

Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-22²
between institutions from
programme and partner countries

[Minimum requirements]³

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 the higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE DA BEIRA INTERIOR / PORTUGAL	P COLVILHA01	Institutional Coordinator: Prof. João Manuel Messias Canavilhas Convento de Santo Antonio 6201001	Office Internationalization, Internships and Careers Dra. Crsitina Mota ✉ gisp@ubi.pt ☎ +351 275 242 061	Of http://www.ubi.pt

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 Higher education institutions have to agree on the period of validity of this agreement.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

SAINT-PETERSBURG STATE UNIVERSITY / RUSSIA	-	<p>Institutional Coordinator: Anna Porodina, Deputy Vice-Rector for International Affairs a.porodina@spbu.ru + 7(812)326 49 43</p> <p>Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562</p> <p>Staff mobility coordinator: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812)3240888</p>	http://spbu.ru For students : http://ifea.spbu.ru/en/se http://ifea.spbu.ru/en/non-degree/academic-offer For staff: http://ifea.spbu.ru/en/research-in-spsu

B. Mobility numbers⁵ 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 ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name * [Arts and Humanities; Social Sciences, Journalism and information	Study cycle [short cycle, 1 st , 2 nd or 3 rd] * [1 st and 2 nd cycle	Number of student mobility periods	
					Student Mobility for Studies [2019/2022]	Student Mobility for Traineeships* [Not relevant for 2015]
P COVILHÃO 1	SAINT- PETERSBURG STATE UNIVERSITY	31	Arts and Humanities; Social Sciences, Journalism and information	1 st and 2 nd cycle	//	

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>)

SAINT-PETERSBURG STATE UNIVERSITY	P COVILHA01	31	Arts and Humanities; Social Sciences, Journalism and information	1 st and 2 nd cycle	//	
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[*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name * [total number of days of the teaching periods or average duration*]	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
P COVILHA01	SAINT-PETERSBURG STATE UNIVERSITY	031	Arts and Humanities; Social Sciences, Journalism and information	4 (7 days)	//
SAINT-PETERSBURG STATE UNIVERSITY	P COVILHA01	031	Arts and Humanities; Social Sciences, Journalism and information	4 (7 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 [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P COVILHA01		English		B1	B2
SAINT-PETERSBURG STATE UNIVERSITY		Russian	English	B2	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**⁷ 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.

⁶ See Common European Framework of Reference for Languages

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- 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. Any additional requirements

All the grants will be managed by the Applicant organization. Beneficiaries will receive their grants once in Covilhã, at the University of Beira Interior, and after presenting the required documents.

Partner institutions agree to provide appropriate assistance, which assumes no financial obligations of corresponding institution, in repaying accommodation debt in case such arise during mobility period of student at host university.

University of Beira Interior

Nomination and application to UBI

Before nomination

In order to prepare nomination, students and staff members should check the academic offer (<http://www.ubi.pt/en/courses>) at the University of Beira Interior and establish communication with our Erasmus+ coordinator or faculty coordinators for more academic information and for better preparing of their documents such as Learning Agreement/Mobility Agreement.

Nomination

Until the given deadline, Erasmus+ coordinators from the universities in the Programme countries have to nominate their students and staff members. Nomination is sent through email communication and with each nominated candidate contact details. Official email nomination by IRO will be accepted as official nomination on behalf of your respective university.

Application

After nomination, candidates should apply online to our online application form (link: http://www.ubi.pt/en/page/gisp_en) and send required documents.

NOTE: only completed nominations will be accepted and elaborated. Application documents should be in English or Portuguese. Application documents received after application deadlines will not be accepted. **It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.**

Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/facilities available.

Nomination and application from UBI

UBI will follow instructions provided from the Programme country's university and as agreed in this IIA. If the number of applicants surpasses the number of allowed mobilities, UBI will adopt a ranking based on three criteria: average of completed curricular units; letter of motivation, year of enrollment, giving priority to finalist students.

SAINT-PETERSBURG STATE UNIVERSITY

Nomination and application to SPSU

Before nomination

In order to prepare nomination, students should check the academic offer (<http://ifea.spbu.ru/en/non-degree/academic-offer>) at Saint-Petersburg State University and establish communication with our Erasmus+ coordinator or faculty coordinators for more academic information and for better preparing of their documents such as Learning Agreement.

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.

