>, Incoming and Outgoing Staff Coordinator email: <a href="mailto:dorota.maciejowska">dorota.maciejowska</a></p>	<p><b>General University page:</b> <a href="http://www.uj.edu.pl/en">www.uj.edu.pl/en</a></p> <p><b>Course offer</b> <a href="http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-partnerskie">http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-partnerskie</a></p> <p><a href="http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-partnerskie">http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-partnerskie</a></p>

<sup>1</sup>Contact details to reach the senior officer in charge of this agreement.

		<p><a href="mailto:uj.edu.pl">@uj.edu.pl</a>  tel. +48 12 663 1110  Address: ul. Czapskich 4,  31-315 Kraków, Poland</p> <p><b>Izabela Zawiska</b>  Erasmus+ agreements and  staff mobilities  <a href="mailto:izabela.zawiska@uj.edu.pl">izabela.zawiska@uj.edu.pl</a>  tel. +48 12 663 30 13  Address: ul. Czapskich 4,  31-315 Kraków, Poland</p>	<p><a href="http://www.dwm.uj.edu.pl/en_GB/">http://www.dwm.uj.edu.pl/en_GB/</a></p>
St. Petersburg University, Russia	ST. PETERSBURG	<p>Anna Porodina,  Erasmus +  Institutional Coordinator  International Academic  Cooperation  Department  <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a>  +7(812)3287562</p> <p>For incoming students:</p> <p>Ms Ekaterina Petryanina  <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a>  +7(812)3287562</p> <p>For staff exchange:</p> <p>Ms. Yuliya Medvedeva  <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a>  +7 (812)3240888</p>	<p><a href="http://ifea.spbu.ru">http://ifea.spbu.ru</a></p> <p><a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a></p>

**B. Mobility numbers to be implemented in the mobility period (autumn term 2016/2017 or spring term 2016/2017 or autumn term 2017/2018)**

FROM	TO	Subject	Subject area	Study cycle	Number of student mobility periods
[Erasmus code]	[Erasmus code]				

or city of the sending institution]	or city of the receiving institution]	area code * [ISCED]	name *	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
PL KRAKOW 01	ST. PETERSBURG	0531 0532	Chemistry Earth Sciences	1 <sup>st</sup> or 2 <sup>nd</sup> or 3 <sup>rd</sup>	1 x 5 months	-
ST. PETERSBURG	PL KRAKÓW 01	0531 0532	Chemistry Earth Sciences	1 <sup>st</sup> or 2 <sup>nd</sup> or 3 <sup>rd</sup>	2 x 5 months	-

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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
PL KRAKOW01	ST. PETERSBURG	0531 0532	Chemistry Earth Sciences	1 x 5 days	1 x 5 days
ST. PETERSBURG	PL KRAKOW01	0531 0532	Chemistry Earth Sciences	1 x 5 days	1 x 5 days

\* In case of no suitable candidates from subject areas listed in the tables above, it is allowed to take into account candidacies of staff and students from all areas common to both institutions.

### 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	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]
PL KRAKOW01	0531 Chemistry  0532 Earth Sciences	English	Polish	B2	C1
ST. PETERSBURG	0531 Chemistry  0532 Earth Sciences	Russian	English	B2	C1

In individual cases the language of instruction may be different from the languages indicated in the table above and be determined by mutual consent between the parties.

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](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 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 organizational 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. Scholarships

Receiving institution [Erasmus code or city]	Individual support		Travel (according to distance calculator)
	Incoming to PL KRAKOW01	Students	750€ per month
Staff		140€ per day	275 €
Incoming to ST. PETERSBURG	Students	650€ per month	275 €
	Staff	160€ per day	275 €

The JU undertakes to administer all grant payments for incoming and outgoing students and staff.

Students and staff are provided with the grant in accordance with the principles set forth in the Grant Agreement.

Students incoming to the JU will receive the first instalment of the grant, including travel costs, after their arrival at the JU.

