No 01/1- 70 - 13- СПбГУ

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme

The institutions[1] named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[22]-20[27] in:

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[1] Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

[2] https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

[3] https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[4] https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city[5]	Contact details [6] (email, phone)	Websites
UNIVERSITY OF PISA	I PISA01	**International Office** Piazza Torricelli 4 I-56126 **Institutional Coordinator:** Prof. Francesco Marcelloni **Departmental Coordinator:** Prof.ssa Sara Soncini Dept. of Philology, Literature & Linguistics erasmus@fileli.unipi.it 0039 050 2215152	General: https://www.unipi.it/index.php/erasmus-programme/item/2509-practical-information-for-mobility-students Department: https://www.fileli.unipi.it/internazionale/erasmus-incoming/faq-incoming/ Course catalogue: https://esami.unipi.it/index.php
ST. PETERSBURG STATE UNIVER-SITY	PIC 999870569 E10208888	**Erasmus+ Coordinator:** Ms Natalia Petrova nataliya.petrova@spbu.ru + 7(812)3636797 **Student mobility coordinator:** Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562 **Staff mobility coordinator:** Ms. Anastasia Kozik a.kozik@spbu.ru +7 (812)3240888	General: https://english.spbu.ru/ Faculty/faculties: http://ifea.spbu.ru/en/sep Course catalogue: http://ifea.spbu.ru/en/academic-offer

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[5] Higher education institutions (HEIs) from Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

[6] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	*Subject area* ISCED CODE[7] *(optional)*	*Subject area* NAME *(optional)*	*Study cycle* [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility *[Specify here total number of students]*	*Student Mobility* *[Specify here total number of months]*	*Staff Mobility* *[Specify here total number of staff]*	*Staff Mobility* *[Specify here total number of days]*
I PISA01	SpbU			1st, 2nd	2 full-year students		2 x 5 working days	
SpbU	I PISA01			1st, 2nd	2 full-year students		2 x 5 working days	

Optional additional information
e.g. blended mobility, traineeships, staff training etc.

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[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

3. 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[8] at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
I PISA01		Italian	English (only for a limited amount of modules)	B1 in Italian, B2 in English	Italian/English B2 Russian B2 for English taught programmes
Saint-Petersburg		Russian	English	Russian B2 – for Russian taught programmes English B2 – for English taught programmes	Russian/English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education and the Turing scheme, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.

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[8] For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.

- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline[9]
I PISA01	First Semester: from mid-September to mid-December Second Semester: from mid-February to May	Nominations: 1st semester: 15th June 2nd semester 1st December Applications: no deadline
Saint-Petersburg	Winter Term: from September, 1, to January, 31 Spring Term: from February,1, to June, 30	May, 1 October, 10

The receiving institution will send its decision within 8 weeks and no later than 8 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

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[9] Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Application procedure		
Receiving Institution **[Erasmus code or city]**	**Contact details** **(email, phone)**	**Website for information**
I PISA01	erasmus@fileli.unipi.it	Shortly after their nomination students will receive an email with instructions about the application process.
	Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562	https://ifea.spbu.ru/en/sep.html
	Staff mobility coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7 (812)3240888	http://ifea.spbu.ru/en/research-in-spsu

6. Preparation and support

The Higher Education Institution(s) in a Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus Student Charter*[10].

- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and

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[10] The Erasmus Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.

- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.

- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.

- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.

- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	I PISA01	international@unipi.it	Pisa is is unable to provide college accommodation for Erasmus students. Students should source private accommodation. https://www.unipi.it/index.php/accommodation
	Saint-Petersburg	Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562 Staff mobility coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7 (812)3240888	https://ifea.spbu.ru/en/sep.html
Language Support	I PISA01	international@unipi.it	
	Saint-Petersburg	Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562 Staff mobility coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7 (812)3240888	https://ifea.spbu.ru/en/sep.html
Visa	I PISA01	international@unipi.it	https://www.unipi.it/index.php/erasmus-programme/item/5933-visa-and-residency-permit
	Saint-Petersburg	Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562	https://ifea.spbu.ru/en/sep.html

		Staff mobility coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7 (812)3240888	
Insurance	I PISA01	international@unipi.it	https://www.unipi.it/index.php/welcome-and-support/item/2298-health-insurance-coverage
	Saint-Petersburg	Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562 Staff mobility coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7 (812)3240888	https://ifea.spbu.ru/en/sep.html Students/staff participating in the mobility programme are required to have their own insurance policy against health accidents and liability problems
Inclusion of participants with fewer opportunities	I PISA01	international@unipi.it	Full range of support services incl. Disability Support: https://www.unipi.it/index.php/usid
	Saint-Petersburg	Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562 Staff mobility coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7 (812)3240888	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://spbu.ru/sveden/ovz
Mentoring	I PISA01	erasmus@fileli.unipi.it	https://www.unipi.it/index.php/study/item/3127-coordinators-for-the-internationalization-cai
	Saint-Petersburg	Student mobility coordinator: Ms Ekaterina Petryanina e.petryanina@spbu.ru + 7(812)3287562	https://ifea.spbu.ru/en/sep.html

		Staff mobility coordinator: Ms. Anastasia Kozik a.kozik@spbu.ru +7 (812)3240888	

7.   **Recognition**

Institutions commit to:
- Ensure recognition for activities satisfactorily completed.

I PISA01	A Transcript of Records will be issued no later than 5 weeks after the end of the exams period (for 2nd semester students, this could be in September). See Annex for details about the grading system.
Saint Petersburg	A Transcript of Records will be issued no later than 2 weeks after the end of the exams period. See Annex for details about the grading system.

- 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 non-academic organisations and the mobile participants.

- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.

- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:

    o   Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.

    o   A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.

    o   Providing staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

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8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide[11]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
I PISA01		https://www.unipi.it/index.php/study/item/2265-educational-system For statistical distribution within individual study programmes, select the relevant programme in the ECTS course catalogue (https://www.unipi.it/index.php/ects-catalogue) and open the link to the ECTS grading table.
SPbU Please see the table below		

SPbU:

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

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[11] The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en
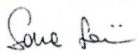
				Above the average standard, but with some errors
C	70-79	4.0	ХОРОШО	GOOD In accordance with the average standard, but with some errors
D	61-69	3.5	УДОВЛЕТВОРИТЕЛЬНО	SATISFACTORY Fair, but with significant short-comings
E	50-60	3.0	УДОВЛЕТВОРИТЕЛЬНО	SUFFICIENT Satisfactory, but improvement is necessary
F	0-49	2.0	НЕУДОВЛЕТВОРИТЕЛЬНО	FAILED Substantial improvement is necessary; requirement of further work

9. Any other information regarding the terms of the agreement (optional)

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10. Termination of the agreement

Institutions can agree to modify or terminate the agreement at any point. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[12]
I PISA01	**Prof. Sara Soncini** Erasmus+ Coordinator Department of Philology, Literature and Linguistics	14.01.2022	
Saint-Petersburg	**Sergey Andryushin,** Vice-Rector for International Affairs	25.01.2022	

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

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