

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

Inter-institutional¹ agreement

2019 – 2022

**between institutions from
programme and partner countries**

[Minimum requirements]²

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

Full name of the institution / country	Erasmus code or city³	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Friedrich-Schiller-Universität Jena	DJena01	Stefanie Waterstradt	Stefanie.waterstradt@uni-jena.de Tel.: + 49 3641 931169	http://www.uni-jena.de/Studienangebot-EGOTEC-e5vh052de.html

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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

SPbU	Saint-Petersburg	Anna Porodina, Erasmus + Institutional Coordinator	a.porodina@spbu.ru +7(812)3287562	http://spbu.ru http://ifea.spbu.ru/en/sep
		For incoming students: Ms Ekaterina Petryanina	e.petryanina@spbu.ru +7(812)3287562	
		Staff Exchange Coordinator: Mr. Nikita Brinev	n.brinev@spbu.ru +7 (812)3240888	http://ifea.spbu.ru/en/research-in-spsu

B. Mobility numbers⁴ per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending instituti on]	TO ⁷ [Erasmu s code or city of the receivin g instituti on]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					<i>[total number of months of the study periods or average duration*]</i>	
SPbU PIC : 99987056 9	DJena01		All subject fields	1 st +2 nd +3 rd	2 x 4 months	-
DJena01	SPbU PIC : 99987056 9		All subject fields	1 st +2 nd +3 rd	2 x 4 months	-

⁴ 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>)

*[*Optional: subject 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 ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods Staff Mobility for Teaching Staff Mobility for Training * [total number of days of the teaching periods or average duration*]	
SPbU PIC : 999870569	DJena01		All subject fields	-	1 x 8 days
DJena01	SPbU PIC : 999870569		All subject fields	1 x 9 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 or city]	Optional: Subject area	Main language of instruc- tion	Additional language of instruc- tion	Recommended language of instruction level ⁵	
				Student Mobility for Studies	Staff Mobility for Teaching [Minimum

⁵ See Common European Framework of Reference for Languages

				[Minimum recommended level: B1]	recommended level: B2]
DJena01		All fields		Minimum B1	C1
SPbU PIC : 999870569		Russian/ English	English	Russian B2 English B2	Russian B2 English B2

For more details on the language of instruction recommendations, see the course catalogue provided on the first page.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁶ 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_he_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

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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.
- 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 / Selection Criteria

[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]

Jena

The application at FSU Jena for a guest student grant requires the following documents:

- EU-CV
- Motivation letter (in German for German taught programs, in English for English taught programs)
- Copy / excerpt of achieved notes
- Language certificates (see list below)

German language skills
certificate B1 / 2 according to GeR/CEFR
Goethe-certificate B2
TestDaF : minimum: 4x3
DSD I or II
DSH-1 or DSH-2

English language skills
certificate B1 / B2 according to GeR/CEFR
IELTS 6.0
TOEFL 72 (IBT)
Cambridge First Certificate in English

The procedure functions on the basis of written applications, that will be addressed to the home institution. The home university is responsible for the first selection procedure and will send a proposal of nominated candidates to the host university, to FSU Jena. FSU Jena will take the final decision and will send the final nomination list to the home university, **SPbU**. The home university will inform the selected candidates.

Staff members should check the information concerning the opportunities for staff exchange (<http://ifea.spbu.ru/en/academic-staff-exchange-programme>) 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)

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

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
FSU Jena	May, the 31st	November , the 30th
Saint-Petersburg	For students: 01 May For staff: No later than 2 months before mobility starts	For students: 15 October For staff: No later than 2 months before mobility starts
SPBU : Academic Year	September 01 - January 31	February 01 - June 30

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

2. The receiving institution will send its decision within **2** weeks.

3. 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.

4. Termination of the agreement: *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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

Friedrich-Schiller-Universität Jena (FSU)

FSU academic year usually starts October first and ends the end of July with the class program. The academic year from an administrative point of view ends by September the 30th. Academic year consists of 2 terms – winter and summer. After the winter term there is pause of 6 weeks for exams, course papers and other types of academic work. The summer term starts the first of april and ends with September the 30th. The lecture period dates can be found at <http://www.uni-jena.de/unijena/en/Semestertermine.html>

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Examination Grades (according to local grading scale):

German grade	verbal definition	
1.0 to 1.5	very good demands)	(a performance much better than the average)
1.6 to 2.5	good	(a performance better than the average demands)
2.6 to 3.5	satisfactory	(a performance equivalent to the average demands)
3.6 to 4.0	sufficient	(performance meets the minimum criteria)
4.1 to 5.0	fail demands because of	(a performance not sufficient to the average considerable shortcomings)

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade
A	10
B	25
C	30
D	25
E	10
FX	-*
F	-**
* FAIL - some more work required before credits can be awarded	
** FAIL - considerable further work is required	

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.

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

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
DJena01	International Office international@uni-jena.de	http://www.uni-jena.de/Gaststudienfuehrer_FAQ.html
Saint-Petersburg	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 For Staff Exchange: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888	http://spbu.ru http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

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:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
Jena	International Office For students: Mathias Kirchner Mathias.kirchner@uni-jena.de For staff: Mareike.rind@uni-jena.de	http://www.uni-jena.de/Gaststudienfuehrer_FAQ.html

Saint-Petersburg	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	http://spbu.ru http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu
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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:

Institution [Erasmus code or city]	Contact details (e- mail, phone)	Website for information
Jena	International Office: <u>For students:</u> Mathias Kirchner Mathias.kirchner@uni-jena.de <u>For staff:</u> Mareike.rind@uni-jena.de	http://www.stw-thueringen.de/deutsch/wohnen/index.html http://www.stw-thueringen.de/english/housing/wohnen.html
Saint-Petersburg	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 For Staff Exchange: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888	http://spbu.ru http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
DJena01	Jana Blumenstein Erasmus+ Institutional Coordinator at Friedrich Schiller University Jena	10/9/19	
Saint-Petersburg	Sergey Andryushin Vice-Rector International Affairs for		