Staff incoming to the JU will receive the grant in full, including travel costs, after their arrival at the JU.

In principle the grants for students (Individual Support and Travel) are subject to Personal Income Tax. A student is obliged to deliver to the International Students Mobility Office an original Certificate of Tax Residence, issued by a local tax authority, confirming that the student settles personal income tax in his/her country of origin (as a tax resident). In that case, the taxation of financial support is made in accordance with the Convention for the Avoidance of Double Taxation concluded between Poland and Russian Federation. If the student does not provide the document, the financial support will be taxed under general rules in force in Poland.

The amount referred to in the table E. is taxable based on the Polish Personal Income Tax Law subject that a relevant double tax treaty concluded between Poland and the Participant's country of residence should be also taken into account; however, provisions of the double tax treaty cannot be applied unless the Participant submits a Certificate of Residence issued by a tax authority of his or her country of residence.

## **F. Additional requirements**

### **1. Related to incoming and outgoing students:**

The sending institution should nominate candidates. The number of nominated candidates in every type of mobility should correspond to (not exceed) the number indicated in the Agreement.

The sending institution should establish its own criteria of selection, however, the first criterion should be academic merit (GPA, science achievements), but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

The following additional criteria should be taken into consideration in the process of selection:

- language skills,
- candidate's motivation,
- candidate's personal attributes to carry out study abroad.

### **2. Related to incoming students (the JU as a receiving institution):**

The nominations of selected candidates should be submitted to the JU's Erasmus+ Incoming and Outgoing Students Coordinator via email ([oleksii.yaroshkevych@uj.edu.pl](mailto:oleksii.yaroshkevych@uj.edu.pl)) within the deadline specified in G1 (Calendar).

The nomination should consist of the following information and scanned documents:

- candidate's name, date of birth, sex, address,
- candidate's e-mail,
- candidate's year of study,
- faculty and specialisation (area of study),
- faculty and institute at the JU where the mobility is to be implemented,
- candidate's transcript of records, including their last year GPA,
- Language Certificate (at least B2) or Language Proficiency Form (related to the selected courses' language of instruction at the receiving institution),
- the sending institution's ranking list,
- the criteria of selection, including the selection criteria indicated in the Agreement.

The JU will confirm students' nominations via e-mails (indicated in the nominations) and notify the sending institution within 2 weeks.

The selected candidates should submit student application to the JU's Erasmus+ Incoming and Outgoing Students Coordinator via email ([oleksii.yaroshkevych@uj.edu.pl](mailto:oleksii.yaroshkevych@uj.edu.pl)) or fax (+48 12 663 15 45) within 2 weeks after receiving the above-mentioned notification.

The student application should consist of the following scanned documents:

- online Exchange Application Form (completed and signed),
- passport,
- Learning Agreement for Studies (completed and signed by the participant and the sending institution), previously approved by the JU.

The JU will send its decision within the deadline specified in G3 (Calendar). An acceptance letter is issued provided the JU's faculty / institute has accepted the candidate.

No later than 2 weeks before the start date of the mobility period, the mobile participant is obliged to provide the JU's Erasmus+ Incoming and Outgoing Students Coordinator with the following documents (via post):

- Learning Agreement for Studies signed by the participant and the sending institution, previously approved by the JU (in three original copies),
- The Participant Grant Agreement signed by the participant (in two original copies),
- a participant's photo for Student ID purposes,
- a copy of participant's health and accident insurance coverage,
- a copy of participant's passport,
- the Certificate of Tax Residence

Before the start date of the mobility period, the JU should sign the Learning Agreement for Studies. The JU will send one copy of the document to the sending institution without undue delay.

