

Erasmus+

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

**Inter-institutional agreement 2019-2021
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 higher education institutions

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (e.g. of the course catalogue)
Jagiellonian University in Krakow (JU)	PL KRAKOW01	<p>Monika Rząca, Institutional Erasmus+ Coordinator monika.rzaca@uj.edu.pl</p> <p>Aleksandra Szklarzewicz, Incoming and Outgoing Students Coordinator e-mail: aleksandra.szklarzewicz@uj.edu.pl phone: +48 12 663 10 71 Address: ul. Gołębia 24, room: 21 31-007 Kraków, Poland</p> <p>Dorota Maciejowska, Incoming and Outgoing Staff Coordinator email:dorota.maciejowska@uj.edu.pl tel. +48 12 663 1110 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p>Izabela Zawiska Erasmus+ Agreements and Staff Mobilities Coordinator</p>	<p>General University page: www.uj.edu.pl/en</p> <p>Course offer http://www.dmws.uj.edu.pl/en_GB/oferta-kursow</p> <p>http://www.dwm.uj.edu.pl/en_GB/</p> <p>http://www.erasmus.dwm.uj.edu.pl/teachi</p>

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (e.g. of the course catalogue)
		izabela.zawiska@uj.edu.pl tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland	nq-and-training-staff
St. Petersburg University	ST. PETERSBURG	Institutional Coordinator: Anna Porodina, Deputy Vice-Rector for International Affairs Universitetskaya emb., 7-9 199034 St.Petersburg a.porodina@spbu.ru + 7(812)326 49 43 Staff mobility coordinator: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888	General University page: http://spbu.ru Course Catalogue: http://ifea.spbu.ru/en/academic-offer For staff: http://ifea.spbu.ru/en/research-in-spsu

B. Mobility numbers to be implemented in the mobility period (autumn term 2019/2020 or spring term 2019/2020 or autumn term 2020/2021 or spring 2020/2021, until 30.07.2021)

[*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 *
PL KRAKOW 01	ST. PETERSBURG	-	All subject areas	-	2 x 5 days
ST. PETERSBURG	PL KRAKOW 01	-	All subject areas	1 x 5 days	-

* All subject areas.

** Staff and student mobility within the area of Medicine (and related sciences) has to be agreed upon separately, there is no guarantee that they can be implemented at the Jagiellonian University.

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
KRAKÓW	All subject areas*,**	English	Polish	B2	C1
ST. PETERSBURG	All subject areas*,**	Russian	English	B2	B2

In individual cases the language of instruction may be different from the languages indicated in the table above and be determined by mutual consent between the parties.

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.
- 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 organizational 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. Financial support

Receiving institution [Erasmus code or city]	Individual support	Travel (according to distance calculator)
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Incoming to PL KRAKOW 01	Staff	140€ per day	275 €
Incoming to ST. PETERSBURG	Staff	180€ per day	275 €

The JU undertakes to administer all payments for all participants.

Staff are provided with the financial support in accordance with the principles set forth in the Grant Agreement.

Staff incoming to the JU will receive the financial support in full, including travel costs, after their arrival at the JU.

F. Additional requirements

1. Related to incoming and outgoing staff:

The sending institution should nominate candidates. The number of nominated candidates in every type of mobility should correspond to (not exceed) the number indicated in the Agreement. Subsequently, the receiving institution confirms the possibility of the candidate's arrival.

The sending institution should establish its own criteria of selection; however, the process of selection should be based on the assessment of the substantive value of a mobility programme.

The substantive value of the mobility programme should be assessed by evaluating:
overall objectives of the mobility,

- a) added value of the mobility,
- b) content of the teaching or training programme,
- c) expected outcomes and impact of the mobility.

Principles including transparency of selection and equal opportunities and promotion of participation of disadvantaged persons should be observed.

Selection criteria and ranking list of candidates should be sent to JU's Erasmus+ Incoming and Outgoing Staff Coordinator (izabela.zawiska@uj.edu.pl) along with the nominations of staff selected to visit the Jagiellonian University no later than the deadline specified in G1 (Calendar).

Nominations sent to JU should include the following scanned documents:

- application form signed by the candidate and the person responsible at sending institution (available at: <http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff>),
- Mobility Agreement–Staff Mobility for Teaching or Mobility Agreement–Staff Mobility for Training with proposed mobility programme,
- preliminary invitation from JU unit of faculty member

Nominations of selected candidate to visit St. Petersburg University should be sent to the receiving institution's coordinator via e-mail (n.brinev@spbu.ru) no later than the deadline specified in table G2 (Calendar).

Nominations sent to St. Petersburg University should include 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)

The receiving institution will send its decision within the deadline specified in G3 (Calendar).

