

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

Inter-institutional agreement 2017-2018
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 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)
UNIVERSIDAD DE DEUSTO	EBILBAO02	Elena Linares	elena.linares@deusto.es	www.international.deusto.es
Saint Petersburg State University	Saint Petersburg	Ms. Natalia Taranova Head of International Research & Technology Department Ms. Yuliya Medvedeva Staff Exchange Coordinator	n.taranova@spbu.ru +7 (812) 324 08 88 j.medvedeva@spbu.ru +7 (812) 324 08 88	http://ifea.spbu.ru/en/research-in-spsu

B. Mobility numbers 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 the end of January at the latest in the preceding academic year.]

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 2016]
EBILBAO02	Saint Petersburg					

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	EBILBAO02	031	International Relations	NA	(5 + 2)*2

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]
E BILBAO02	SPANISH	BASQUE	ENGLISH	B2	B2
Saint Petersburg		Russian	English		B2

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**² 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

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.

¹ See Common European Framework of Reference for Languages

² Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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. Any additional requirements

UNIVERSITY OF DEUSTO:

STUDENTS

- To prepare the students' arrival these are sent a Welcome E-mail with information and instructions on how to start preparing their stay with us (on-line form, how to apply for accommodation, information about Spanish courses and course catalogue, visa application, etc.). The following documents will be required:
 - Copy of legal ID card or passport
 - Copy of European Health Insurance Card (only for EU citizens) and/or private insurance
 - Sending Institution's statement of participation by the student in a mobility to UD specifying programme
 - Statement/Certificate/Proof of Enrollment in the Home University for the period of the mobility indicating: the field, the level and the year of studies
 - Scanned passport-sized photograph with white background saved as jpg file named with name and surname
 - Provisional Learning Agreement signed by Home University coordinators
- Before the semester begins an Orientation Week is offered. Meetings in Spanish and English are held. In these meetings information is provided about steps to follow to register, learn how to use the ICTs the university offers, academic coordinators, Spanish courses, Sports, Culture possibilities, groups, etc.
- Students are offered a Spanish intensive course before the semester begins. Also a Regular course is offered throughout the semester. Students take a placement upon arrival and they are placed in groups according to their level of the language.
- The Accommodation Area offers the Buddy Programme which enables local and international students to meet people from different countries, cultures and allows the students to get immerse in a new atmosphere, to enhance the university experience but above all, the personal experience. Those international students applying for the program, will be assigned a Buddy, according to common hobbies or studies. The Buddy will advise and guide international students during their stay at UD.

STAFF

A Guided Campus and Library tour is arranged for our incoming staff in order to know the history and the facilities of the University.

Service for social action and inclusion

This service assists students who have social, personal or family issues that may affect their studies. The main goal of the service is to improve students' quality of life at this university through special attention to those who have specific problems or are in situations of disadvantage.

The aim is to ensure that all students are integrated in university life through joint work with other services.

- Support for disabled students
- Career guidance for disabled students
- Focus on social needs
- University Volunteer group

F. Calendar

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

Receiving institution	Autumn term*	Spring term*	Observation
[Erasmus code or city]	[month]	[month]	
E BILBAO02	JUNE 15 th	DECEMBER 15 th	
Saint 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 4 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

The partner institutions may modify this Agreement. The modifications will be made in a written form, in a document that will be signed by both partner institutions.

The partner institutions may decide to terminate this Agreement in which case the termination shall enter into force 3 months, at the earliest, after the termination agreement has been signed by both parties.

In the event of unilateral termination, a notice of at least one academic year should be given.

In both cases, the termination of the Agreement should be made in a written form. Also, the termination will not have effect on the activities which were contracted before the termination agreement signing has taken place.

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

Spanish university grading system

In the Spanish university system, students receive a mark for each subject on a scale of 0 to 10 with one decimal place. Each numerical grade corresponds to a descriptor as follows:

Suspense: 0-4.9; Aprobado: 5-6.9; Notable: 7-8.9; Sobresaliente: 9-10; Matrícula de Honor is a grade of Sobresaliente plus a special mention.

The minimum pass mark for a subject is 5. (RD 1125 / 2003, BOE (Official Spanish Gazette) of 9/18/2003).

Note: "No presentado" means Not taken or Not Shown. The subject is therefore not passed.

Grade point average shown on the academic record

Depending on the year the degree programme is completed, the grade point average shown on the academic record and on the European Diploma Supplement is calculated according to one of the two systems:

On a scale of 0 to 10 (RD 1125/2003, BOE (Official Spanish Gazette) of 9/18/2003). A minimum grade of 5 is required to pass. Suspense: 0-4.9. Aprobado: 5-6.9; Notable: 7- 8.9; Sobresaliente: 9-10; Matrícula de Honor: Sobresaliente plus special mention.

On a scale of 1 to 4 (RD 1267/1994, BOE (Official Spanish Gazette) of 6/11/1994). A minimum grade of 1 point is required to pass. Aprobado: 1 point, Notable: 2 points, Sobresaliente: 3 points, Matrícula de Honor: 4 points.

In both cases, the grade point average is the weighted average of the marks based on credits and is calculated as follows: The credits assigned to each subject are multiplied by the mark obtained. These amounts are added up and the sum is divided by the total number of credits.

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
E BILBAO02	relint@deusto.es +34 94 4139288	http://www.deusto.es/cs/Satellite/estudiantes/en/international-4/incoming-students-0/exchange/before-your-arrival-at-deusto-/before-your-arrival-at-deusto-/generico?idPest=4
Saint Petersburg	For staff exchange: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812)3240888	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.

It is the responsibility of the sending institution of the student to ensure that the participant is aware of health insurance issues.

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
E BILBAO02	seguros@deusto.es +34 944139147	http://www.deusto.es/cs/Satellite/estudiantes/en/international-4/incoming-students-0/exchange/before-your-arrival-at-deusto-/before-your-arrival-at-deusto-/generico?idPest=1
Saint Petersburg	For staff exchange: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812)3240888	http://ifea.spbu.ru/en/research-in-spsu

Participants to Deusto will have to arrange the **EXPAT & CO International Mobility Insurance**

insurance which contains the following coverages :

Medical treatment costs

Assistance

Accidents

Extra contractual liability private life

This insurance costs 0,85€ a day and is very comprehensive.

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
E BILBAO02	Campus Bilbao: acogida@deusto.es +34 94 4139337	https://estudiantes.deusto.es/cs/Satellite/estudiantes/en/students-1/student-services/accommodation-and-orientation/bilbao-campus-6/find-a-place-to-live-1/donde-alojarte/generico?cambiodioma=si&idPest=1

Saint Petersburg	For staff exchange: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812)3240888	http://ifea.spbu.ru/en/research-in-spsu
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5. Division of the EU the organisational support grant

The organizational support grant which is awarded to the coordinating university for each participant will be divided as follows:


For Incoming mobilities to Deusto:

- 20% for the partner university
- 80% for the University of Deusto

For Incoming mobilities to the partner university

- 40% for the partner university
- 60% for the University of Deusto

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
E BILBAO02	<i>Dr. Álvaro de la Rica Aspiunza. Vice-Rector for International Relations</i>	13.5.2018	
Saint Petersburg	Sergey Andryushin Vice-Rector for International Affairs	18.04.2018	