### **3. Related to outgoing students (the JU as a sending institution):**

The nominations of selected candidates should be submitted to the receiving institution's coordinator via email ([e.petryanina@spbu.ru](mailto:e.petryanina@spbu.ru)) within the deadline specified in G1 (Calendar). The nomination should consist of the following information and scanned documents:

- Application form including candidate's full name, date of birth, sex, address, e-mail, year of study, faculty and area of study;
- Motivation letter in Russian or English;
- Language Certificate;
- Study Plan;
- Copy of travelling passport;



- General health certificate in Russian language;

The receiving institution will accept students nominated by the JU provided they meet the requirements set forth in the Agreement.

The receiving institution will send the notification to the JU's Erasmus+ Incoming and Outgoing Students Coordinator via email ([oleksii.yaroshkevych@uj.edu.pl](mailto:oleksii.yaroshkevych@uj.edu.pl)) and to the selected students via emails indicated in the nominations within 2 weeks from the application's deadline specified in G3 (Calendar).

The selected candidates should complete the application form on-line by the application deadline.

The student application should consist of the following scanned documents:

- online Application Form (will be sent from the International School after nomination),
- Learning Agreement for Studies (completed and signed).
- Additional documents as required by the online application form

The receiving institution will send its decision within the deadline specified in G3 (Calendar).

No later than 2 weeks before the start date of the mobility period, the mobile participant is obliged to provide the receiving institution's coordinator with the following documents (via post):

- Learning Agreement for Studies signed by the participant and the JU, previously approved by the receiving institution (in three copies),
- a copy of participant's health and accident insurance coverage,

The receiving institution should sign the Learning Agreement for Studies and provide the JU's Erasmus+ Incoming and Outgoing Students Coordinator with the scanned document without undue delay. Before the start date of the mobility period, the receiving institution will send one copy of the original document to the JU's Erasmus+ Incoming and Outgoing Students Coordinator via post.

Before the start date of the mobility period the participant is obliged to provide the JU's Erasmus+ Incoming and Outgoing Students Coordinator with the following documents:

- The Participant Grant Agreement signed by the participant (in two copies),
- a copy of participant's health and accident insurance coverage.

The Grant Agreement may be signed no sooner than the JU's Erasmus+ Incoming and Outgoing Students Coordinator is provided with the scanned Learning Agreement by the receiving institution.

#### **4. Related to incoming and outgoing staff:**

The sending institution should nominate candidates. The number of nominated candidates in every type of mobility should correspond to (not exceed) the number indicated in the Agreement. Subsequently, the receiving institution confirms the possibility of the candidate's arrival.

The sending institution should establish its own criteria of selection; however, the process of selection should be based on the assessment of the substantive value of a mobility programme.

The substantive value of the mobility programme should be assessed by evaluating:

- A. overall objectives of the mobility,
- B. added value of the mobility,
- C. content of the teaching or training programme,
- D. expected outcomes and impact of the mobility.

Principles including transparency of selection and equal opportunities and promotion of participation of disadvantaged persons should be observed.

The nominations of selected candidates should be sent to the JU's Erasmus+ Incoming and Outgoing Staff Coordinator via e-mail ([izabela.zawiska@uj.edu.pl](mailto:izabela.zawiska@uj.edu.pl)) and to the St. Petersburg University's Incoming and Outgoing Staff Coordinator via e-mail ([j.medvedeva@spbu.ru](mailto:j.medvedeva@spbu.ru)) no later than the deadline specified in table G Calendar.

#### **A. Academic teachers**

Academic teachers are allowed to deliver lectures at the JU and St. Petersburg University, Russia in disciplines specified in the Table B. *Mobility numbers to be implemented in the mobility period.*

Candidates and their fields of study are selected by a sending university.

All academic teachers are required to deliver at least 8 hours of lectures.

A receiving institute/faculty may require additional documents covering candidates' academic achievements

#### **B. Administrative staff**

Administrative staff mobility will be arranged in two ways, based on the receiving institution's choice:

- organised staff training week – an organised week for participants from multiple countries, if planned for the upcoming academic year,
- individual staff training week – individual visits to corresponding administrative offices.

