



## Erasmus+ Programme

### Key Action 107<sup>1</sup>: Mobility for learners & staff – Higher Education Inter-institutional<sup>1</sup> agreement 2019-2022<sup>2</sup> between institutions from programme and partner countries<sup>3</sup>

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+.

They also agree to the Special Conditions and Annexes below, which form an integral part of this agreement ("the agreement"): **Annex I – Payment Procedures for Erasmus+ KA107 for Students and/or Staff; Annex II.A – Grant Agreement for Erasmus+ KA107 for Students; Annex II.B – Learning Agreement for Erasmus+ KA107 for Students; Annex III.A&B – Grant & Teaching/Training Agreement for Erasmus+ KA107 for Staff; Annex IV – Design, Implementation and Dissemination for Erasmus+ KA107 Project.**

This agreement is bound to the yearly successful application (KA107) of the University of Bradford to the UK Erasmus+ National Agency, without which no funded exchange can take place.

#### A. Information about the higher education institutions

PIC Number	999899766	<b>University of Bradford</b>		
PIC Number	999870569	<b>SAINT PETERSBURG STATE UNIVERSITY</b>		
Full name of the institution	Erasmus code or city <sup>4</sup>	Name of the contact person	Contact details (email, phone)	Website
University of Bradford	UK BRADF01  United Kingdom  Bradford	Carlos Santos e Sousa (MA), Erasmus+ Institutional Coordinator	University of Bradford Richmond Road, Bradford, West Yorkshire, BD7 1DP, UK E-mail: <a href="mailto:studyabroad@bradford.ac.uk">studyabroad@bradford.ac.uk</a> Tel.: +44 (0) 1274 232323  Carlos Santos e Sousa (MA) Erasmus+ Institutional Coordinator Tel: + 44 1274 235787 E-mail: <a href="mailto:c.santosesousa@bradford.ac.uk">c.santosesousa@bradford.ac.uk</a>	<a href="http://www.bradford.ac.uk/exchanges/">www.bradford.ac.uk/exchanges/</a>
SAINT PETERSBURG STATE UNIVERSITY	SAINT-PETERSBURG	Anna Porodina, Erasmus + Institutional Coordinator  For incoming students: Ms Ekaterina Petryanina  Staff Exchange Coordinator: Mr. Nikita Brinev	a.porodina@spbu.ru +7(812)3287562  e.petryanina@spbu.ru +7(812)3287562  n.brinev@spbu.ru +7 (812)3240888	<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>

<sup>1</sup> 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+.

<sup>2</sup> Under the 2019 Erasmus+ Call, the University of Bradford has successfully received Erasmus+ funding to exchange students/staff with the partner university mentioned on this bilateral agreement. The UK Government has published a note saying that, in the event of a no-deal BREXIT and the UK is pulled out of the Erasmus+ Programme, the UK Government will underwrite the payments of the successful bid under the 2019 Call, so universities can implement / fund the project until 2022: <https://www.gov.uk/guidance/register-to-claim-erasmus-and-esc-funding-from-the-government-guarantee> . =

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> 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.





**B. Mobility numbers<sup>5</sup> per 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	TO <sup>7</sup>	Subject area code* [ISCED 2013]	Subject area name*	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]**	Number of <b>student</b> mobility periods	
					Student Mobility for Studies*** <i>[total number of months of the study periods or average duration*]</i>	Student Mobility for Traineeships
UK BRADF01	Saint-Petersburg	Any****	Any****	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	3 * 5 months or 1 * 10 months	n/a
Saint-Petersburg	UK BRADF01	Any****	Any****	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>	5 * 5 months or 3 * 10 months	n/a

\* [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)

\*\* **Study cycle:** Short cycle (EQF level 5) / 1<sup>st</sup> = Bachelor or equivalent first cycle (EQF level 6) / 2<sup>nd</sup> = Master or equivalent second cycle (EQF level 7) / 3<sup>rd</sup> = Doctorate or equivalent third cycle (EQF level 8).

\*\*\* Upon agreement between both universities and considering the available funding, the duration of the exchanges can be reviewed/changed according to the needs and the demands of students' applications.

\*\*\*\* Any subject area can be covered under this agreement provided that both universities agree upon the nomination of the participant and the academic requirements established in this agreement are fulfilled.

FROM <sup>7</sup>	TO <sup>7</sup>	Subject area code* [ISCED 2013]	Subject area name*	Number of <b>staff</b> mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
UK BRADF01	Saint-Petersburg	Any****	Any****	2 x 5 days (+2 travel days)	2 x 5 days (+2 travel days)
Saint-Petersburg	UK BRADF01	Any****	Any****	2 x 5 days (+2 travel days)	2 x 5 days (+2 travel 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	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>6</sup>	
				Student Mobility	Staff Mobility
UK BRADF01	n/a	English	n/a	1 <sup>st</sup> cycle (Undergraduate): B2 3 <sup>rd</sup> cycle (Doctoral): C1  See also: Section G. 2. Visa for language requirements for study visas	C1
Saint-Petersburg	n/a	Russian	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution:  
University of Bradford:

<sup>5</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>)

<sup>6</sup> See Common European Framework of Reference for Languages





St. Petersburg University : <http://ifea.spbu.ru/en/academic-offer>

#### D. Respect of fundamental principles and other mobility requirements<sup>7</sup>:

The higher education institution(s) located in a **programme country**<sup>8</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\\_he\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

As outlined in detail in Annex III, 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. Adherence to the Learning Agreement will assure that the student receives full credit recognition for successful studies at the receiving HEI. In the case of third cycle students, a report from the receiving HEI supervisor will be submitted.
- 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.

