

ERASMUS+ INTERNATIONAL CREDIT MOBILITY
Inter-institutional¹ agreement 2017-2019²

I. Details of the participating institutions of higher education

On one part,

Institution:	Corvinus University of Budapest
Representative:	Dr. András Láncki, Rector
Address of the institution:	1093 Budapest, Fővám tér 8.
Institution ID:	FI 43814
Erasmus code:	HU BUDAPES03
Tax number:	15329743-2-43
Bank account number:	10032000-00282857-00000000
acting department:	Directorate of International Relations and Innovation
representative of the acting department:	István Vilmos Kovács

hereinafter referred to as CUB / Erasmus+ programme country,

and

Institution:	Federal State Budgetary Educational Institution of Higher Education
Representative:	Sergey Andryushin, Vice-Rector for International Affairs
Address of the institution:	Universitetskaya nab. 7-9, 199034, Saint Petersburg, Russia
Institution ID:	999870569
Erasmus code:	
Tax number:	RU7801002274
Bank account number:	40501810300002000001
acting department:	International Academic Cooperation Department
representative of the acting department:	Anna Porodina

Institutional Coordinator: Alisa Stepanova

Address: Volkhovsky per. 3, 199004, Saint Petersburg, Russia
E-mail: a.e.stepanova@qsom.spbpu.ru
Phone: +78123238448

Staff Exchange Coordinator Coordinator & Contact: Yulia Medvedeva

Address: Universitetskaya nab. 7-9, 199034, Saint Petersburg, Russia
E-mail: j.medvedeva@spbu.ru
Phone: +78123240888

hereinafter referred to as Partner institution / Erasmus+ partner country

The aforementioned parties will hereinafter be referred to as the Parties.

¹ Inter-institutional agreements are signed by two or more institutions of higher education (IHE), out of which at least one must have its seat in an Erasmus+ programme country.

² The institutions of higher education must specify the time frame of their agreement's validity.

II. The target and subject of the agreement

II.1. The above mentioned Parties commit to cooperate in the Erasmus+ International Credit Mobility exchange programme.

II.2. The parties 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.

II.3. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

III. Mobility numbers³ per academic year

III.1 The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1st , 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * [Not relevant for 2017-2019]
HU BUDAPES 03	St. Petersburg State University	-	-	-	-	-
St. Petersburg State University	HU BUDAPES 03	-	-	-	-	-

[*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 [Length of study cycle (days) or its average duration *]	Staff mobility for training *

³ The mobility numbers may be set for sending/receiving institution and (optionally) for study areas.
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

HU BUDAPEST 03	St. Petersburg State University	0410	Business and administrati on, not further define	2 (5-5 days)	-
St. Petersburg State University	HU BUDAPEST 03	0410	Business and administrati on, not further defined	1 (5 days)*	-

*Parties agree that these quotas will be allocated among all the Russian partner institutions in order of application.

IV. Recommended language skills

IV.1 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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B2]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPEST03	-	English	-	B2	B2
St. Petersburg State University	-	English	-	B2	B2

V. 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

V.2 The Parties must respect the following set of principles and requirements:

- 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.

⁴ For more details on the language of instruction recommendations, see the Common European Framework of Reference for Languages (CEFR) at: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- 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.

V.3 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 incoming mobile participants be given the same education and services as their own students, including integration, mentoring, providing information and language assistance.
- 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.

V.4 During and after mobility, the higher education institution located in a Partner Country of Erasmus+ further undertakes to:

- Ensure that incoming mobile participants be given the same education and services as their own students, including integration, mentoring, providing information and language assistance.
- 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.
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VI. Additional requirements

VI. 1 The institution located in the Erasmus+ programme country provides mobility participants with services of travel and living they claimed, along the following guidelines:

- The institution located in the Erasmus+ programme country transfers 100% of the subsidy to cover costs of travel/living to the Hungarian bank account of participants of incoming mobility within 30 days from their arrival.
- The institution located in the Erasmus+ programme country transfers 100% of the subsidy to cover costs of travel/living to the bank account of participants of outbound mobility within 30 days from the day the participants have signed their contracts and submitted the required documents.
- The Parties agree that if the participant does not arrive at the institution located in the target country, or does not complete the period of mobility, the subsidy to cover travel/living costs be revoked fully or partly; the participant is compelled to transfer the specified sum back to the institution located in the

Erasmus+ programme country.

VI.2. The Parties agree that the institution located in the Erasmus+ programme country be granted 100% of the organisational subsidy.

VI.3 The Parties agree that the institutions located in the Erasmus+ programme country and the Erasmus+ partner country have a provision in their Regulations of Studies which discusses the acceptance and acknowledgement of courses completed by the participant.

VI.4 In this round the Parties also agree that in case the participant does not complete the courses taken up at the institution located in the Erasmus+ programme/partner country, sanctioning will ensue according to the Regulations of Studies, Fees, or other relevant regulations used at the institutions in the Erasmus+ programme/partner country.

St. Petersburg State University - PIC: 999870569 - acceptance of students and staff of disabilities is subject to additional negotiations and decision about acceptance is done according to needs of each case.

VII. Calendar

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

Receiving institution [Erasmus-code or city]	Autumn semester* [month]	Spring semester* [month]
HU BUDAPES03	April	October
St. Petersburg State University	April 1 (student nominations) 15 April (students) For staff: No later than two months before the visit starts	October 25 (student nominations) 1 November (students) For staff: No later than two months before the visit starts

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

VII.2 The receiving institution will send its decision to the sending institution within 1 week, for SPbU - 10 work days.

VII.3 A Transcript of Records will be issued by the receiving institution no later than 5 (five) weeks after the assessment period has finished at the receiving institution.

VIII. Information

VIII.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' guide⁵. 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.

HU BUDAPES03: <http://portal.uni-corvinus.hu/index.php?id=44563>

⁵ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

St. Petersburg State University:

Points	RF Grades	ECTS Grades
90 – 100	Excellent (5)	A
85 – 89	Excellent (5)	B
83 – 84	Good (4)	B
75 – 82	Good (4)	C
71 – 74	Good (4)	D
65 – 70	Satisfactory (3)	D
50 – 64	Satisfactory (3)	E
< 50	Failed	F

1 full academic year = 60 credits

1 semester = 30 credits

VIII.2 Visa

If needed, the institution located in the Erasmus+ partner country and the one located in the Erasmus+ programme country will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus-code or city]	Contacts (email, telephone)	Information website
HU BUDAPEST03	Zsófia Vattay creditmobility@uni-corvinus.hu +36 1 482 5025	www.uni-corvinus.hu/eng
St. Petersburg State University	Yuliya Medvedeva Staff Exchange Coordinator (visas, registration) j.medvedeva@spbu.ru +7 812 324 08 88 Ekaterina Zhulanova , Coordinator for Visa & registration issues e.zhulanova@gsom.spbu.ru +7 812 323 84 47	http://ifea.spbu.ru/en/academic-staff-exchange-programmer http://gsom.spbu.ru/en/international_general/

VIII.3 Insurance

If needed, the institution located in the Erasmus+ partner country and the one located in the Erasmus+ programme country will provide assistance, when required, in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution from the Erasmus+ Programme country and that from the Erasmus + Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided.

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

Institution [Erasmus-code or city]	Contacts (email, telephone)	Information website
HU BUDAPEST03	Zsófia Vattay creditmobility@uni-corvinus.hu +36 1 482 5025	www.uni-corvinus.hu/eng
St. Petersburg State University	Yuliya Medvedeva Staff Exchange Coordinator j.medvedeva@spbu.ru +7 812 324 08 88 Ekaterina Soloveva, Coordinator for incoming students ekaterina.soloveva@gsom.spbu.ru +7 812 323 84 47	http://ifea.spbu.ru/en/academic-staff-exchange-programmer http://gsom.spbu.ru/en/international_general/

