



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

Inter-institutional¹ agreement 2019-2022
between institutions from
Programme and Partner Countries²

Background

- A) The institutions named below are collaborative partners in a student exchange programme. The terms of the exchange programme are set out in a Memorandum of Agreement between the institutions on or around the date hereof.
- B) For the academic years 2019-2022 the University of Edinburgh has been awarded funding from the Erasmus+ programme which can be used for the student and staff exchange collaboration between the University of Edinburgh and Saint Petersburg State University (SPbU). One of the terms of the award of funding is that the institutions enter into this inter-institutional agreement.

Agreement

The institutions named below agree to cooperate for the exchange of students and 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+.

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 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.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city³	Contact details⁴ (email, phone)	Website (eg. of the course catalogue)
Saint Petersburg State University (SPbU) / Russia	Saint Petersburg	<p>Anna Porodina, Erasmus + Institutional Coordinator a.porodina@spbu.ru +7(812)324 08 88</p> <p>For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562</p> <p>Staff Exchange Coordinator: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812) 324 08 88</p>	<p>http://spbu.ru</p> <p>http://lifea.spbu.ru/en/sep</p> <p>Course Catalogue: http://lifea.spbu.ru/en/academic-offer</p> <p>http://lifea.spbu.ru/en/research-in-spsu</p>
University of Edinburgh / UK	Edinburgh	<p>Ms Eilidh MacDonald Eilidh.MacDonald@ed.ac.uk + 44 (0)131 651 5085</p>	<p>http://www.ed.ac.uk/study-abroad/course/degrees</p>

³ 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.

⁴ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁵ 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.

Academic year: 2021/22

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Number of student mobility periods	
		Student Mobility for Studies <i>[total number of months of the study periods or average duration*]</i>	
Edinburgh	Saint Petersburg	1 x 10 months (or equivalent semester spaces)	
Saint Petersburg	Edinburgh	2 x 10 months (or equivalent semester spaces)	

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Number of staff mobility periods	
		Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
Edinburgh	Saint Petersburg	1 x 7 days (5 teaching days + 2 travel days)	1 x 7 days (5 training days + 2 travel days)
Saint Petersburg	Edinburgh	1 x 7 days (5 teaching days + 2 travel days)	1 x 7 days (5 training 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:

⁵ 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>)

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
Edinburgh		English		- IELTS (Academic module) overall 6.5 with 5.5 in each component - TOEFL iBT 92 or above with 20 in each section <i>For students wishing to take third year level (honours) courses in humanities, arts or social sciences:</i> - IELTS (Academic module) overall 6.5 with 6.5 in each component - TOEFL iBT 92 or above with 23 in each section	
Saint Petersburg		Russian/English	English	Russian B2 – for Russian taught programmes English B2 – for English taught programmes	Russian B2 OR English 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: 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.

⁶ 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>

- 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

Both sending and receiving institutions will make such reasonable adjustments as may be required in their provisions, criteria or practices, the physical features of their premises and auxiliary aids available to avoid any disabled student participating in the Programme being put at a substantial disadvantage in comparison to other students participating on the Programme who are not disabled.

SPbU

For the implementation of STA/STT-mobilities, a letter of invitation – issued by an SPbU contact person – is required.

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>
- 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)

Information regarding facilities available for students and staff with disabilities can be found here <https://spbu.ru/sveden/ovz>

Each case has to be discussed individually in advance with the International Office.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [September - December]	Spring term* [January - May]
Edinburgh	Nominations: 1 May Applications: 31 May	Nominations: 1 October Applications: 31 October
Saint Petersburg	For students: No later than May 1 st For staff: No later than 2 months before mobility starts	For students: No later than October 10 th For staff: No later than 2 months before mobility starts

2. The receiving institution will send its decision within 6 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.
4. Termination of the agreement

This agreement is valid for the academic years 2019/20, 2020/21 and 2021/22

This agreement may be terminated:

- on either party giving the other party 6 months' prior written notice; or
- on written notice by one of the Parties if the other Party has committed a breach of this agreement and if the breach is capable of remedy, that breach is not remedied within 30 days of receipt of notice from the non-defaulting Party notifying the breach and requiring its remedy; or
- on written notice by one of the Parties if the other Party has committed a material breach of this agreement and such breach is not capable of remedy

If this agreement is terminated or expires then each Party undertakes to put in place arrangements to ensure that each student at that time participating in the Programme is able to complete and be assessed for participating in the Programme and the provisions of this agreement will continue in force to the extent necessary to give effect to that undertaking.

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

University of Edinburgh Credit Requirements:

http://www.ed.ac.uk/files/atoms/files/international_exchange_credit_loads.pdf

Saint Petersburg State University (SPbU) Credit Requirements:

ECTS grade	Percentage, %	Score	Mark Russian-in words	Mark English-in words
A	90-100	5.0	ОТЛИЧНО	EXCELLENT Outstanding performance
B	80-89	4.5	ХОРОШО	VERY GOOD Above the average standard, but with some errors
C	70-79	4.0	ХОРОШО	GOOD In accordance with the average standard, but with some errors
D	61-69	3.5	УДОВЛЕТВОРИТЕЛЬНО	SATISFACTORY Fair, but with significant shortcomings
E	50-60	3.0	УДОВЛЕТВОРИТЕЛЬНО	SUFFICIENT Satisfactory, but improvement is necessary
F	0-49	2.0	НЕУДОВЛЕТВОРИТЕЛЬНО	FAILED Substantial improvement is 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 (email, phone)	Website for information
Edinburgh	isas@ed.ac.uk +44 (0) 131 651 5294	www.ed.ac.uk/global/student-advisory-service

Saint Petersburg	<p>For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562</p> <p>Staff Exchange Coordinator: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812) 324 08 88</p>	<p>http://spbu.ru http://ifea.spbu.ru/en/sep</p> <p>http://ifea.spbu.ru/en/research-in-spsu</p>
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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
Edinburgh	<p>isas@ed.ac.uk +44 (0) 131 651 5294</p>	<p>www.ed.ac.uk/global/student-advisory-service</p>
Saint Petersburg	<p>Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.</p>	<p>Students: http://lifea.spbu.ru/en/sep</p> <p>Staff: http://ifea.spbu.ru/en/research-in-spsu</p>

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
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Edinburgh	accom.allocations@ed.ac.uk +44 (0)131 651 2042	http://www.ed.ac.uk/study-abroad/help-for-you/accommodation
Saint Petersburg	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812) 324 08 88	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 ⁷
Edinburgh	Professor James Smith, Vice-Principal International	16-Apr-2021	DocuSigned by: Prof. James Smith 16:05 BST ID: 252A1CF464...
Saint Petersburg	Sergey Andryushin Vice-Rector for International Affairs	1.03.21	



⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation