



Erasmus+

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

**Inter-institutional<sup>1</sup> agreement 2019-2021<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</sup>**

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>4</sup>	Contact details <sup>5</sup> (email, phone)	Website (eg. of the course catalogue)
TECHNISCHE UNIVERSITAET ILMENAU (TU Ilmenau)  TU Ilmenau International Office Max-Planck-Ring 14 98693 Ilmenau GERMANY	D ILMENAU01	Univ.-Prof. Dr. rer. nat. habil. Dr. h. c. mult. Prof. h. c. mult. Peter SCHARFF, Rector  +49 3677 69-5000 <a href="mailto:rektor@tu-ilmenau.de">rektor@tu-ilmenau.de</a>  Institutional coordinator: Ms. Sophia SIEGFRIED +49 3677 69-2510 <a href="mailto:sophia.siegfried@tu-ilmenau.de">sophia.siegfried@tu-ilmenau.de</a>	<a href="http://www.tu-ilmenau.de">www.tu-ilmenau.de</a>

<sup>1</sup> 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+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> 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.

<sup>4</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>5</sup> Contact details to reach the senior officer in charge of this agreement.

SAINT PETERSBURG STATE UNIVERSITY (SPBU)	Saint Petersburg  PIC: 999870569	Anna Porodina, Erasmus + Institutional Coordinator:  <a href="mailto:a.porodina@spbu.ru">a.porodina@spbu.ru</a> +7(812)3287562  for incoming students: Ms Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> + 7 (812)3287562  for Staff Exchange: Ms. Victoria Gomonovava <a href="mailto:v.gomonova@spbu.ru">v.gomonova@spbu.ru</a> +7 (812)3240888	<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/academic-offer">http://ifea.spbu.ru/en/academic-offer</a>  <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>
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## B. Mobility numbers<sup>6</sup> 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.

Below is number of student mobility for 2019 to 2021.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the sending institution]	ISCED Code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for studies	Student Mobility for Trainee- ships
D ILMENAU01	Saint Petersburg State University		Economica firmui or Business informatics	Master 3 <sup>rd</sup>	1 per 11 months	
Saint Petersburg State University	D ILMENAU01		Business informatics	Master 3 <sup>rd</sup>	2 per 3 months	
			Media Business	Master 3 <sup>rd</sup>		

[\*Optional: subject area code & name and study cycle are optional.]

<sup>6</sup> 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>)

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]			Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
D ILMENAU01	Saint Petersburg State University		Business Informatics	1 per 7 days	1 per 7 days
			International Office		1 per 7 days
Saint Petersburg State University	D ILMENAU01		Business Informatics		
			Economics		1 per 7 days
			International Office		

### 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 instruc- tion 1	Language of instruction 2	Recommended language of instruction level <sup>7</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
D ILMENAU01		German for students	English for staff	B2	C1
Saint Petersburg State University		Russian for students	English for staff	B2	C1

<sup>7</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>



#### **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)

(Appendix 2).

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 organizational 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 4degree, 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 is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

### **E. Additional requirements**

*[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

#### **St. Petersburg:**

- Applications for student mobility must be submitted through online application form - [https://regforms.spbu.ru/ru/?option=com\\_rsform&view=rsform&formId=488](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)

## F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
D ILMENAU01	1 <sup>st</sup> June	1 <sup>st</sup> December
Saint Petersburg State University	For students: 1 <sup>st</sup> May For staff: no later than 2 months before mobility starts	For students: 10 <sup>th</sup> 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 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

*[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

*The grading system of the receiving institutions are as follows. Further information can be provided by the following information sources*

**D ILMENAU01:** [http://www.tu-ilmenau.de/erasmus\\_incoming](http://www.tu-ilmenau.de/erasmus_incoming)

1 LP (Credit point TU Ilmenau) = 1 ECTS. 1 LP corresponds to about 30 hours.

1 full academic year = 60 LP; 1 semester = 30 LP

#### **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)



## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D ILMENAU01	<a href="mailto:incoming@tu-ilmenau.de">incoming@tu-ilmenau.de</a>	<a href="http://www.tu-ilmenau.de/erasmus_incoming">www.tu-ilmenau.de/erasmus_incoming</a>
Saint Petersburg State University	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7 (812) 328 75 62  Staff Exchange Coordinator: Ms. Victoria Gomonova <a href="mailto:v.gomonova@spbu.ru">v.gomonova@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>

## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D ILMENAU01	<a href="mailto:incoming@tu-ilmenau.de">incoming@tu-ilmenau.de</a>	<a href="http://www.tu-ilmenau.de/erasmus_incoming">www.tu-ilmenau.de/erasmus_incoming</a>
Saint Petersburg State University	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7 (812) 328 75 62  Staff Exchange Coordinator: Ms. Victoria Gomonova <a href="mailto:v.gomonova@spbu.ru">v.gomonova@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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D ILMENAU01	Studentisches Wohnen Max-Planck-Ring 9, 98693 Ilmenau  <a href="mailto:wj@stw-thueringen.de">wj@stw-thueringen.de</a>	<a href="http://www.stw-thueringen.de/english/housing/application-for-accomodation/index.html">www.stw-thueringen.de/english/housing/application-for-accomodation/index.html</a>
Saint Petersburg State University	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7 (812) 328 75 62  Staff Exchange Coordinator: Ms. Victoria Gomonova <a href="mailto:v.gomonova@spbu.ru">v.gomonova@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>

# **I. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>8</sup>
TU Ilmenau D ILMENAU01	Univ.-Prof. Dr. rer. nat. habil. Dr. h. c. mult. Prof. h. c. mult. Peter SCHARFF <b>Rector</b>  <i>Anna Peredina</i>	15 <sup>th</sup> October 2019	
Saint Petersburg State University <i>Acting</i>	<del>Sergey Andryushin</del> <b>Vice-Rector for International Affairs</b>	21 <sup>st</sup> October 2019	

<sup>8</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation