Erasmus+

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

Inter-institutional[1] agreement 2020-2027[2]
between institutions from
Programme and Partner Countries[3]

[TR KUTAHYA 01 – St. Petersburg][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 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.

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

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)
Kütahya Dumlupınar University, Turkey	TR KUTAHYA 01	**Contact Person**: Lec. Seyfullah Koçak Kütahya Dumlupınar University,Turkey International Relations Office Tel: +90 0 274 443 1685 e-mail: ka107@dpu.edu.tr	www.dpu.edu.tr Course Catalogue: https://obs.dpu.edu.tr/oibs/bologna/index.aspx?lang=en
St. Petersburg State University (SPbU)	St. Petersburg	**Contact Person**: Erasmus+ Institutional Coordinator: Anna Porodina, a.porodina@spbu.ru +7(812)3264943 For incoming students: Ms Ekaterina Petryanina e.petriyanina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7(812)324088	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

---

[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.

B. Mobility numbers[7] 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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
St. Petersburg	TR KUTAHYA 01	0710	Electrical and Electronics Engineering	1st, 2nd, 3rd	1 student x 5 months	
		0710	Mining Engineering	1st, 2nd, 3rd		
		0710	Geological Engineering	1st, 2nd, 3rd		
		0710	Materials Science and Engineering	1st, 2nd, 3rd		
		0511	Biology	1st, 2nd, 3rd		
		531	Chemistry	1st, 2nd, 3rd		
		512	Biochemistry	1st, 2nd, 3rd		

---

[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)

		0541	Mathematics	1st, 2nd, 3rd		
TR KUTAHYA 01	St. Petersburg	0710	Energy Systems Engineering	1st, 2nd, 3rd	1 student x 5 months	
		0710	Mining Engineering	1st, 2nd, 3rd		
		0710	Geological Engineering	1st, 2nd, 3rd		
		0710	Metallurgical and Materials Engineering	1st, 2nd, 3rd		
		0511	Biology	1st, 2nd, 3rd		
		531	Chemistry	1st, 2nd, 3rd		
		512	Biochemistry	1st, 2nd, 3rd		
		0541	Mathematics	1st, 2nd, 3rd		

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
St. Petersburg	TR KUTAHYA 01	0710	Electrical and Electronics Engineering	1 staff x 7 days	1 staff x 7 days
		0710	Mining Engineering		
		0710	Geological Engineering		
		0710	Materials Science and Engineering		
		0511	Biology		
		531	Chemistry		
		512	Biochemistry		
		0541	Mathematics		
TR KUTAHYA 01	St. Petersburg	0710	Energy Systems Engineering	1 staff x 7 days	1 staff x 7 days
		0710	Mining Engineering		
		0710	Geological Engineering		

		0710	Metallurgical and Materials Engineering		
		0511	Biology		
		531	Chemistry		
		512	Biochemistry		
		0541	Mathematics		

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

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 instruction 1	Language of instruction 2	Recommended language of instruction level[8]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
St. Petersburg	All subject areas	Russian	English	B2	B2
TR KUTAHYA 01	All subject areas	English	Turkish	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

---

[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

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. 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 staffs are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

SPbU's responsibilities, roles and tasks defined in the Inter-institutional Agreement

SPbU will be responsible for publishing the information about the relevant calls for students and staff, selecting outbound mobile participants, providing necessary administrative support to the students and staff selected for the mobility programme.

Applications for incoming 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

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

I.U's responsibilities, roles and tasks defined in the Inter-institutional Agreement

- DPU will be responsible for the overall management of the project.

- All management meetings and reporting and preparatory works will be undertaken by DPU.

- All participants' documents will be collected by DPU and the follow-ups for the grant transfer will be made by DPU as well.

- DPU will provide all information regarding visa, accommodation and health insurance to the participants from MSU through its Exchange Programs Office.

Financial Management

As noted above, the overall project budget will be managed by DPU and all relevant funds will be transferred to the participants through its Financial Affairs Office.

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]
St. Petersburg	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
TR KUTAHYA 01	31st July	31st October

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

2. The receiving institution will send its decision within 2 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 3 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]*

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' guide[9]. 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.]

TR KUTAHYA 01 **Grading System:**

ECTS Grade	Turkish Grading scale	Definition
AA	5	EXCELLENT - outstanding performance with only minor errors
BB	4	
CC	3	GOOD - generally sound work with a number of notable errors
DD	2	
FF	1	SATISFACTORY - fair but with significant shortcomings
		SUFFICIENT - performance meets the minimum criteria
		FAIL - considerable further work is required

Saint Petersburg State University

ECTS grade	Percentage, %	Score	Mark Russian-in words	Mark 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

---

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

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
St. Petersburg	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7(812)324088	http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu
TR KUTAHYA 01	International Relations Office ka107@dpu.edu.tr +90 274 443 1685	http://erasmus.dpu.edu.tr

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
TR KUTAHYA 01	International Relations Office ka107@dpu.edu.tr +90 274 443 1685	http://erasmus.dpu.edu.tr
St. Petersburg	Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems.	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
TR KUTAHYA 01	International Relations Office ka107@dpu.edu.tr +90 274 443 1685	http://erasmus.dpu.edu.tr
St. Petersburg	For incoming students: Ms Ekaterina Petryanina e.petryanina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7(812)324088	http://ifea.spbu.ru/en/sep http://ifea.spbu.ru/en/research-in-spsu

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[10]
TR KUTAHYA 01	Prof. Dr. Hasan GÖÇMEZ Vice Rector for International Relations		
St. Petersburg	Sergey Andryushin Vice-Rector for International Affairs		

---

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