



# ERASMUS+ PROGRAMME



## Key Action 1

### - Mobility for learners and staff – Higher Education Student and Staff mobility

### Inter-institutional<sup>1</sup> Agreement 2018 / 2020<sup>2</sup> between institutions from Programme and Partner Countries

[Minimum requirements]

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

NAME OF THE INSTITUTION	ERASMUS CODE OR PIC NUMBER (4)	ADMINISTRATIVE CONTACT	ACADEMIC CONTACT	WEBSITE
Università degli Studi di Salerno	I SALERNO01	Contact person: Nunzia Fraiese Ufficio Relazioni Internazionali – Erasmus – Address: Via Giovanni Paolo II, 132 – 84084 Fisciano (SA) – Italy Phone: +39 089 96 2368 Email: erasmus@unisa.it Website: www.international.unisa.it	Contact Person: Prof. Gluseppina GIULIANO Department: Dipartimento di Studi Umanistici/DIPSUM Phone: +39 089 96 9217 Email: ggjuliano@unisa.it	University: www.unisa.it Didactics: www.didattica.unisa.it
Saint Petersburg State University – Saint Petersburg	999870569	Anna Porodina, Erasmus + Institutional Coordinator a.porodina@spbu.ru +7(812)3287562  For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562  Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru		University: http://spbu.ru Didactics:

- 1) 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+.
- 2) Higher education institutions have to agree on the period of validity of this agreement.
- 3) Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
- 4) Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention their PIC number.

#### 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 October at the latest in the preceding academic year.

##### 1. Student mobility

FROM (Erasmus code or city of the sending Institution)	TO (Erasmus code or city of the receiving Institution)	SUBJECT AREA		LEVEL – CYCLE			STUDENT MOBILITY			
		ISCED code*	Name	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	For study		For traineeship	
I SALERNO01	Saint-Petersburg, Russia	0230	Languages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	6 (12)	-	-
Saint-Petersburg, Russia	I SALERNO01	0230	Languages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	6 (12)	-	-

##### 2. Staff mobility

FROM (Erasmus code or city of the sending Institution)	TO (Erasmus code or city of the receiving Institution)	SUBJECT AREA		STAFF MOBILITY			
		ISCED code	Name	For teaching		For training	
				Staff number	Teaching period	Staff number	Working days



I SALERNO01	Saint-Petersburg, Russia	0230	Languages	1	At least 1 week	-	5 days
Saint-Petersburg, Russia	I SALERNO01	0230	Languages	1	At least 1 week	-	5 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 (Erasmus code)	SUBJECT AREA (ISCED code)	STUDENT MOBILITY						STAFF MOBILITY	
		1 <sup>st</sup> language of instruction Common European Framework of Reference for Languages (CEFR)			2 <sup>nd</sup> language of instruction Common European Framework of Reference for Languages (CEFR)			Language for teaching or training Common European Framework of Reference for Languages (CEFR)	
		Name	Minimum recommended level	Certification	Name	Minimum recommended level	Certification	Name	Minimum recommended level
I SALERNO01	0230	Italian	A1 <input type="checkbox"/> A2 <input checked="" type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>
Saint-Petersburg, Russia	0230	Russian	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>

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>1</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.

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.

<sup>1</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



- 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. Information about additional requirements and disabilities

RECEIVING INSTITUTION (Erasmus code)	SUBJECT AREA (ISCED code)	ADDITIONAL REQUIREMENTS	FACILITIES FOR DISABILITIES
I SALERNO01	All subject areas	Learning agreement must be evaluated by the "Departmental coordinator for International mobility". Website: <a href="http://www.unisa.it/uploads/1102/elenco_delegati.pdf">www.unisa.it/uploads/1102/elenco_delegati.pdf</a> The final version of the Learning Agreement must be delivered to the International Relations – Erasmus Office, in November (I term) and in March (II term).	<a href="http://www.disabilidsa.unisa.it">http://www.disabilidsa.unisa.it</a>
Saint-Petersburg, Russia	All subject areas	Staff members should check the information concerning the opportunities for staff exchange ( <a href="http://ifea.spbu.ru/en/academic-staff-exchange-programme">http://ifea.spbu.ru/en/academic-staff-exchange-programme</a> ) at Saint-Petersburg University and establish communication with SPbU Erasmus+ Staff Exchange Coordinator for more academic information and for better preparing of their application. Nominations for staff mobility (training and teaching) are accepted throughout the year. Nominations are sent through email communication and with each nominated candidate contact details. Nominations should be sent to SPbU Erasmus+ Staff Exchange Coordinator no later than 2 months prior the visit takes place. The selected candidates for staff mobility (training and teaching) should submit their applications to the receiving institution's coordinator via email within 2 weeks after their nomination. The staff application should consist of the following scanned documents: - Staff Exchange Application Form (will be sent to each participant by the SPbU Erasmus+ Staff Exchange Coordinator after nomination); - Scanned copy of travelling passport (passport must be valid at least six months after the end of the exchange); - Mobility Agreement (completed and signed by the participant and the sending institution)	

### F. Calendar

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

RECEIVING INSTITUTION (Erasmus code)		I TERM		II TERM		III TERM	
		From	To	From	To	From	To
I SALERNO01	Study period (exams included)	September / October	February / March	February / March	June / July	----	----
	Application period	15th May	15th June	15th October	15th November	----	----
Saint-Petersburg, Russia	Study period (exams included)	September	December/January	February	May/June		
	Application period		1 May		15 October		



2. 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
3. Termination of the agreement  
*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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

RECEIVING INSTITUTION (Erasmus code or city)	DETAILS	WEBSITE
I SALERNO01	The results of the exams passed by Erasmus students is represented by a mark based on the national system (in Italy it goes from "18" to "30 e lode").	<a href="http://web.unisa.it/uploads/rescue/196/21/2017-era+ects_gr_sc2.pdf">http://web.unisa.it/uploads/rescue/196/21/2017-era+ects_gr_sc2.pdf</a>
Saint-Petersburg, Russia	See the table below	<a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>

### SPbU

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

### 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. 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:

RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
I SALERNO01	Email: <a href="mailto:erasmus@unisa.it">erasmus@unisa.it</a>	<a href="http://web.unisa.it/unisa-rescue-page/dettaglio/id/685/module/196/row/21">web.unisa.it/unisa-rescue-page/dettaglio/id/685/module/196/row/21</a>
Saint-Petersburg, Russia	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562  Staff Exchange Coordinator: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88	<a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://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>

### 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:



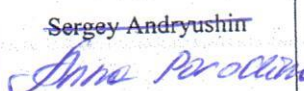
RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
I SALERNO01	Students participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	<a href="http://web.unisa.it/unisa-rescue-page/dettaglio/id/685/module/196/row/21">web.unisa.it/unisa-rescue-page/dettaglio/id/685/module/196/row/21</a>
Saint-Petersburg, Russia	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	<a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://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>

#### 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:

RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
I SALERNO01	Information is updated on the University website	<a href="http://web.unisa.it/unisa-rescue-page/dettaglio/id/685/module/196/row/21">web.unisa.it/unisa-rescue-page/dettaglio/id/685/module/196/row/21</a>
Saint-Petersburg, Russia	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562  Staff Exchange Coordinator: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88	<a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://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>

#### SIGNATURES OF THE INSTITUTIONS

INSTITUTION (Erasmus code)	FUNCTION	NAME	DATE	SIGNATURE	STAMP
I SALERNO01	Institutional Coordinator	Prof. Gianluca Sbardella			
Saint-Petersburg, Russia	Vice-Rector for International Affairs	Sergey Andryushin 	01.02.2019	