<sup>7</sup> With this agreement, the University of Bradford will observe the UK Quality Assurance Agency (<http://www.qaa.ac.uk/en/home>) recommendations regarding the UK Quality Code for Higher Education ([http://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b10\\_-\\_managing\\_higher\\_education\\_provision\\_with\\_others.pdf?sfvrsn=8c02f781\\_8](http://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b10_-_managing_higher_education_provision_with_others.pdf?sfvrsn=8c02f781_8)). This observation considers the following indicators of good practice : 1, 5, 6, 7, 10, 15, 18 and 19.

<sup>8</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



### 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 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:** the University of Bradford will make all Erasmus grant payments directly to the selected participants. If the grant recipient fails to meet the obligatory requirements of the mobility, they will be required to return any ineligible grant amount to the University of Bradford, as per the terms of the individual grant agreement. The University of Bradford will contact the grant recipient's home university to take any action that may be required to enforce this. See Annex I for details on the regulations and procedures concerning the grant payments.

Saint-Petersburg State University: 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:

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

Receiving institution	Autumn term*	Spring term*
	<i>* to be adapted in case of a trimester system or different seasons</i>	
UK BRADF01	<u>Term 1/Full Year</u> Nominations: 30 April Completed applications: 30 May	<u>Term 2</u> Nominations: 31 October Completed applications: 30 November
<i>Saint-Petersburg</i>	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

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 8 weeks after the assessment period has finished at the receiving HEI.

4. 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. 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

UK BRADFORD01	70% and above = A 60% and above = B 50% and above = C 40% and above = D Pass mark = 40%  10 Bradford credits = 5 ECTS 20 Bradford credits = 10 ECTS  Full explanation of grading system: <a href="http://www.bradford.ac.uk/exchanges/">www.bradford.ac.uk/exchanges/</a>																													
Saint-Petersburg	<table border="1"> <thead> <tr> <th data-bbox="359 817 510 884">ECTS grade</th> <th data-bbox="510 817 630 884">points</th> <th data-bbox="630 817 742 884">mark</th> <th data-bbox="742 817 949 884">Russian-in words</th> <th data-bbox="949 817 1412 884">English-in words</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 884 510 963">A</td> <td data-bbox="510 884 630 963">100-90</td> <td data-bbox="630 884 742 963">5.0</td> <td data-bbox="742 884 949 963">ОТЛИЧНО</td> <td data-bbox="949 884 1412 963">EXCELLENT Outstanding performance</td> </tr> <tr> <td data-bbox="359 963 510 1064">B</td> <td data-bbox="510 963 630 1064">89-70</td> <td data-bbox="630 963 742 1064">4.0</td> <td data-bbox="742 963 949 1064">ХОРОШО</td> <td data-bbox="949 963 1412 1064">VERY GOOD Above the average standard but with some errors</td> </tr> <tr> <td data-bbox="359 1064 510 1131">D</td> <td data-bbox="510 1064 630 1131">69-50</td> <td data-bbox="630 1064 742 1131">3.0</td> <td data-bbox="742 1064 949 1131">УДОВЛЕТВОРИТЕЛЬНО</td> <td data-bbox="949 1064 1412 1131">SATISFACTORY Fair but with significant shortcomings</td> </tr> <tr> <td data-bbox="359 1131 510 1232">F</td> <td data-bbox="510 1131 630 1232">49-0</td> <td data-bbox="630 1131 742 1232">2</td> <td data-bbox="742 1131 949 1232">НЕУДОВЛЕТВОРИТЕЛЬНО</td> <td data-bbox="949 1131 1412 1232">FAILED Substantial improvement necessary; requirement of further work</td> </tr> </tbody> </table>					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
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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:

UK BRADFORD01	<a href="http://bradford.ac.uk/international/visas/">http://bradford.ac.uk/international/visas/</a>
Saint-Petersburg	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>  For Staff Exchange: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888 <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 (further information can be found in Annex II.A and III.A). Information and assistance can be provided by the following contact points and information sources:

UK BRADFORD01	<a href="http://www.bradford.ac.uk/international/current-students/insurance/">http://www.bradford.ac.uk/international/current-students/insurance/</a>
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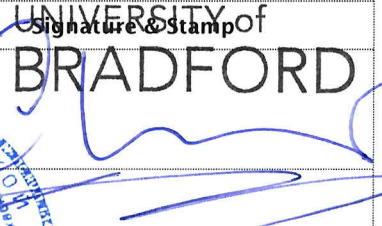
<i>Saint-Petersburg</i>	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.
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#### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education (further information can be found in Annex II.A and III.A). Information and assistance can be provided by the following persons and information sources:

UK BRADFORD01	<a href="https://www.bradford.ac.uk/accommodation/the-green/">https://www.bradford.ac.uk/accommodation/the-green/</a>
<i>Saint-Petersburg</i>	<p>For incoming students:  Ms. Ekaterina Petryanina  e.petryanina@spbu.ru  +7(812)3287562  http://ifea.spbu.ru/en/sep</p> <p>For Staff Exchange:  Mr. Nikita Brinev  n.brinev@spbu.ru  +7 (81 2)3240888  http://ifea.spbu.ru/en/research-in-spsu</p>

#### SIGNATURES OF THE INSTITUTIONS (Erasmus+ Institutional Coordinators or Legal representatives)

Institution	Name	Date	Signature & Stamp
University of Bradford UK BRADFORD01	Carlos Santos e Sousa (MA) Erasmus+ Institutional Coordinator	26 / 8 / 2019	 UNIVERSITY of BRADFORD 
Saint-Petersburg State University	Sergey Andryushin Vice-Rector for International Affairs	26.08.2019	