Nomination

Until the given deadline, Erasmus+ coordinators from the universities in the Programme countries have to nominate their students. Nomination is sent through email communication and with each nominated candidate contact details. Official email nomination by UBI Student Mobility Coordinator will be accepted as official nomination.

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.

Application

The selected candidates should submit student application to the receiving institution's coordinator within the deadlines indicated in Paragraph F.

Applications for student mobility must be submitted through online application form - https://regforms.spbu.ru/ru/?option=com_rsform&view=rsform&formId=488

The student application should consist of the following scanned documents:

- nomination letter by applicant's home university exchange coordinator,
- online Application Form ,
- Learning Agreement for Studies (completed and signed), - Motivation Letter in Russian or English,
- Confirmation of language proficiency,
- Photo for documents,
- General health certificate in Russian language,
- Transcript of Records,
- Copies of previous visas to the Russian Federation
- Scan copy of passport,
- Additional documents as required by the online application form.

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 by UBI.

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);

NOTE: only completed nominations will be accepted and elaborated. Application documents should be in English. Application documents received after application deadlines will not be accepted. **It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.**

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
P COVILHA01	May	November
SAINT-PETERSBURG STATE UNIVERSITY	For students: 1 st May For staff: No later than 2 months before mobility starts	For students: 10 th October For staff: No later than 2 months before mobility starts

2. The receiving institution will send its decision within 5 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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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. The termination clauses must include the following disclaimer: "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

P COVILHA 01:

Student performances are graded individually and not on a statistical basis. In general, the University of Beira Interior uses the grading system charted below.

ECTS Grade	National Grade	Definition
A	18-20	EXCELLENT outstanding performance with only minor errors
B	16-17	VERY GOOD above the average standard but with some errors
C	14-15	GOOD generally sound work with a number of notable errors
D	12-13	SATISFACTORY fair but with significant shortcomings
E	10-11	SUFFICIENT performance meets the minimum criteria
F	1 - 9	FAIL considerable further work is required

ECTS credits:

one semester 30 ECTS credits	one full academic year 60 ECTS credits
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SAINT-PETERSBURG STATE UNIVERSITY

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

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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.

All students involved in mobility with Partner countries are required to obtain valid visa for the mobility period, prior to their departure from the home country. Copy of the document must be provided to the receiving institution, upon arrival.

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

All students involved in mobility with Partner countries are required to contract an insurance covering the mobility period. Copy of the document must be provided to the receiving institution, upon arrival.

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
P COVILHA01	n/a	Insurance is not provided by the University of Beira Interior, therefore students/staff should apply for it privately.
SAINT-PETERSBURG STATE UNIVERSITY	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.

4. Housing

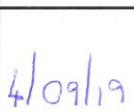
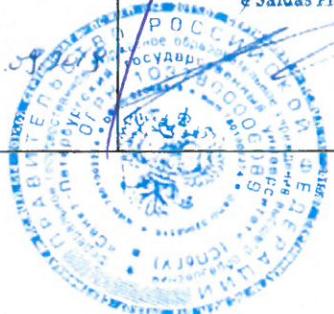
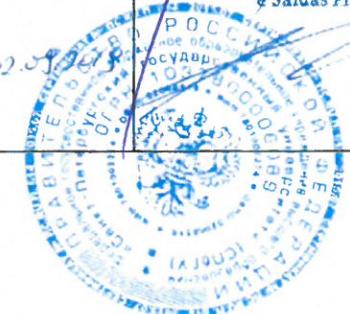
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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
P COVILHA01	Central Office (Rector) GISP  gisp@ubi.pt  +351 275 242 056	www.ubi.pt
SAINT-PETERSBURG STATE UNIVERSITY	For incoming students: Ms. Ekaterina Petryanina e.petryanina@sobu.ru +7(812)3287562 Staff Exchange Coordinator: Mr. Nikita Brinev n.brinev@spbu.ru +7 (812) 324 08 88	http://spbu.ru http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
P COVILHA01	Prof. Doutor João Canavilhas Vice Rector and Erasmus+ Institutional Coordinator	4/09/19	  UNIVERSIDADE BEIRA INTERIOR
SAINT- PETERSBURG STATE UNIVERSITY	Sergey Andryushin Vice-Rector for International Affairs	02.09.2019	  Gabinete Internacionalização & Saídas Profissionais

