

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

**Inter-institutional agreement 2018-2021**  
**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 <sup>1</sup>	Contact details <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Radboud University, Nijmegen, The Netherlands	NL NIJMEGE01  999992110	<b>Central level:</b> Ms. E.A. Renders BA, coordinator Erasmus+ outside-EU, International Office, P.O. Box 9102, 6500 HC Nijmegen, Netherlands. T: +31-24-3613096, erasmus@io.ru.nl	<a href="http://www.ru.nl/io/english">www.ru.nl/io/english</a>
Saint-Petersburg State University Russia	RU STPETE01 999870569	<b>Institutional Coordinator:</b> Anna Porodina, Head of International Academic Cooperation Department  T: +7 (812) 328 75 62, <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a>  <b>Student mobility coordinator:</b> Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a>	<a href="http://www.spbu.ru/">http://www.spbu.ru/</a>

<sup>1</sup> 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.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement.





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		+7(812)3287562	
		<b>Staff Exchange Coordinator:</b> Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88	

## B. Mobility numbers per academic year

The partners commit to amend the table in the annex in case of changes in the mobility data by no later than the end of January 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]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
NL NIJMEGE01	RU STPETE01				See Annex	See Annex
RU STPETE01	NL NIJMEGE01				See Annex	See Annex

[\*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	Staff Mobility for Training *
NL NIJMEGE01	RU STPETE01			See Annex	See Annex
RU STPETE01	NL NIJMEGE01			See Annex	See Annex

## 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

<sup>3</sup> 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>





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NL NIJMEGE01		English	Dutch	B2/C1	C1
RU STPETE01		English	Russian	N/A	B2

For more details on the language of instruction recommendations, see [www.ru.nl/exchangestudents/proofofenglish](http://www.ru.nl/exchangestudents/proofofenglish).

#### 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](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 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**

Institutions acknowledge PhD candidates as both staff as student. They will therefore be entitled to participate in either student mobility or staff mobility.

Both institutions have the infrastructure to welcome students and staff with disabilities.

### **F. Calendar**

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

<b>Receiving institution</b> [Erasmus code or city]	<b>Autumn term</b> [month]	<b>Spring term</b> [month]
NL NIJMEGE01	Nominations 1 May Applications 31 May	Nominations 1 November Applications 30 November
RU STPETE01	For students: 01 May  For staff: No later than 2 months before mobility starts	For students: 15 October  For staff: No later than 2 months before mobility starts

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





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#### 4. Termination of the agreement

This agreement shall be effective for the academic years 2018-19, 2019-20 and 2020-21 (until 31 July 2021). The agreement may be terminated at any time by either contracting party giving at least twelve (12) months' written notice. However, any exchange in progress will continue until completed. 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

NL NIJMEGE01: <http://www.ru.nl/io/grading-table>

RU STPETE01:

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

#### 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
NL NIJMEGE01	visa@io.ru.nl +31-24-3612065	<a href="http://www.ru.nl/exchangestudents/vi-sa-residence/">www.ru.nl/exchangestudents/vi-sa-residence/</a>
RU STPETE01	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562	<a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>



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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
NL NIJMEGE01	<a href="mailto:exchangeadmissions@ru.nl">exchangeadmissions@ru.nl</a>	<a href="http://www.ru.nl/exchangestudents/medical-services/health-liability/">www.ru.nl/exchangestudents/medical-services/health-liability/</a>
RU STPETE01	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562  Staff Exchange Coordinator: Ms. Yuliya Medvedeva <a href="mailto:j.medvedeva@spbu.ru">j.medvedeva@spbu.ru</a> +7 (812) 324 08 88	<a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>  <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>

### 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
NL NIJMEGE01	<a href="mailto:housing@io.ru.nl">housing@io.ru.nl</a> +31-24-3612061	<a href="http://www.ru.nl/exchangestudents/housing">www.ru.nl/exchangestudents/housing</a>
RU STPETE01	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562  Staff Exchange Coordinator:	<a href="http://spbu.ru">http://spbu.ru</a> <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>



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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>4</sup>
NL NIJMEGE01	W.B. Meijer, MA Head of the International Office	08/11/2018	 
RU STPETE01	Sergey Andryushin, Vice-Rector for International Affairs	02.11.18	 

<sup>4</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation



## ANNEX 2018-2020

(01/06/2018 – 31/07/2020)

Radboud University



Saint Petersburg  
State University

FROM	TO	Study cycle [BA/MA/ PhD]	Number of student mobility periods	
			Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
NL NIJMEGE01	RU STPETE01		Up to 1 for a total of 1 semester(s) = 105 days	N/A
RU STPETE01	NL NIJMEGE01		Up to 1 for a total of 1 semester(s)	N/A

Change of study cycle can be requested

FROM	TO	Number of staff mobility periods	
		Staff Mobility for Teaching [total number of days of teaching periods or average duration]	Staff Mobility for Training
NL NIJMEGE01	RU STPETE01	Up to 1 PhD/staff for a total of 1 week(s) Priority is given to Physics	N/A
RU STPETE01	NL NIJMEGE01	Up to 1 PhD/staff for a total of 1 week(s) Priority is given to Physics	Up to 7 PhD/staff for a total of 12 week(s). 5 of these weeks for Radboud Summer School in August 2019

\*For an up-to-date overview of available mobilities and budget, please contact de Erasmus+ KA107 coordinator at Radboud University via [erasmus@io.ru.nl](mailto:erasmus@io.ru.nl).