

Erasmus+ Programme

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

Inter-institutional agreement 2020-2023 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 the higher education institutions

Full name of the institution / country	Erasmus code or city ¹	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
WU (Vienna University of Economics and Business), Austria	A WIEN05	Marlene Wahlmüller	Erasmus Coordinator (STA/STT) Marlene Wahlmüller marlene.wahlmueller@wu.ac.at Phone (+43) 1 31336 5342	www.wu.ac.at/iq
		Katrin Korber	Double Degree Programs Graduate Exchange Programs Katrin Korber katrin.korber@wu.ac.at Phone (+43) 1 31336 5553	
		Christopher Rindhauser	Undergraduate Exchange Programs Christopher Rindhauser christopher.rindhauser@wu.ac.at	

¹ 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.

			Phone (+43) 1 31336 4303	
St. Petersburg University	St. Petersburg	Anna Porodina	Erasmus+ Institutional Coordinator, Head of the International Academic Cooperation Deapartment Ms Anna Porodina a.porodina@spbu.ru Phone: +7 (812) 326 49 43	http://spbu.ru
		Anna Nevorotina	Coordinator for staff, Ms Anna Nevorotina <u>a.nevorotina@spbu.ru</u> Phone: +7 812 324 08 88	ifea.spbu.ru
			Departmental Coordinator/GSOM International Office (room 207) St. Petersburg University / Graduate School of Management Volkhovsky Pereulok, 1-3 199004 Saint-Petersburg, Russia Phone: +7 812 323 84 47	http://gsom.spbu.ru/
		Ekaterina Bader	Coordinator for Outgoing students, Ms. Ekaterina Bader e.bader@gsom.spbu.ru	
		Ekaterina Soloveva	Coordinator for Incoming students, Ms Ekaterina Soloveva ekaterina.soloveva@gsom.pu.ru	

B. Mobility numbers for the academic years 2020/21 or 2021/22 or 2022/23**

FROM [Erasmus code or city of the sending institution]	TO⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*

A WIEN05	St. Petersburg	041	Business and administration	1 st /2 nd	6 students (5 months each)	n/a
St. Petersburg	A WIEN05	041	Business and administration	2 nd	3 students (4 months each)	n/a

FROM⁷ [Erasmus code or city of the sending institution]	TO⁷ [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 *
A WIEN05	St. Petersburg	041	Business and administration	2 teacher (7 days each)	n/a
St. Petersburg	A WIEN05	041	Business and administration	1 teacher (12 days)	n/a

*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.

** The mobilities can either be carried out in the academic year 2020/21 or the academic year 2021/22 or the academic year 2022/23. The last possible end date of a mobility period is 31.07.2023.

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 level²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A WIEN05	Business and administration	English	German	English B2 - advanced level and/or German B2 -	English C1 - advanced level and/or German C1 -

² 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>

				advanced level	advanced level
St. Petersburg	Business and administration	Bach: Russian Master: English	Bach: English Master: English	B2 for all	B2 for all

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**³ 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

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

³ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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]

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

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 e-mail within 2 weeks after their nomination.

F. Calendar

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

Receiving institution	Autumn term	Spring term
A WIEN05	Receiving nominations: 1 May The academic calendar can be found on https://www.wu.ac.at/io	Receiving nominations: 1 November The academic calendar can be found on https://www.wu.ac.at/io
St. Petersburg	April 1 (students nomination) http://www.gsom.spbu.ru/nomination/Authorization.aspx April 15 (students application) http://www.gsom.spbu.ru/nomination/StudentAuthorization.aspx For staff: No later than 2 months before mobility starts	October 15 (students nomination) http://www.gsom.spbu.ru/nomination/Authorization.aspx October 25 (students application) http://www.gsom.spbu.ru/nomination/StudentAuthorization.aspx For staff: No later than 2 months before mobility starts

2. The receiving institution will send its decision within 5 weeks after the deadline.
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: the agreement can be modified or terminated unilaterally, as long as at least a one academic year notice is given. 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

WU (Vienna University of Economics and Business) (A WIEN05):

<https://www.wu.ac.at/io>

St. Petersburg University, Graduate School of Management:

There are two grading systems at GSOM that are applied depending on the number of students enrolled for a course, there based on either a relative rating or an absolute scale.

The first one, the relative scale, is applied when there are more than 30 students enrolled for the course.

Russian scale		ECTS grading	
% of successful	Grades	% of successful	Grades

students normally achieving the grade		students normally achieving the grade	
25%	Excellent (5)	10%	A
	Excellent (5)	25%	B
50%	Good (4)		B
	Good (4)	30%	C
	Good (4)	25%	D
25%	Satisfactory (3)		D
	Satisfactory (3)	10%	E
-	Failed	-	F

If the number of students in group is 30 students or less, the absolute scale applies (50 % – passing grade).

Points	RF Grades	ECTS Grades
90 – 100	Excellent (5)	A
85 – 89	Excellent (5)	B
83 – 84	Good (4)	B
75 – 82	Good (4)	C
71 – 74	Good (4)	D
65 – 70	Satisfactory (3)	D
50 – 64	Satisfactory (3)	E
< 50	Failed	F

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
A WIEN05	Erasmus Coordinator (STA/STT) Marlene Wahlmüller marlene.wahlmueller@wu.ac.at Phone (+43) 1 31336 5342 Double Degree Programs Graduate Exchange Programs Katrin Korber katrin.korber@wu.ac.at Phone (+43) 1 31336 5553 Undergraduate Exchange	https://www.wu.ac.at/io

	Programs Christopher Rindhauser christopher.rindhauser@wu.ac.at t Phone (+43) 1 31336 4303	
St. Petersburg	Ms. Ekaterina Zhulanova, Coordinator for Visa & registration issues e.zhulanova@qsom.spbu.ru +7 812 323 84 47 For Incoming Staff: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812)3240888	http://ifea.spbu.ru/en/research-in-spsu

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 (e-mail, phone)	Website for information
A WIEN05	Erasmus Coordinator (STA/STT) Marlene Wahlmüller marlene.wahlmueller@wu.ac.at Phone (+43) 1 31336 5342 Double Degree Programs Graduate Exchange Programs Katrín Korber katrin.korber@wu.ac.at Phone (+43) 1 31336 5553 Undergraduate Exchange Programs Christopher Rindhauser christopher.rindhauser@wu.ac.at Phone (+43) 1 31336 4303	https://www.wu.ac.at/io
St. Petersburg	Ms. Ekaterina Soloveva ekaterina.soloveva@qsom.spbu.ru Incoming students Phone : +7 812 323 84 47 For Incoming Staff:	

	Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812)3240888	
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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
A WIEN05	<p>Erasmus Coordinator (STA/STT)</p> <p>Marlene Wahlmüller marlene.wahlmueller@wu.ac.at Phone (+43) 1 31336 5342</p> <p>Double Degree Programs</p> <p>Graduate Exchange Programs</p> <p>Katrin Korber katrin.korber@wu.ac.at Phone (+43) 1 31336 5553</p> <p>Undergraduate Exchange Programs</p> <p>Christopher Rindhauser christopher.rindhauser@wu.ac.at Phone (+43) 1 31336 4303</p>	https://www.wu.ac.at/io
St. Petersburg	<p>Ms. Ekaterina Soloveva ekaterina.soloveva@asom.spbu.ru</p> <p>Incoming students</p> <p>Phone : +7 812 323 84 47</p> <p>For Incoming Staff:</p> <p>Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812)3240888</p>	

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
A WIEN05	Univ. Prof. Dr. Margarethe Rammerstorfer Vice-Rector, Academic Programs and Student Affairs	18.08.2020	
St. Petersburg	Sergey Andryushin, Vice-Rector for International Affairs	