



Hochschule für Angewandte Wissenschaften Hamburg  
Hamburg University of Applied Sciences

## Exchange Programme

– Mobility for learners and staff –

### Inter-institutional agreement 2016-2022

#### [Minimum requirements]<sup>1</sup>

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Exchange programme. They commit to respect the quality requirements of the Exchange Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Contact details <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Hamburg University of Applied Sciences (HAW) Faculty for Design, Media and Information	Nir Alon, International Coordinator <i>student exchange</i> Phone: +49 40 428 75 4886, Email: NissemNir.Alon@haw-hamburg.de	<a href="http://www.haw-hamburg.de/studyabroad">www.haw-hamburg.de/studyabroad</a>
Saint-Petersburg University	For staff exchange: Medvedeva Julia <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a>  For incoming students: Mr. Ruslan Bekurov	<a href="http://spbu.ru">http://spbu.ru</a>

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

	bekurov@yahoo.com Ms. Ekaterina Petrianina e.petryanina@spbu.ru	
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## B. Mobility numbers<sup>3</sup> per academic year

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	TO	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
HAW Hamburg	Saint-Petersburg University	214	Design Media Technology Communication & Information Sciences	1 <sup>st</sup> cycle	NN	NN
		213		2 <sup>nd</sup> cycle	NN	NN
Saint-Petersburg University	HAW Hamburg	322	Journalism & Mass Communications	1 <sup>st</sup> cycle	NN	NN
				2 <sup>nd</sup> cycle	NN	NN

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
HAW Hamburg	Saint-Petersburg University			N.N.	N.N.

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

Saint-Petersburg University	HAW Hamburg			N.N.	N.N.
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### 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HAW Hamburg		German	English	B1 (German and/or English)	B2 (German and/or English)
Saint-Petersburg University	Russian	English	B2 (Russian and/or English)	B2 (Russian and/or English)	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Additional requirements

*[To be completed if necessary, other requirements may be added 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]*

**HAW Hamburg/:** Students applying to HAW/Design will have to hand in a portfolio with 15 – 20 works in addition to their application. The portfolio should be sent as a PDF, a link or on a disc. **Only students applying for Design (214) or Media Technology (213) need to hand in a portfolio.**

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

### E. Calendar

<sup>4</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HAW Hamburg	30 <sup>th</sup> April	30 <sup>th</sup> October
Saint-Petersburg University	15 <sup>th</sup> May	01 <sup>st</sup> November

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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]*
4. This Agreement shall be effective for the period 2016-2022. If either institution wishes to terminate the agreement, one year's notice must be given in writing. For example, notice to terminate mobility from 2016/17 must be given by 1 September 2016. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

*[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."]*

## F. Information

### 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' guide<sup>5</sup>. 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.]*

**Hamburg University of Applied Sciences, Faculty DMI:**

0.7	1.0	1.3	1.7	2.0	2.3	2.7	3.3	3.7	4.0	4.7	5.0
excellent	very good		good		satisfactory		pass		fail		

<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

A+	A, A-	B+, B, B-	C+, C, C-	D, E	F
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Saint-Petersburg University grading system:

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 Exchange Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HAW Hamburg	Mariana Paunova International Coordinator, Phone: +49 40 428759181 studyabroad@haw-hamburg.de	<a href="http://www.haw-hamburg.de/english/international-guest-students/visa-residence-permits.html">http://www.haw-hamburg.de/english/international-guest-students/visa-residence-permits.html</a>
Saint-Petersburg University	For staff exchange: Medvedeva Julia <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a>  For incoming students: Mr. Ruslan Bekurov <a href="mailto:bekurov@yahoo.com">bekurov@yahoo.com</a> Ms. Ekaterina Petrianina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a>	<a href="http://ifea.spbu.ru/en/">http://ifea.spbu.ru/en/</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 Exchange 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HAW Hamburg	Mariana Paunova International Coordinator, Phone: +49 40 428759181 <a href="mailto:studyabroad@haw-hamburg.de">studyabroad@haw-hamburg.de</a>	<a href="http://www.haw-hamburg.de/english/international-guest-students/costs-funding.html">http://www.haw-hamburg.de/english/international-guest-students/costs-funding.html</a>
Saint-Petersburg University	For staff exchange: Medvedeva Julia <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a>  For incoming students: Mr. Ruslan Bekurov <a href="mailto:bekurov@yahoo.com">bekurov@yahoo.com</a> Ms. Ekaterina Petrianina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a>	<a href="http://ifea.spbu.ru/en/">http://ifea.spbu.ru/en/</a>

### 4. Housing


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

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HAW Hamburg	Mariana Paunova International Coordinator, Phone: +49 40 428759181 <a href="mailto:studyabroad@haw-hamburg.de">studyabroad@haw-hamburg.de</a>	<a href="http://www.haw-hamburg.de/english/studyabroad/housing-services.html">http://www.haw-hamburg.de/english/studyabroad/housing-services.html</a>
Saint-Petersburg University	For staff exchange: Medvedeva Julia <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a>  For incoming students: Mr. Ruslan Bekurov <a href="mailto:bekurov@yahoo.com">bekurov@yahoo.com</a>	<a href="http://ifea.spbu.ru/en/">http://ifea.spbu.ru/en/</a>

	Ms. Ekaterina Petrianina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a>	
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
Hamburg University of Applied Sciences Faculty DMI	Prof. Dorothea Wenzel, Dean Faculty Design, Media and Information	18.4.16	 <p>Hochschule für Angewandte Wissenschaften Hamburg Fakultät Design, Medien und Information Dekanat Finkenau 35 22081 Hamburg</p>
Saint- Petersburg University	Prof. Alexander Gogolevsky Deputy Rector for International Affairs		 

<sup>6</sup> Scanned signatures are accepted