VIII.4 Housing

If needed, the institution located in the Erasmus+ partner country and the one located in the Erasmus+ programme country will provide assistance, when required, in finding accommodation for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus-code or city]	Contacts (email, telephone)	Information website
HU BUDAPEST03	Zsófia Vattay creditmobility@uni-corvinus.hu +36 1 482 5025	www.uni-corvinus.hu/eng
St. Petersburg State University	Yuliya Medvedeva Staff Exchange Coordinator j.medvedeva@spbu.ru +7 812 324 08 88 Ekaterina Soloveva, Coordinator for incoming students ekaterina.soloveva@gsom.spbu.ru +7 812 323 84 47	http://ifea.spbu.ru/en/academic-staff-exchange-programmer http://gsom.spbu.ru/en/international_general/

IX. Contact

IX.1 Any messages and declarations related to this agreement must be sent by mail to the specified contact person's address specifically designated for this purpose. Any changes in contact persons' names must be disclosed to the other party as soon as possible. The Parties take responsibility for the consequences of missing disclosure.

IX.2 The notification shall be considered as received:

- at the time of delivery in case of personal, conveyor or courier delivery,
- at the time of delivery indicated on the receipted mail, or if it is returned with "did not look" or "did not accept" labels,
- the 15th day after the day of posting registered mail,
- The e-mail shall be considered as received at the time when the contact person confirms reading

the letter, but failing to do this, the third working day after sending the letter (except in the case of an automatic out-of-office message).

IX.3 E-mail is not a valid channel to transmit declarations relating to ratification, modification or termination of contracts, certificates of completion, giving up rights, acknowledging rights, or making agreements.

IX.4 If urgent decisions or actions are needed, information may be transmitted via telephone and/or e-mail; they are later to be confirmed in writing.

X. Validity of the agreement

X.1 This agreement is valid for a set period, from 01.09.2017 to 31.07.2019. The agreement comes into force when the last of the Parties has signed it.

X.2 The Parties agree that this agreement may only be modified in writing by their authorised representatives.

X.3 This agreement will terminate

- if the set period elapses;
- if any Party ceases to operate and there is no legal successor;
- if the Parties jointly terminate it;
- if it is cancelled by any Party.

X.4 Before the end of the period specified in this agreement the Parties may jointly decide to terminate it, or any of the Parties may unilaterally cancel it in a legal declaration, in the way as follows:

- The Parties acknowledge that 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.

X.5 Causes for inordinate termination include:

- If one of the Parties does not keep to the requirements taken on in the agreement or deriving from a legal regulation in spite of having been warned by the other Party(ies) in writing;
- If one of the Parties acts in a way which severely violates the law and which causes substantial material or moral damage to the other Party.

The inordinate termination must be sent to the other Party in writing, with the reasons attached.

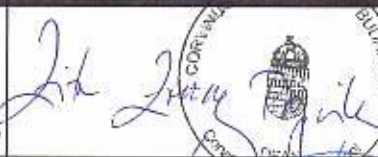





XI. Other provisions

XI.1 To the agreement, legal regulations used in Hungary apply, such as Act 2011/CCIV. on national higher education, Governmental Decree 87/2015. (IV.9.) on enforcing certain provisions of Act 2011/CCIV. on national higher education and Act 2013/V. on the Civil Code.

XI.2 According to relevant legal provisions, in case a potential conflict over the interpretation, application or legitimacy of this agreement cannot be settled between the Parties, the Hungarian court before which the agreement was signed holds exclusive jurisdiction.

Six (6) original copies of the agreement have been printed, three (3) copies out of which will be given to the receiving institution, and three (3) copies to the sending institution.

The Parties have read and jointly interpreted the agreement - acknowledging the rights and obligations of one another - and signed it as a document which is fully consistent with their will.

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁶
HU BUDAPES03	Prof. Dr. Zita Zoltay Paprika, Dean, Corvinus Business School	2018 MARC 08	 
HU BUDAPES03	Prof. Dr. Zoltán Szántó Vice-rector for Education	08.03.2018	 
St. Petersburg State University	Sergey Andryushin, Vice-Rector for International Affairs	06.02.18	 

⁶ If legal regulations of the relevant country make it possible, a scanned or digital signature is also acceptable.