Erasmus+

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

Inter-institutional[1] agreement 2019-2022[2]
between institutions from
Programme and Partner Countries[3]
[Minimum requirements][4]

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 higher education institutions

Full name of the institution / country	Erasmus code or city[5]	Contact details[6] (email, phone)	Website (e.g. of the course catalogue)
University of Crete Greece Department of Philology Faculty if Philosophy	G KRITIS01	Erasmus Institutional Coordinator: Prof. Ioannis Karakassis, Deputy Rector of Academic Affairs Administrative contact person: Ms Eirini Thymiatzi	University of Crete website: www.uoc.gr International Relations website: https://www.uoc.gr/intrel/en/

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[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] Higher Education Institutions agree to cooperate for academic years 2019-20, 2020-21 and 2021-22 (36 months, as approved)

[3] Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

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

[5] Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

[6] Contact details to reach the senior officer in charge of this agreement.

		Email: thymiate@uoc.gr Tel. +30 28310 77724	
St. Petersburg State University Department of Byzantine and Modern Greek Studies Russia	Saint-Petersburg	Institutional Coordinator: Anna Porodina, a.porodina@spbu.ru +7(812)3287562 Deputy Head of International Academic Cooperation Department, responsible for Erasmus programme: Ms Julia Medvedeva i.medvedeva@spbu.ru +7 812 326 49 43 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 For students: http://ifea.spbu.ru/en/sep Course Catalogue: http://ifea.spbu.ru/en/academic-offer For staff: http://ifea.spbu.ru/en/research-in-spsu

B. Mobility numbers[7] 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 no later than the end of January in the preceding academic year.]

FROM [Erasmus	TO [Erasmus code	Subject	Subject area name	Study	Number of student mobility periods

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[7] 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)

code or city of the sending institution]	or city of the receiving institution]	area code * [ISCED]	*	cycle [short cycle, 1st, 2nd or 3rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
G KRITIS01	St. Petersburg	022 023	Humanities/ Languages (especially in Byzantine and modern Greek studies)	3rd	1* 3 months	-
St. Petersburg	G KRITIS 01	022 023	Humanities/ Languages (especially in Byzantine and modern Greek studies)	3rd	1* 3 months	-

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
G KRITIS01	St. Petersburg	022, 023	Humanities/ Languages (especially in Byzantine and modern Greek studies)	1 person X 7 days totally (2 travel days included)	-

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[8]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
G KRITIS 01		Greek*	English* Greek	English B1 Greek A2	English B2
St. Petersburg		Russian	English	B2	B2

*Language of instruction at the UoC is Greek. However, few courses are offered in English. A certified level of B1 knowledge in English is required to attend those courses. For courses offered in Greek, a minimum knowledge of Greek (A2) is preferable. Alternatively, professors can suggest essays/ tutorials/ projects/ separate examinations in English, for students who wish to follow a course offered in Greek.

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: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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.

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[8] 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

- 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. See the information / visa section for contact details[9].

- 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 organizational support grants. See the information / insurance section for contact details[10].

- 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.

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[9] The cost for visa cannot be supported from the UoC (OS).

[10] The cost for insurance cannot be supported from the UoC (OS).

- 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

[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 including cultural preparation before mobility; the recognition tools used]

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

Saint –Petersburg 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)

University of Crete

Nominations of incoming students must be sent to the Department of International Relations at least 15 days before the deadline for application (for deadline of application, see "Calendar" below).

Nominations of incoming staff must be sent to the Department of International Relations at least 2 months before the planned mobility period.

Regarding infrastructure for students and staff with disabilities, please visit our website: http://www.uoc.gr/intrel/uk/cat_3_1.htm#Visitors

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
G KRITIS01	For students: 15th June (application) For staff: no application	For students: 15th November (applications) For staff: no application
St. Petersburg	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]*

2. The receiving institution will send its decision within **5** 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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' guide[11]. 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.]

The University of Crete uses the European Transfer and Accumulation System (ECTS). More info can be found at: https://www.uoc.gr/intrel/en/students-en/information-and-advice

University of Crete grading system is characterized as follows:
EXCELLENT: from 8.50 to 10,
VERY GOOD: from 6.50 to 8.49,
GOOD: from 5 to 6.49,
Minimum passing grade is 5
Grade less than 5 in the individual courses indicates failure.

ST. PETERSBURG:

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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[11] http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 (email, phone)	Website for information
G KRITIS01	Eirini Thymiatzi MA International Relations Officer, Acting Head Directorate of International & Public Relations, University of Crete Rethymno, Greece tel.+30 28310 77724 email: thymiate@uoc.gr	https://www.uoc.gr/intrel/en/students-en/visa-residence-formalities
St. 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 (email, phone)	Website for information
G KRITIS 01	timioteraki@admin.uoc.gr tel. +30 28310 77723	https://www.uoc.gr/intrel/en/students-en/information-and-advice
St. Petersburg	Students/staff participating in the mobility programme are	http://spbu.ru

University	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

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 (email, phone)	Website for information
G KRITIS01	thymiate@uoc.gr timioteraki@admin.uoc.gr +30 28310 77724, 77723	https://www.uoc.gr/intrel/en/students-en/information-and-advice
St. Petersburg or Erasmus code	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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[12]
G KRITIS01	Professor Panagiotis Tsakalidis Rector	20.11.19	
University of St. Petersburg	Sergey Andryushin Vice-Rector for International Affairs	15.11.2019	

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[12] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.