



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-2023 between institutions from programme² 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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

This Inter-Institutional Agreement (IIA) will be effective from the date of signature by both partners and enter in force for the period of the Erasmus + Programme plus any exceeding duration of Erasmus+mobility projects in which both partners jointly participate.

Mobilities funded under this IIA are subject to the prior conclusion of an individual grant agreement between the grantee and Freie Universität Berlin, as well as the mobility agreement for staff and the learning agreement for students concluded by the partner university and Freie Universität Berlin.

The partners agree to work towards a balanced exchange of mobility of all types within the duration of the present Inter-Institutional Agreement. All fundamental principles and requirements outlined in part D of the Inter-Institutional Agreement shall apply to any mobility, regardless if the respective individual mobility is funded by the Erasmus+programme or not.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code or city ³	Contact details (email, phone)	Website (eg. of the course catalogue)
Freie Universität Berlin	D BERLIN 01	Stefanie Ritter Coordinator Erasmus+ ICM Stefanie.ritter@fu-berlin.de Tel: +49 (0) 30 838 73441	Lecture catalogue: www.fu-berlin.de/vv Semester dates: www.fu-berlin.de/en/studium/studienorganisation/termine

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

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.

St. Petersburg State University	St. Petersburg	Institutional Coordinator: Anna Porodina, Deputy Vice-Rector for International Affairs a.porodina@spbu.ru + 7(812)326 49 43 Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562 Staff mobility coordinator: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888 Agreement Promoter: Olga Nikolaeva	http://spbu.ru For students: http://ifea.spbu.ru/en/sep For staff: http://ifea.spbu.ru/en/research-in-spsu
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B. Mobility numbers 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. The mobility table will also be amended with respect to subsequent Erasmus+funding (E+KA107) agreements for the additional amount available. Amendments to the mobility table may be signed by the Senior Official of the partners as outlined in Part A of the IIA.

Student Mobility (SMS)

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods [total number of months of the study periods or average duration]	
					Student Mobility for Studies	Student Mobility for Traineeships
D BERLIN 01	St. Petersburg State University		University wide	All cycles	2 x 5 m	---
St. Petersburg State University	D BERLIN 01		University wide	All cycles	3 x 5 m	---

Staff Mobility (STA)

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods [total number of days of teaching/training periods or average duration]	
				Staff Mobility for Teaching	Staff Mobility for Training

D BERLIN 01	St. Petersburg State University		University wide	2 x 7 d	2 x 7 d
St. Petersburg State University	D BERLIN 01		University wide	2 x 7 d	2 x 7 d

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D BERLIN 01		German	English	B1	B2
St. Petersburg State University		Russian	English	B2	B2

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:

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,

⁴ 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>

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.
- 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. Additional requirements

I. Freie Universität Berlin:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at Freie Universität Berlin. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not

receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.

Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero

- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service),
 Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de
www.fu-berlin.de/service/behinderung

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.
- Academic Calendar

	Winter Term	Summer Term
Suggested Date of Arrival	1 October	1 April
Orientation Programme	First and second week of October	First and second week of April
Term Dates	1 October – 31 March	1 April – 30 September
Lecture Period	Mid October – mid February	Mid April – mid July
Examination Period	Mid February – mid March (varies individually)	Mid July – mid August (varies individually)
Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html		

II. St. Petersburg State University:

Applications for student mobility must be submitted through online application form - https://regforms.spbu.ru/ru/?option=com_rsform&view=rsform&formId=488

List of required application documents can be found at <http://ifea.spbu.ru/en/sep>

List of English-taught course can be found here <http://ifea.spbu.ru/en/academic-offer>

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)

F. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
D BERLIN 01	May, 1st	November, 1st
St. Petersburg State University	For students: 01 May For staff: No later than 2 months before mobility starts	For students: 10 October For staff: No later than 2 months before mobility starts

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

1. Freie Universität Berlin:

Partner institutions should send nominations to the contact person listed under A. The receiving institution will send its decision within 6 weeks.

2. St. Petersburg State University:

The nominations (both students and staff) should be sent to the responsible coordinators indicated in section A. The receiving institution will send its decision within 6 weeks.

II. Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

III. Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year must be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

I. Grading systems of the institutions

1. Freie Universität Berlin:

ECTS Credits: The Freie Universität Berlin uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Freie Universität Berlin	ECTS	
	Grade	Predicate
1,0 – 1,5	A	Excellent
1,6 – 1,7	B	Very Good
1,8 – 2,0		
2,1 – 2,7	C	Good
2,8 – 3,0		
3,1 – 3,5	D	Satisfactory
3,6 – 3,7		
3,8 – 4,0	E	Sufficient
4,1 – 5,0		
P	F	Fail
	Participation; i.e. the student has successfully and regularly attended the course.	

2. St. Petersburg State 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

II. 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	Contact details (email, phone)	Website for information
D BERLIN 01	Info-Service Iltisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum
St. Petersburg State University	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://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

III. 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	Contact details (email, phone)	Website for information
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D BERLIN 01	Info-Service Iltisstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung
St. Petersburg State University	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

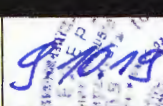
IV. Housing

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	Contact details (email, phone)	Website for information
D BERLIN 01	Accommodation Malteserstraße 74 - 100 Building House S – Room S16 (1st floor) 12249 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470	http://www.fu-berlin.de/en/sites/unterbringung
St. Petersburg State University	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://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
D BERLIN 01	Dr. - Ing. Andrea Bör Provost	9/10/19	
St. Petersburg State University	Sergey Andryushin Vice-Rector for International Affairs	20/09/19	