A. Incoming Teaching Mobility

This activity offers the possibility for lecturers to visit partner university for teaching purposes. Academic teachers are allowed to deliver lectures at the Jagiellonian University and the St. Petersburg University in disciplines specified in the Table B. *Mobility numbers to be implemented in the mobility period*. Visits of staff and students in the area of Medicine have to be agreed separately, there is no guarantee that they will be hosted at the Jagiellonian University.

Candidates and their fields of study are selected by a sending university during the selection procedure.

All academic teachers are required to deliver at least 8 hours of lectures.

A receiving institute/faculty may require additional documents covering candidates' academic achievements

B. Incoming Training Mobility

The Erasmus+ programme promotes the mobility of teaching, administrative and other non-teaching staff at higher education institutions, enabling them to visit a partner higher education institution for the purpose of receiving training.

The purpose of the training is to allow participants to learn from a partner institution through a transfer of knowledge or exchange of experiences and good practices, and thereby to acquire practical skills relevant for their current job and their professional development.

Administrative staff mobility will be arranged in two ways, based on the receiving institution's choice:

- organised staff training week – an organised week for participants from multiple countries, if planned for the upcoming academic year,
- individual staff training week – individual visits to corresponding administrative offices.

The activities can be varied and include seminars, workshops, courses, periods of practical training and job shadowing.

2. Related to incoming staff (JU as a receiving institution):

No later than two weeks before the start date of the mobility period, a mobile participant is obliged to provide the JU's Erasmus+ Incoming and Outgoing Staff Coordinator with the following documents (via post):

- Mobility Agreement Staff Mobility for Teaching or Mobility Agreement Staff Mobility for Training signed by the participant and the sending institution, previously approved by the JU (in two copies),
- The Participant Grant Agreement signed by the incoming participant (in three copies).

Before the start date of the mobility period, the JU will sign the Mobility Agreement and the Grant Agreement and send the scanned Mobility Agreement to the sending institution.

The participant will receive the above-mentioned original documents during the mobility period. The participant should provide the sending institution with one copy of the Mobility Agreement after the mobility period.

3. Related to outgoing staff (the JU as a sending institution):

No later than two weeks before the start date of the mobility period, an outgoing participant is obliged to provide the receiving institution with the Staff Mobility for Teaching Mobility Agreement or Staff Mobility for Training Mobility Agreement signed by the participant and the JU, previously approved by the receiving institution.

The receiving institution should sign the Mobility Agreement and provide the JU's Erasmus+ Incoming and Outgoing Staff Coordinator with the scanned document without undue delay.

Before the start date of the mobility period the outgoing participant is obliged to conclude the Participant Grant Agreement with the JU (in two copies).

The Grant Agreement may be signed no sooner that the JU's Erasmus+ Incoming and Outgoing Staff Coordinator is provided with the scanned Mobility Agreement signed by the receiving institution.

4. Organisational support:

St. Petersburg University will receive the following funds for each implemented mobility:

- 50 EUR for a mobile participant incoming to the JU,
- 75 EUR for a mobile participant incoming to the SPBU

Details concerning the money transfer:

St. Petersburg University	
Bank account number:	40501978239000000005
Name of the account holder:	Saint -Petersburg State University
Name of the bank:	JSC VTB BANK

Branch:	OPERU BRANCH
Address of the bank:	B.Morskaya Str., 30 A 190000, St-Petersburg, Russia
BIC (SWIFT CODE):	VTBRRUM2NWR

The organizational support will be transferred into St. Petersburg University account after the planned mobilities have been implemented, i.e. at the end of the mobility period.

G. Calendar

1. Application/information on nominated staff must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Spring term [month]	Autumn term [month]
PL KRAKOW01	20 February (can be flexible)	20 October (can be flexible)
ST. PETERSBURG	For staff: No later than 2 months before mobility starts	For staff: No later than 2 months before mobility starts

2. The receiving institution will send its decision within 5 weeks from the application deadline.

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.

4. Termination of the Agreement:

Both Institutions acknowledge the fact that neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

The present Agreement can be terminated by the mutual consent of both Institutions. The mobility commenced before the termination of the Agreement should be continued until its completion.

5. Amendments to the Agreement:

Any amendment to the present Agreement requires an annex in a written form, under the pain of nullity, except from the following sections: A, G1-G3, H1-H5 which shall be subject to amendments with the mutual consent of both Institutions.

H. Information

1. Academic Calendars

- a) Academic Calendar of the Jagiellonian University
http://www.en.uj.edu.pl/en_GB/studying/academic-calendar
- b) Academic Calendar of the St. Petersburg University
<http://ifea.spbu.ru/en/sep>

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will issue a certificate concerning the candidate's acceptance in the mobility programme or a letter of acceptance, for visa purposes, without undue delay.

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
PL KRAKOW01	<p>Monika Rząca, Institutional Erasmus+ Coordinator monika.rzaca@uj.edu.pl</p> <p>Aleksandra Szklarzewicz, Incoming and Outgoing Students Coordinator e-mail: aleksandra.szklarzewicz@uj.edu.pl phone: +48 12 663 10 71 Address: ul. Gołębia 24, room: 21 31-007 Kraków, Poland</p> <p>Dorota Maciejowska, Incoming and Outgoing Staff Coordinator email: dorota.maciejowska@uj.edu.pl tel. +48 12 663 1110 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p>Izabela Zawiska Erasmus+ Agreements and Staff Mobilities Coordinator izabela.zawiska@uj.edu.pl tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p>	<p>Ministry of Foreign Affairs website: http://www.msz.gov.pl/en/travel_to_poland/entering_poland/ http://www.msz.gov.pl/en/travel_to_poland/visa</p>
ST. PETERSBURG	<p>For Staff Exchange: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888</p>	<p>http://ifea.spbu.ru/en/research-in-spsu</p>

3. Insurance

Mobile participants are required to hold comprehensive health and accident insurance valid in the country of the receiving institution throughout the mobility period or they stay thereof. Sending institution will ensure that its exchange participants have a comprehensive health and accident insurance that are valid throughout their stay at the Host University.

The JU do not provide incoming staff with any health and accident insurance coverage.

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Jagiellonian University will not be held responsible for any accidents, disease, damage, or other cost-related events which may occur in relation to the Agreement.

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
PL KRAKOW01	<p>Monika Rząca, Institutional Erasmus+ Coordinator monika.rzaca@uj.edu.pl</p> <p>Aleksandra Szklarzewicz, Incoming and Outgoing Students Coordinator e-mail: aleksandra.szklarzewicz@uj.edu.pl phone: +48 12 663 10 71 Address: ul. Gołębia 24, room: 21 31-007 Kraków, Poland</p> <p>Dorota Maciejowska, Incoming and Outgoing Staff Coordinator email: dorota.maciejowska@uj.edu.pl tel. +48 12 663 1110 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p>Izabela Zawiska Erasmus+ Agreements and Staff Mobilities Coordinator izabela.zawiska@uj.edu.pl tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p>	<p>https://erasmus.uj.edu.pl/en_GB/incoming/ka107 (Visa and Insurance)</p> <p>http://www.erasmus.dwm.uj.edu.pl/teaching-and-training-staff</p>
ST. PETERSBURG	Students/staff participating in the mobility programme are required to have their own insurance policy against	<p>http://ifea.spbu.ru/en/sep</p> <p>http://ifea.spbu.ru/en/research</p>

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
	health accidents and liability problems.	-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.


The Jagiellonian University will not be responsible for finding and booking accommodation, travel arrangements nor transportation from the airport for the incoming staff participants. The sending university will inform their staff about this disclaimer.

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
PL KRAKOW01	<p>Monika Rząca, Institutional Erasmus+ Coordinator monika.rzaca@uj.edu.pl</p> <p>Aleksandra Szklarzewicz, Incoming and Outgoing Students Coordinator e-mail: aleksandra.szklarzewicz@uj.edu.pl phone: +48 12 663 10 71 Address: ul. Gołębia 24, room: 21 31-007 Kraków, Poland</p> <p>Dorota Maciejowska, Incoming and Outgoing Staff Coordinator email: dorota.maciejowska@uj.edu.pl tel. +48 12 663 1110 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p> <p>Izabela Zawiska Erasmus+ Agreements and Staff Mobilities Coordinator izabela.zawiska@uj.edu.pl tel. +48 12 663 30 13 Address: ul. Czapskich 4, 31-315 Kraków, Poland</p>	https://erasmus.uj.edu.pl/en_GB/incoming/ka107
ST. PETERSBURG	<p>For Staff Exchange: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888</p>	http://ifea.spbu.ru/en/research-in-spsu

I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹
JAGIELLONIAN UNIVERSITY (PL KRAKOW01)	Mgr Michał Bereziński, Legal representative of the Jagiellonian University	09.12.2013	
ST. PETERSBURG UNIVERSITY (ST. PETERSBURG)	Sergey Andryushin Vice-Rector for International Affairs	29.01.2014	 

Zastępca Kwestora
(Głównego Księgowego)
Uniwersytetu Jagiellońskiego

mgr Marek Sokół

Jagiellonian University in Kraków
International Students Office
Institutional ERASMUS+ Coordinator

Monika Rząca

Dział Współpracy Międzynarodowej
Kierownik
Szekcji ds. Współpracy Międzynarodowej

Dr inż. Izabela Zawiska

¹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation