



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

Inter-institutional¹ agreement 20[14]-20[23]²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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+.

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 Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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*European Commission
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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Goce Delcev University in Shtip	MK STIP01	Marija Ampovska, Associate professor at the Faculty of Law, UGD marija.ampovska@ugd.edu.mk 0038978415690	http://cmus.ugd.edu.mk/ http://www.ugd.edu.mk/index.php/en/faculties
Saint-Petersburg University (SPbU)	Saint Petersburg	Erasmus+ Institutional Coordinator: Anna Porodina, a.porodina@spbu.ru +7(812)3264943 For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7(812)3240888	http://spbu.ru http://ifea.spbu.ru/en/sep Course Catalogue: http://ifea.spbu.ru/en/academic-offer http://ifea.spbu.ru/en/research-in-spsu

B. Mobility numbers⁷ 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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	*	*	[short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies	Student Mobility for Traineeships
		[ISCED]		*		*
					[total number of months of the study periods or	

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.

⁷ 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>)

average duration*]						
MK STIP01	SPbU				N/A	N/A
SPbU	MK STIP01				N/A	N/A

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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods Staff Mobility for Teaching Staff Mobility for Training * [total number of days of teaching periods or average duration *]	
MK STIP01	SPbU		Law	2* 7 days (5+2)	
SPbU	MK STIP01				
			Law	1* 7 days (5+2)	

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 instruc- tion 2	Recommended language of instruction level ⁸ Student Mobility for Studies [Minimum recommended level: B1] Staff Mobility for Teaching [Minimum recommended level: B2]	
MK STIP01		Macedonian	English	B2	B2
SPbU		Russian	English	B2	B2

⁸ 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>

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.

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

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; agreement on how to use organisational support funds; 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.]

SPbU:

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an SPbU contact person – is required.
 - 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)
- Information regarding facilities available for students and staff with disabilities can be found here <https://spbu.ru/sveden/ovz>
Each case has to be discussed individually in advance with the International Office.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
MK STIP01	June 30 th	November 30 th
SPbU	Nomination and Application deadline: May 1st For staff: No later than 2 months before mobility starts	Nomination and Application deadline: October 10th 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. 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.]

▪ MK STIP01

<http://cmus.ugd.edu.mk/incoming-students.html#grading-system>

Points	Grade	ECTS grade
Up to 50 points	5 (five)	F
From 51 to 60 points	6 (six)	E
From 61 to 70 points	7 (seven)	D
From 71 to 80 points	8 (eight)	C

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

From 81 to 90 points	9 (nine)	B
From 91 to 100 points	10 (ten)	A

SPbU:

ECTS grade	Percentage, %	Score	Mark	Mark
			Russian-in words	English-in words
A	90-100	5.0	ОТЛИЧНО	EXCELLENT Outstanding performance
B	80-89	4.5	ХОРОШО	VERY GOOD Above the average standard, but with some errors
C	70-79	4.0	ХОРОШО	GOOD In accordance with the average standard, but with some errors
D	61-69	3.5	УДОВЛЕТВОРИТЕЛЬНО	SATISFACTORY Fair, but with significant shortcomings
E	50-60	3.0	УДОВЛЕТВОРИТЕЛЬНО	SUFFICIENT Satisfactory, but improvement is necessary
F	0-49	2.0	НЕУДОВЛЕТВОРИТЕЛЬНО	FAILED Substantial improvement is 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
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MK STIP01	Martina Nikolovska – Krstevska martina.nikolovska@ugd.edu.mk (+389) 32 550 845	http://www.ugd.edu.mk/index.php/en/erasmus-plus
SPbU	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812) 324 08 88	http://spbu.ru http://ifea.spbu.ru/en/sep 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 (email, phone)	Website for information
MK STIP01	Martina Nikolovska – Krstevska martina.nikolovska@ugd.edu.mk (+389) 32 550 845	http://www.ugd.edu.mk/index.php/en/erasmus-plus
SPbU	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	Students: http://ifea.spbu.ru/en/sep Staff: http://ifea.spbu.ru/en/research-in-spsu

4. Housing

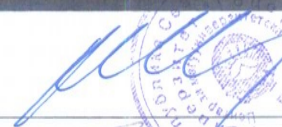

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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
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MK STIP01	Martina Nikolovska – Krstevska martina.nikolovska@ugd.edu.mk (+389) 32 550 845	http://www.ugd.edu.mk/index.php/en/erasmus-plus
SPbU	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Anna Nevorotina a.nevorotina@spbu.ru +7 (812) 324 08 88	http://spbu.ru http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
MK STIP01	Blazo Boev, PhD Rector	9.3.2021	
St. Petersburg State University	Sergey Andryushin Vice-Rector for International Affairs	02.03.21	

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation