



# Erasmus+ Programme

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

### Inter-institutional agreement 2019/20 – 2021/22 between the University of Belgrade as an institution from Programme country, and the St Petersburg State University as an institution from Partner country

The institutions named below agree to cooperate for the exchange of students and 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 <sup>1</sup>	Name & contact details of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
St Petersburg State University, Universitetskaja naberezhnaja 7-9  , 199034 Saint Petersburg, Russian Federation (999870569)	St Petersburg State University	For academic matters: Ms. Maltseva Svetlana - s.maltseva@spbu.ru Tatyana Popova - t.popova@spbu.ru  For administrative matters: Ms. Anna Porodina, Erasmus+ Institutional Coordinator - a.porodina@spbu.ru, +7 812 326 49 43 Yuliya Medvedeva - j.medvedeva@spbu.ru, +7 812 326 49 43		<a href="http://english.spbu.ru/">http://english.spbu.ru/</a>  For students: <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>  Course Catalogue: <a href="http://ifea.spbu.ru/en/academic-offer">http://ifea.spbu.ru/en/academic-offer</a>
University of Belgrade, Studentski trg 1, 11000 Belgrade, Serbia	RS BELGRAD02	<b>For academic matters:</b> Academic Coordinator at Faculty of Agriculture : Miomir Niksic - mniksic@agrif.bg.ac.rs  Academic Coordinator at Faculty of Philosophy : Professor Jelena Erdeljan - jelenaerdeljan3@gmail.com  Academic Coordinator at Faculty of Philology : Jelena Ginić - jelenaginic@gmail.com  <b>For administrative matters:</b> Ms. Svetlana Kostic International relation Office of the University of Belgrade <a href="mailto:svetlana.kostic@rect.bg.ac.rs">svetlana.kostic@rect.bg.ac.rs</a> Phone: +381113207454 <a href="http://www.bg.ac.rs/en/international/contacts.php?submenuheader=10">http://www.bg.ac.rs/en/international/contacts.php?submenuheader=10</a>		<a href="http://www.agrif.bg.ac.rs/Pocetna">http://www.agrif.bg.ac.rs/Pocetna</a>  <a href="http://www.f.bg.ac.rs/">http://www.f.bg.ac.rs/</a> <a href="http://www.fil.bg.ac.rs/">http://www.fil.bg.ac.rs/</a>  <a href="http://www.bg.ac.rs/files/en/international/FAQs-incoming.pdf">http://www.bg.ac.rs/files/en/international/FAQs-incoming.pdf</a>  <a href="http://www.bg.ac.rs/welcomeguide.pdf">http://www.bg.ac.rs/welcomeguide.pdf</a>  <a href="http://bg.ac.rs/en/education/search-study-programs.php">http://bg.ac.rs/en/education/search-study-programs.php</a>  <a href="http://www.bg.ac.rs/en/international/projects/erasmu">http://www.bg.ac.rs/en/international/projects/erasmu</a>

<sup>1</sup> 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.

			<a href="#">s-plus.php</a>  Course catalogue: <a href="http://bg.ac.rs/en/education/search-study-programs.php">http://bg.ac.rs/en/education/search-study-programs.php</a>  Center for Serbian as a Foreign Language <a href="http://www.learnserbian.fil.bg.ac.rs/">www.learnserbian.fil.bg.ac.rs/</a>
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## B. Mobility numbers<sup>2</sup> per project

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.

All the mobilities under this Inter-Institutional Agreement must be completed by 10/07/2021 at the latest.

### Student mobility:

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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 [average duration*]	Student Mobility for Traineeships* [Not relevant]
St Petersburg State University	RS BELGRAD02	- 02	- Arts and humanities	- 2nd, 3rd	1 x 4 month	/
RS BELGRAD02	St Petersburg State University	- 02	- Arts and humanities	- 2nd, 3rd	1 x 4 month	/

### Staff mobility:

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [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 *
St Petersburg State University	RS BELGRAD02	- 081	- History	1 x 7 day	
		- 023	- Languages	1 x 7 day	
RS BELGRAD02	St Petersburg State University	- 081	- Agriculture	1 x 7 day	

<sup>2</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>)

### 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
St Petersburg State University		Russian	English	B2	B2...
RS BELGRAD02		Serbian	English Russian	B2	B2 C2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links on top of agreement].

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>4</sup> 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](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.
- 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

<sup>3</sup> See Common European Framework of Reference for Languages

<sup>4</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



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**

*[To be completed if necessary. Other requirements may be agreed 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]*

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](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)

## **RS BELGRAD02**

1. Selection of students and staff of the University of Belgrade (RS BELGRAD02) shall be carried out by the University of Belgrade (RS BELGRAD02) as their sending institution, in a just, objective and transparent manner, with equal opportunities for all candidates by using the online application system: <http://mobion.bg.ac.rs/>.

Selection criteria are published at the following link:  
<http://mobion.bg.ac.rs/howtoapply/selectioncriteria>.

2. All students and staff coming to the University of Belgrade (RS BELGRAD02) are required to register through the online application system at: <http://mobion.bg.ac.rs/> by the dates specified in the Calendar 1.a of the Section E of this Agreement.
3. All Erasmus+ KA1 mobility nominations from the University of Belgrade (RS BELGRAD02) must be sent exclusively from the International Relations Office of the UB, duly signed by the Rector, or Vice-Rectors. Those applications and nominations sent directly to host university by candidates or other Faculties/Institutes of the University of Belgrade should not be accepted and International Relations Office of the University of Belgrade should be informed about it. Please note that the applications received through the above manner will not be financially supported by the grant approved under the current project this agreement is subject to.

4. Persons with disabilities are asked to visit the following link:  
<http://www.bg.ac.rs/en/members/centers/students-with-disabilities.php>

## **F. Calendar**

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

<b>Receiving institution</b>	<b>For the Autumn Term*</b>	<b>For the Spring term*</b>
St Petersburg State University	<p>Nomination deadline: 1st May Applications by nominated students must reach the receiving institution by: 1 May</p> <p>For staff: No later than 2 months before mobility starts</p>	<p>Nomination deadline: 10 October Applications by nominated students must reach the receiving institution by: 10 October</p> <p>For staff: No later than 2 months before</p>



		mobility starts
RS BELGRAD02	Nomination deadline: <b>April 1<sup>st</sup></b> Applications by nominated students must reach the receiving institution by: <b>May 1<sup>st</sup></b>	Nomination deadline: <b>October 1<sup>st</sup></b> Applications by nominated students must reach the receiving institution by: <b>October 31<sup>st</sup></b>

*[\* to be adapted in case of a trimester system or different seasons]*

### 1.b. Academic calendar

Receiving institution	For the Autumn Term*	For the Spring term*
St Petersburg State University	1 September – 31 January	1 February – 30 June
RS BELGRAD02	Teaching and exam period: October 1 <sup>st</sup> - February 15 <sup>th</sup>	Teaching and exam period: February 16 <sup>th</sup> – September 30 <sup>th</sup>

*[\* to be adapted in case of a trimester system or different seasons]*

The **nominations should be sent to the following email addresses:**

When St Petersburg State University is the receiving institution:

[e.petryanina@spbu.ru](mailto:e.petryanina@spbu.ru) – for student nominations,

[staffexchange@spbu.ru](mailto:staffexchange@spbu.ru) - for staff nominations.

and

When **the University of Belgrade** is the receiving institution: [svetlana.kostic@rect.bg.ac.rs](mailto:svetlana.kostic@rect.bg.ac.rs)

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.
4. Termination of the agreement

This agreement is valid from the date of the last signature and shall remain in force **until July 31, 2021**.

This agreement may be amended or modified by a written agreement signed by the legal representatives of both Universities. It may be renewed on the same terms, or on terms as agreed by the two partner institutions.

In the event of unilateral termination, a written notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

If the European Commission decides not to support the cooperation between our two institutions as agreed in this Inter-institutional Agreement, partner institution will then agree in writing about the realization of the cooperation agreed in this Inter-institutional Agreement.

## G. Information

### 1. Grading systems of the institutions

St 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

**RS BELGRAD02:** Grading scale is published at the following website:  
<http://bg.ac.rs/files/en/international/Grading-scale-FAQ.pdf>

### 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
St Petersburg State University	<p><u>For incoming students:</u> Ms. Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562</p> <p><u>For Staff Exchange:</u> staffexchange@spbu.ru +7 (812)3240888</p>	<p><u>Students:</u> <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a></p> <p><u>Staff:</u> <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a></p>
RS BELGRAD02	<p><a href="http://www.bg.ac.rs/en/international/contacts.php">http://www.bg.ac.rs/en/international/contacts.php</a></p> <p><a href="http://www.bg.ac.rs/en/international/projects/erasmus-plus.php">http://www.bg.ac.rs/en/international/projects/erasmus-plus.php</a></p>	<p><a href="http://www.bg.ac.rs/welcomeguide.pdf">http://www.bg.ac.rs/welcomeguide.pdf</a></p> <p><a href="http://www.bg.ac.rs/files/en/international/Additional%20information%20-%20visa%20travel,%20accomodation%20(1).pdf">http://www.bg.ac.rs/files/en/international/Additional%20information%20-%20visa%20travel,%20accomodation%20(1).pdf</a></p>



### **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 [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
St 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: <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a> Staff: <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>
RS BELGRAD02	<a href="http://www.bg.ac.rs/en/international/contacts.php">http://www.bg.ac.rs/en/international/contacts.php</a> <a href="http://www.bg.ac.rs/en/international/projects/erasmus-plus.php">http://www.bg.ac.rs/en/international/projects/erasmus-plus.php</a>	<a href="http://www.bg.ac.rs/welcomeguide.pdf">http://www.bg.ac.rs/welcomeguide.pdf</a> <a href="http://www.bg.ac.rs/files/en/international/Additional%20information%20-%20visa%20travel,%20accommodation%20(1).pdf">http://www.bg.ac.rs/files/en/international/Additional%20information%20-%20visa%20travel,%20accommodation%20(1).pdf</a> National Health Insurance Fund: <a href="http://www.enq.rfzo.rs/">http://www.enq.rfzo.rs/</a>

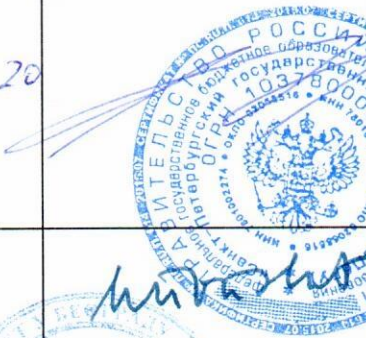



### **4. Housing**

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 [Erasmus code or city]</b>	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
St Petersburg State University	For incoming students: Ms. Ekaterina Petryanina <a href="mailto:e.petryanina@spbu.ru">e.petryanina@spbu.ru</a> +7(812)3287562  For Staff Exchange: <a href="mailto:staffexchange@spbu.ru">staffexchange@spbu.ru</a> +7 (812)3240888	Students: <a href="http://ifea.spbu.ru/en/sep">http://ifea.spbu.ru/en/sep</a>  Staff: <a href="http://ifea.spbu.ru/en/research-in-spsu">http://ifea.spbu.ru/en/research-in-spsu</a>
RS BELGRAD02	<a href="http://www.bg.ac.rs/en/international/contacts.php">http://www.bg.ac.rs/en/international/contacts.php</a> <a href="http://www.bg.ac.rs/en/international/projects/erasmus-plus.php">http://www.bg.ac.rs/en/international/projects/erasmus-plus.php</a>	<a href="http://www.bg.ac.rs/welcomeguide.pdf">http://www.bg.ac.rs/welcomeguide.pdf</a> <a href="http://www.bg.ac.rs/files/en/international/Additional%20information%20-%20visa%20travel,%20accommodation%20(1).pdf">http://www.bg.ac.rs/files/en/international/Additional%20information%20-%20visa%20travel,%20accommodation%20(1).pdf</a>

**SIGNATURES OF THE INSTITUTIONS (legal representatives) <sup>5</sup>**

Institution [Erasmus code or name and city]	Name, function	Date	Signature
St Petersburg State University	Sergey Andryushin  Vice-Rector for International Affairs	11.02.2020	 
RS BELGRAD02	Prof. Dr. Ivanka Popović  Rector	25 FEB 2020	 

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<sup>5</sup> The University of Belgrade may only sign hard copies of inter-institutional agreements at present.

<sup>6</sup> Scanned signatures are not accepted for the University of Belgrade.