

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2015/16- 2016/17

between institutions from programme 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 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 city	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Saint Petersburg State University Russian Federation PIC code: 999870569	Saint Petersburg	Elena Klimshina Staff exchange coordinator: Ms. Anna Nevorotina For incoming students: Ms Ekaterina Petryanina	e.klimshina@spbu.ru +7 812 325 4917 a.nevorotina@spbu.ru , tel. +7 (812) 324 08 88 e.petryanina@spbu.ru tel.: +7(812)3287562	http://spbu.ru
Lund University Sweden PIC code: 999901318	S LUND01	Hugo Bragioni	hugo.bragioni@er.lu.se +46 46 222 1559	http://www.lu.se
[...]				

B. Mobility numbers for the period of the agreement

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2015]
Saint-Petersburg University	S LUND01	01,02,03,04,05,06,092	Education, Arts and humanities, Social sciences, journalism and information, Business, administration and law, Natural sciences, mathematics and statistics, Information and Communication Technologies, Welfare	1 st	1 student 5 months	-
		-	-	-	-	-
S LUND01	Saint-Petersburg University	-	-	-	-	-
		-	-	-	-	-

FROM [Erasmus code or city of the sending institution]	TO [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 [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *

Saint-Petersburg University	S LUND01	-	University-wide	2 X 14 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 instruction	Additional language of instruction	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
S LUND01	All	Swedish	English	B2	B2
Saint-Petersburg University	All	Russian	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

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_the_charter_en.php

¹ See Common European Framework of Reference for Languages

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 by the scholarship holder (subsistence allowance and travel grant). 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 by Lund University. 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

The sending university will screen and select candidates for exchange in accordance with its applicable rules and regulations. The candidates of the contracting institutions will use the required application form of the receiving institution. The receiving institution will accept the candidates selected by the sending institution if mutually acceptable academic and/or professional qualifications and standards are met. However, the receiving university has the right to make the final decision on the admission of candidates nominated for mobility. For exchange students, admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability.

The receiving institutions have the infrastructure to welcome students and staff with disabilities.

The candidates for exchange will be subject to the laws and regulations of the country and the university where the candidate is currently studying/working or is under direct supervision.

F. Calendar

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

Receiving institution	Autumn term	Spring term
S LUND01	March 1 st	September th
Saint-Petersburg University	No later than May15 th	No later than May15 th

2. The receiving institution will send its decision within 10 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 10 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

This agreement shall become effective from the academic year 2015/16 and shall remain in effect until the academic year 2016/17. The agreement may be terminated by either contracting party giving at least one academic years' written notice. However, any exchange in progress will continue until completed. 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

Institution: S LUND01 : www.lunduniversity.lu.se/current-students/grading-system

Institution: 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 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
S LUND01	Students : studentreception@lu.se +46-(0)46-222 01 00 PhD/Staff: icm@er.lu.se	Students/PhD: www.lunduniversity.lu.se/residence-permits Staff: http://www.migration.sverket.se/English/Pri

		vate-individuals.html
Saint-Petersburg University	<p>For staff exchange: Ms. Anna Nevorotina a.nevorotina@spbu.ru, tel. +7 (812) 324 08 88</p> <p>For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru tel.: +7(812)3287562</p>	http://ifea.spbu.ru/en/

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
S LUND01	<p>Students: studentreception@lu.se +46-(0)46-222 01 00</p> <p>PhD/Staff : icm@er.lu.se</p>	<p>Students: www.lunduniversity.lu.se/insurance</p> <p>PhD/Staff: http://www.staff.lu.se/employment-for-international-staff/insurance-for-international-staff (GIF)</p>
Saint-Petersburg University	<p>For staff exchange: Ms. Anna Nevorotina a.nevorotina@spbu.ru, tel. +7 (812) 324 08 88</p> <p>For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru tel.: +7(812)3287562</p>	http://ifea.spbu.ru/en/

Saint-Petersburg University Saint-Petersburg University

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
S LUND01	<p><u>Students:</u> luacc@se.lu.se +46-(0)46-222 01 00</p> <p>PhD/Staff: Department contact person</p>	<p>Students : www.lunduniversity.lu.se/housing</p> <p>PhD/Staff: www.luaccommodation.lu.se/university-guest-house-0</p>
Saint-Petersburg University	<p>For staff exchange: Ms. Anna Nevorotina a.nevorotina@spbu.ru, tel. +7 (812) 324 08 88</p> <p>For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru tel.: +7(812)3287562</p>	http://ifea.spbu.ru/en/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
Lund University, Lund	Eva Wiberg, Deputy Vice Chancellor	21/3/2016	 
Saint-Petersburg University, Saint Petersburg	Prof. Alexander Gogolevsky Deputy Rector for International Affairs		  LUND UNIVERSITY