



FRIEDRICH-ALEXANDER
UNIVERSITÄT
ERLANGEN-NÜRNBERG



Erasmus+ Programme

Inter-institutional agreement 2017-2018 ¹ 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 organization

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

Name of the institution and Erasmus code	Contacts
Friedrich-Alexander-Universität Erlangen-Nürnberg D ERLANGE01; www.fau.eu www.fau.eu/international	Ms Bianca Köndgen (Erasmus Institutional Co-ordinator), Central Office for International Affairs, Schlossplatz 4, 91054 Erlangen, Germany, Tel.: +49 9131 85 65166, Fax: +49 9131 85 65162, E-Mail: bianca.koendgen@fau.de ; Departmental Co-ordinator: Dr. Carmen Pospisil, NAT - Naturwissenschaftliche Fakultät, Department Chemie und Pharmazie; Geschäftsführung, Egerlandstrasse 3, 91058 Erlangen, Germany, Tel: +49- 9131/85-27649, Fax: +49-9131/85-28307, Email: carmen.pospisil@fau.de Prof. Dr. Svetlana B. Tsogoeva, Faculty of Sciences, Department of Chemistry and Pharmacy; Henkestr. 42, 91054 erlangen; Tel: +49 9131 85-22541, Fax +49 9131 85-29132, Email: svetlana.tsogoeva@fau.de Website: https://chemistry.nat.fau.eu/tsogoeva-group/ https://www.chemistry.nat.fau.eu/

¹ Until 31.07.2018

	<p>Prof. Dr. Julien Bachmann; Faculty of Sciences, Department of Chemistry and Pharmacy; Egerlandstr. 1, 91058 Erlangen; Tel: +49 9131 85-27396, Fax +49 9131 85-27367, Email: julien.bachmann@fau.de https://chemistry.nat.fau.eu/bachmann-group/</p>
<p>Saint-Petersburg State University http://www.spbu.ru/</p>	<p>Mrs. Irina Samylina Head of the Research and Technology Department i.zhariy@ifea.spbu.ru +7 (812) 324 08 88</p> <p>Staff Exchange Coordinator: Mrs. Yuliya Medvedeva Senior Specialist, Research & Technology Department i.medvedeva@spbu.ru +7 (812) 324 08 88</p>

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

TEACHING STAFF MOBILITY

FROM	TO	Subject area code Subject area name	Number of staff mobility periods
D ERLANGE01	SPBU	Chemistry	1 staff member x 5 days / min 8 hours teaching
SPBU	D ERLANGE01	Chemistry	1 staff member x 5 days (1 week) / min 8 hours teaching

NON-TEACHING (administrative + laboratory) STAFF MOBILITY

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods
D ERLANGE01	SPBU	Not specified	Not specified	1 staff member x 5 days
SPBU	D ERLANGE01	Not specified	Not specified	1 staff member x 5 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	Languages of instruction	Recommended language of instruction level		
			Student Mobility for Studies	Staff Mobility for Teaching	Staff Mobility for Training
D ERLANGE01	99 not specified	English or German, depending on subject	B2 -- --	English C1	English B2
SPBU	99 not specified	Russian, English, depending on subject	For courses taught in English no less than English level B2 For courses taught in Russian no less than Russian level B2	English B2 Russian B2	English B2 Russian 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_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 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

DERLANGE01: Information for incoming students www.fau.eu/international/international-applicants/semester-abroad-at-fau/

DERLANGE01: <https://www.fau.eu/international/employee-mobility/>

SPBU: For Erasmus+ students Course catalogue <http://www.ifea.spbu.ru/en/non-degree/academic-offer>

SPBU Calendar: NA

F. Calendar

- 1 Applications on nominated students must reach the receiving institution by

Receiving institution	Autumn term	Spring term
D ERLANGE01	15 th May	15 th November
SPBU Application	For staff: no later than 2 months before mobility takes place	For staff: no later than 2 months before mobility takes place

- 2 The receiving institution will send its decision within 4 weeks after application.
- 3 A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
- 4 Termination of the agreement

This agreement shall be in force and be binding upon the parties hereto for the period indicated on page first. However, 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. 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

Receiving institution	Information / website
D ERLANGE01	www.fau.eu/international/international-applicants/semester-abroad-at-fau/starting-your-studies/ects-and-german-university-grades/
SPBU	NA

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:

Receiving institution	Contact details	Website for information
D ERLANGE01	incoming-students@fau.de	www.fau.eu/international/international-applicants/important-information/entry-and-visas/
D ERLANGE01	welcome@fau.de	https://www.fau.eu/international/welcome-centre/advice-and-services/
SPBU	Staff Exchange Coordinator Mrs. Yuliya Medvedeva Senior Specialist, Research & Technology Department y.medvedeva@spbu.ru +7 (812) 324 08 88	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:

Receiving institution	Contact details	Website for information
D ERLANGE01	incoming-students@fau.de	www.fau.eu/international/international-applicants/important-information/insurance/
FAU	welcome@fau.de	https://www.fau.eu/international/welcome-centre/advice-and-services/
SPBU		

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:

Receiving institution	Contact details	Website for information
D ERLANGE01	accommodation@fau.de	www.fau.eu/international/international-applicants/important-information/accommodation-2/
D ERLANGE01	welcome@fau.de	https://www.fau.eu/international/welcome-centre/accommodation/
SPBU	Staff Exchange Coordinator Mrs. Yuliya Medvedeva Senior Specialist, Research & Technology Department j.medvedeva@spbu.ru +7 (812) 324 08 88	http://ifea.spbu.ru/en/research-in-spsu

H. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature and Stamp
D ERLANGE01	Bianca Köndgen ERASMUS Institutional Co-ordinator, Deputy Head Central Office for International Affairs	12/12/17	
SPBU	Sergey Andryushin Vice-Rector for International Affairs	11.07.2017	