### **5. Related to incoming staff (JU as a receiving institution):**

No later than two weeks before the start date of the mobility period, a mobile participant is obliged to provide the JU's Erasmus+ Incoming and Outgoing Staff Coordinator with the following documents (via post):

- Staff Mobility for Teaching Mobility Agreement or Staff Mobility for Training Mobility Agreement signed by the participant and the sending institution, previously approved by the JU (in two copies),

- The Participant Grant Agreement signed by the incoming participant (in three copies).

Before the start date of the mobility period, the JU will sign the Mobility Agreement and the Grant Agreement and send the scanned Mobility Agreement to the sending institution.

The participant will receive the above-mentioned original documents during the mobility period. The participant should provide the sending institution with one copy of the Mobility Agreement after the mobility period.

#### **6. Related to outgoing staff (the JU as a sending institution):**

No later than 2 months before the start date of the mobility period, selected candidates are obliged to send Staff Exchange Application Form\* along with the copy of their passport to the St. Petersburg University's Outgoing and Incoming Staff Coordinator via e-mail ([j.medvedeva@spbu.ru](mailto:j.medvedeva@spbu.ru)).

No later than two weeks before the start date of the mobility period, an outgoing participant is obliged to provide the receiving Institution with the Staff Mobility for Teaching Mobility Agreement or Staff Mobility for Training Mobility Agreement signed by the participant and the JU, previously approved by the receiving institution (in two copies, via post).

The receiving institution should sign the Mobility Agreement and provide the JU's Erasmus+ Incoming and Outgoing Staff Coordinator with the scanned document without undue delay. Before the start date of the mobility period, the receiving institution will send original document to the JU's Erasmus+ Incoming and Outgoing Staff Coordinator via post.

Before the start date of the mobility period the outgoing participant is obliged to conclude the Participant Grant Agreement with the JU (in two copies).

The Grant Agreement may be signed no sooner that the JU's Erasmus+ Incoming and Outgoing Staff Coordinator is provided with the scanned Mobility Agreement by the receiving institution.

#### **7. Organisational support:**

St. Petersburg University, Russia will receive the following funds for each implemented mobility:

- 75 EUR for a mobile participant incoming to the JU,
- 150 EUR for a mobile participant incoming to the St. Petersburg University, Russia.

Details concerning the money transfer:

Bank account number: 40501978239000000005

Name of the account holder: Saint-Petersburg State University

Name of the bank: JSC VTB BANK (OPERU BRANCH)

Address of the bank: B.Morskaya Str., 30, A 190000, St-Petersburg, Russia

BIC (SWIFT CODE): VTBRRUM2NWR

## G. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term 2016/2017 [month]	Spring term 2016/2017 [month]	Autumn term 2017/2018 [month]
PL KRAKOW01	30 August 2016	15 November 2016	15 April 2017
ST. PETERSBURG	15 <sup>th</sup> May 2016	1 <sup>st</sup> November 2016	15 <sup>th</sup> May 2017

2. Application/information on nominated staff must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term 2016/2017 [month]	Spring term 2016/2017 [month]	Autumn term 2017/2018 [month]
PL KRAKOW01	No later than 2 months before mobility starts	No later than 2 months before mobility starts	No later than 2 months before mobility starts
ST. PETERSBURG	No later than 2 months before mobility starts	No later than 2 months before mobility starts	No later than 2 months before mobility starts

3. The receiving institution will send its decision within 5 weeks from the application deadline.

4. 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.

5. Termination of the Agreement:

Both Institutions acknowledge the fact that neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

The present Agreement can be terminated by the mutual consent of both Institutions. The mobility commenced before the termination of the Agreement should be continued until its completion.

#### 6. Amendments to the Agreement:

Any amendment to the present Agreement requires an annex in a written form, under the pain of nullity, except from the following sections: A, F1-F6, G1-G3, which shall be subject to amendments with the mutual consent of both Institutions.

