



Erasmus+

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

Inter-institutional agreement 2019-2020/1
between institutions from
Programme and Partner Countries²

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/ partner institution	Erasmus+ code or name	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
University of Malta	MTMALTA01	Ms Stefania Agius Fabri, Director, International Office University of Malta, Msida, MSD 2080, Malta Tel: +356 2340 3182 Email: Stefania.agius- fabri@um.edu.mt	www.um.edu.mt
St. Petersburg State University	St. Petersburg	Institutional Coordinator: Anna Porodina, Deputy Vice-Rector for International Affairs a.porodina@spbu.ru	http://spbu.ru For students: http://ifea.spbu.ru/en/se

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.

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.

		<p>+ 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>	<p>p</p> <p>For staff: http://ifea.spbu.ru/en/research-in-spsu</p>
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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 no later than the end of January in the preceding academic year.]

FROM [Erasmus code 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 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies	Student Mobility for Traineeships
MTMALTA01		NA			n/a	n/a
St. Petersburg	MTMALTA01	NA			n/a	n/a

[*Certain restrictions apply.]

FROM [Erasmus	TO [Erasmus	Subject area	Subject area name	Number of staff mobility periods
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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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	Staff Mobility for Teaching	Staff Mobility for Training *
				<i>[total number of days of teaching periods or average duration *]</i>	
MTMALTA01	St. Petersburg		<u>Linguistics and Language Technology</u>	<u>1*7 days</u>	

St. Petersburg	MTMALTA01		<u>Linguistics and Language Technology</u>	<u>1*7 days</u>	

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]	Optional: Subject area	Language of instruction n 1	Language of instruction n 2	Recommended language of instruction level6	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
MTMALTA01		English		B2	C2
St. Petersburg		<u>Russian</u>	<u>English</u>	<u>B2</u>	<u>B2</u>

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

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>

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

The University of Malta requires:

1. Exchange coordinators are requested to submit the students' nomination by the stipulated dates. For further information regarding deadlines, kindly visit the following link: <http://www.um.edu.mt/int-eu/erasmus/incoming/deadlines/>
2. Students are to submit all the required documents by the stipulated date. The learning agreement should be approved prior to the student arrival at the University of Malta. For further information kindly visit the following link: <http://www.um.edu.mt/int-eu/erasmus/incoming/enrolment>
3. At the beginning of every academic semester the International & EU Office organises an Orientation Session for the Erasmus students starting their studies at the University of Malta. New Erasmus students are expected to be in Malta by the stipulated date in order to follow this orientation session.
4. Visiting students are to remain in Malta until the end of their semester examinations and should hand in all their assignments and sit for their exams prior to their departure.
5. It is the student's responsibility to obtain a visa allowing entry into Malta and to follow instructions provided by the International and EU Office concerning the application for an e-residence document. <http://www.um.edu.mt/int-eu/international/visa>
6. Students will be required to complete the necessary health information forms, tests or vaccinations as may be required by law or procedure.
Students and Staff should highlight any disabilities at application stage so that their needs and requirements can be addressed and the right support assured prior to their acceptance. The ACCESS-disability Support Unit has been set up at the University of Malta in order to ensure support to both local and visiting students and staff with disability.

Additional or special requirements of mobile participants will be discussed on a case-by-case basis.

St. Petersburg State University:

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>

List of English-taught course can be found here <http://ifea.spbu.ru/en/academic-offer>

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)

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term	Spring Term
MTMALTA01	1 st June	1 st November
St. Petersburg	For students: 01 May For staff: No later than 2 months before mobility starts	For students: 10 October For staff: No later than 2 months before mobility starts

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 3-4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 12 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This Agreement may be terminated on the following grounds:

- End of stipulated period of validity
- Mutual agreement between parties

- Written notice of termination by one of the parties 12 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification

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

Information about the University of Malta's grading system:

<http://www.um.edu.mt/registrar/regulations/general/harmonisedreqs-09>

1. St. Petersburg State University:

<u>ECTS grade</u>	<u>points</u>	<u>mark</u>	<u>Russian-in words</u>	<u>English-in words</u>
<u>A</u>	<u>100-90</u>	<u>5.0</u>	<u>ОТЛИЧНО</u>	<u>EXCELLENT</u> Outstanding performance
<u>B</u>	<u>89-70</u>	<u>4.0</u>	<u>ХОРОШО</u>	<u>VERY GOOD</u> Above the average standard but with some errors
<u>C</u>	<u>69-50</u>	<u>3.0</u>	<u>УДОВЛЕТВОРИТЕЛЬНО</u>	<u>SATISFACTORY</u> Fair but with significant shortcomings
<u>F</u>	<u>49-0</u>	<u>2</u>	<u>НЕУДОВЛЕТВОРИТЕЛЬНО</u>	<u>FAILED</u> 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
MTMALTA01	Mohammed.hazzouri@um.edu.mt	http://www.um.edu.mt/international/international/eresidence
St. Petersburg State	For incoming students: Ms. Ekaterina Petryanina e.petryanina@spbu.ru	http://ifea.spbu.ru/en/sep -

University	<p><u>+7(812)3287562</u></p> <p><u>For Staff Exchange:</u> <u>Mr. Nikita Brinev</u> <u>n.brinev @spbu.ru</u> <u>+7 (812)3240888</u></p>	<p><u>http://ifea.spbu.ru/en/research-in-spsu</u></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
MTMALTA01	<u>erasmus@um.edu.mt</u>	<u>https://www.um.edu.mt/studentlife/internationalopportunities/erasmus/incoming</u>
St. Petersburg State University	<u>Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.</u>	<u>http://ifea.spbu.ru/en/sep</u> <u>http://ifea.spbu.ru/en/research-in-spsu</u>

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
MTMALTA01	<u>info@universityresidence.com</u>	<u>https://www.um.edu.mt/studentlife/internationalopportunities/erasmus/incoming</u>

<u>St.</u> <u>Petersburg</u> <u>State</u> <u>University</u>	<u>For incoming students:</u> <u>Ms. Ekaterina Petryanova</u> <u>e.petryanova@spbu.ru</u> <u>+7(812)3287562</u> <u>For Staff Exchange:</u> <u>Mr. Nikita Brinev</u> <u>n.brinev @spbu.ru</u> <u>+7 (812)3240888</u>	http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu
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H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁷
MTMALTA01	Ms Stefania Agius Fabri Director, International Office and Erasmus Institutional Coordinator	08.10.19	 
	Sergey Andryushin Vice-Rector for International Affairs	08.10.2019	 

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