## H. Information

### 1. Academic Calendar of the JU:

[http://www.en.uj.edu.pl/en\\_GB/studying/academic-calendar](http://www.en.uj.edu.pl/en_GB/studying/academic-calendar)

### Academic Calendar of the ST.PETERSBURG:

Exchange period	Terms	Deadline
Autumn semester	September 01 - January 31	May 15
Spring semester	February 01 - June 30	November 01
Full Academic year	September 01 - June 30	May 15

### 2. Grading systems of the institutions

#### JU's grading system

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory
D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus

A	5	Very Good
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### 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

At Saint-Petersburg University the workload of an individual course is measured in ECTS credits.

### 3. 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.

The receiving institution will issue a certificate concerning the candidate's acceptance in the mobility programme or a letter of acceptance, for visa purposes, without undue delay.

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

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
PL KRAKOW01	<b>Oleksii YAROSHKEVYCH</b> , Incoming and Outgoing Students Coordinator <a href="mailto:oleksii.yaroshkevych@uj.edu.pl">oleksii.yaroshkevych@uj.edu.pl</a> phone: +48 12 663 10 04 Address: ul. Gołębia 24, room: 21 31-007 Kraków, Poland  <b>Dorota Maciejowska</b> , Incoming	Ministry of Foreign Affairs website: <a href="http://www.msz.gov.pl/en/travel_to_poland/entering_poland/">http://www.msz.gov.pl/en/travel_to_poland/entering_poland/</a> <a href="http://www.msz.gov.pl/en/travel_to_poland/visa">http://www.msz.gov.pl/en/travel_to_poland/visa</a>

	<p>and Outgoing Staff Coordinator  email:<a href="mailto:dorota.maciejowska@uj.edu.pl">dorota.maciejowska@uj.edu.pl</a>  tel. +48 12 663 1110  Address: ul. Czapskich 4,  31-315 Kraków, Poland</p> <p><b>Izabela Zawiska</b>  Erasmus+ agreements and staff  mobilities  <a href="mailto:izabela.zawiska@uj.edu.pl">izabela.zawiska@uj.edu.pl</a>  tel. +48 12 663 30 13  Address: ul. Czapskich 4,  31-315 Kraków, Poland</p>	
ST. PETERSBURG	<p>For incoming students:</p> <p>Ms Ekaterina Petryanina  <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a>  +7(812)3287562  For staff exchange:</p> <p>Ms. Yuliya Medvedeva  <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a>  +7 (812)3240888</p>	<p><a href="http://www.ifea.spbu.ru/en/sep">http://www.ifea.spbu.ru/en/sep</a></p> <p><a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a></p>

#### **4. 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</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL KRAKOW01	<p><b>Oleksii YAROSHKEVYCH</b>,  Incoming and Outgoing Students  Coordinator  <a href="mailto:oleksii.yaroshkevych@uj.edu.pl">oleksii.yaroshkevych@uj.edu.pl</a>  phone: +48 12 663 10 04  Address: ul. Gołębia 24, room: 21  31-007 Kraków, Poland</p> <p><b>Dorota Maciejowska</b>, Incoming  and Outgoing Staff Coordinator  email:<a href="mailto:dorota.maciejowska@uj.edu.pl">dorota.maciejowska@uj.edu.pl</a>  tel. +48 12 663 1110  Address: ul. Czapskich 4,  31-315 Kraków, Poland</p>	<p><a href="http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-partnerskie">http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-partnerskie</a>  (Visa and Insurance)</p> <p><a href="http://www.dwm.uj.edu.pl/en_GB/erasmus-kraje-partnerskie">http://www.dwm.uj.edu.pl/en_GB/erasmus-kraje-partnerskie</a></p>

	<b>Izabela Zawiska</b> Erasmus+ agreements and staff mobilities <a href="mailto:izabela.zawiska@uj.edu.pl">izabela.zawiska@uj.edu.pl</a> tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland	
ST. PETERSBURG	For incoming students:  Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562	<a href="http://www.ifea.spbu.ru/en/sep">http://www.ifea.spbu.ru/en/sep</a>

Mobile students and staff are required to hold comprehensive health and accident insurance valid in the country of the receiving institution throughout the mobility period or they stay thereof.

Participants from countries outside the European Union should obtain medical care/health insurance in their country or hold a European Health Insurance Card.

The JU and the SPU do not provide incoming students and staff with any health and accident insurance coverage.

### **5. Housing**

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

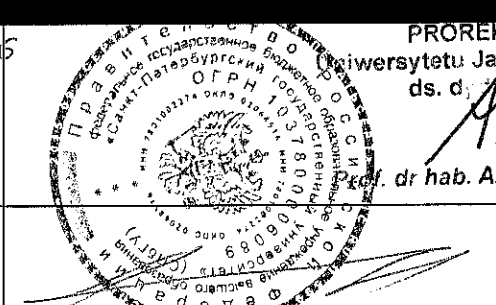
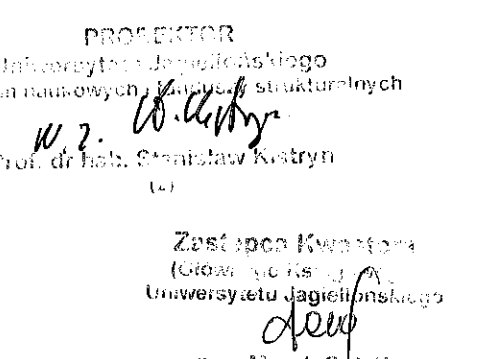
Information and assistance can be provided by the following persons and information sources:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL KRAKOW01	<b>Oleksii YAROSHKEVYCH</b> , Incoming and Outgoing Students Coordinator <a href="mailto:oleksii.yaroshkevych@uj.edu.pl">oleksii.yaroshkevych@uj.edu.pl</a> pł phone: +48 12 663 10 04 Address: ul. Gołębia 24, room: 21 31-007 Kraków, Poland  <b>Dorota Maciejowska</b> , Incoming and Outgoing Staff Coordinator email: <a href="mailto:dorota.maciejowska@uj.edu.pl">dorota.maciejowska@uj.edu.pl</a> tel. +48 12 663 1110	<a href="http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-partnerskie">http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-partnerskie</a> (Housing)  <a href="http://www.dwm.uj.edu.pl/en_GB/erasmus-kraje-partnerskie">http://www.dwm.uj.edu.pl/en_GB/erasmus-kraje-partnerskie</a>



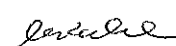
	Address: ul. Czapskich 4, 31-315 Kraków, Poland  <b>Izabela Zawiska</b> Erasmus+ agreements and staff mobilities <a href="mailto:izabela.zawiska@uj.edu.pl">izabela.zawiska@uj.edu.pl</a> tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland	
ST. PETERSBURG	For incoming students:  Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562  For staff exchange: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812)3240888	<a href="http://www.ifea.spbu.ru/en/sep">http://www.ifea.spbu.ru/en/sep</a>  <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>

### I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>2</sup>
PL KRAKOW01	Professor Andrzej Mania, PhD  Vice-Rector for Educational Affairs	26/08/2016	 PRÓREKTOR Uniwersytetu Jagiellońskiego ds. ds. ds. Prof. dr hab. Andrzej Mania
ST. PETERSBURG	Sergey Andryushin Deputy Rector for International Affairs		 PRÓREKTOR Uniwersytetu Jagiellońskiego ds. badań naukowych i struktur strukturalnych Wz. W. Kistryn Prof. dr hab. Stanisław Kistryn (L)

<sup>2</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

Dział Współpracy Międzynarodowej  
 Główny specjalista

  
 Dr inż. Izabela Zawiska