

# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff – Higher Education Student and Staff Mobility

## Inter-institutional agreement 2019-2021 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 <sup>1</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Hildesheim, Germany	D HILDESH01	Dr. Marit Breede	International Office Universität Hildesheim Universitätsplatz 1 D-31141 Hildesheim  Tel.: 0049 5121 883 92002 Fax: 0049 5121 883 92003 breede@uni-hildesheim.de	<a href="http://www.uni-hildesheim.de/io">http://www.uni-hildesheim.de/io</a>
Yaroslav-the-Wise Novgorod State University-Russia-	RUNOVGO RO03	Dr.Natalia Shaydorova	Head of International Relations Office of NovSU	<a href="https://www.novsu.ru/english1/internati">https://www.novsu.ru/english1/internati</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.

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## B. Mobility numbers 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 the end of January at the latest in the preceding academic year.]

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
D HILDESH 01	RUNOVGO RO03	023	Languages	3 1 <sup>st</sup> 2 2 <sup>nd</sup>		
RUNOVGO RO03	D HILDESH 01	023	Languages	3 1 <sup>st</sup> 2 2 <sup>nd</sup>		

[\*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. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM <sup>7</sup> [Erasmus]	TO <sup>7</sup> [Erasmus]	Subject area	Subject area name	Number of staff mobility periods
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code or city of the sending institution]	code or city of the receiving institution]	code * [ISCED 2013]	*	Staff Mobility for Teaching  [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
D HILDESH0 1	RUNOVGO RO03	023	Languages	2	
RUNOVGOR O03	D HILDESH0 1	023	Languages	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	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D HILDESH0 1		German	English, Spanish, French, Russian	German: min. B1 and/or English: min. B2	German: min. B1 and/or English: min. B2
RUNOVGOR O03		Russian	German, English,	Russian: min. B1 and/or	Russian: min. B1 and/or English: min.

<sup>2</sup> See Common European Framework of Reference for Languages



			French	English: min. B2	B2
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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**<sup>3</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\\_the\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_the_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 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

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

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]*



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

## **F. Calendar**

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

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
D HILDESH01	1 July	1 January
RUNOVGORO03	1 June	1 December

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

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. Notice about an unilateral termination of this agreement should be given at least one academic year ahead

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**

Grading system at the University of Hildesheim:

<http://www.uni-hildesheim.de/media/aaa/PDF/ECTS.pdf>

Grading system at....:

#### **Veliky Novgorod grade**

excellent	- 5
good	- 4
satisfactory	- 3
fail	- 2

### **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (e-mail, phone)	<b>Website for</b> <b>information</b>
D HILDESH01	Steffi Dannenberg <a href="mailto:Steffi.albrecht@uni-hildesheim.de">Steffi.albrecht@uni-hildesheim.de</a> Tel.: 0049 5121 883 92010	<a href="http://www.auswaertiges-amt.de/sid_FCE42D0ABCD78CFE4521C4E474DFD664/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html">http://www.auswaertiges-amt.de/sid_FCE42D0ABCD78CFE4521C4E474DFD664/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html</a>
RUNOVGORO03	Dr.Irina Ushanova Head of International Educational Programs and Academic Mobility Department  <a href="mailto:irina.ushanova@novsu.ru">irina.ushanova@novsu.ru</a> <a href="mailto:irinavn1216@gmail.com">u irinavn1216@gmail.com</a>  Tel. 0078162 332114	<a href="http://www.novsu.ru/dept/24731499/">http://www.novsu.ru/dept/24731499/</a>

### **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</b> [Erasmus code or city]	<b>Contact details (e-mail, phone)</b>	<b>Website for</b> <b>information</b>
D HILDESH01	Steffi Dannenberg <a href="mailto:Steffi.albrecht@uni-hildesheim.de">Steffi.albrecht@uni-hildesheim.de</a> Tel.: 0049 5121 883	<a href="http://www.uni-hildesheim.de/en/io/incomings/information-for-international-exchange-students/general-information/32-the-">http://www.uni-hildesheim.de/en/io/incomings/information-for-international-exchange-students/general-information/32-the-</a>

	92010	<a href="#">introductory-week/#c5133</a>
RUNOVGORO03	Dr. Irina Ushanova Head of International Educational Programs and Academic Mobility Department <a href="mailto:irina.ushanova@novsu.ru">irina.ushanova@novsu.ru</a> <u>u</u> <a href="mailto:irinavn1216@gmail.com">irinavn1216@gmail.com</a> Tel. 0078162 332114	<a href="http://www.novsu.ru/dept/24731499/">http://www.novsu.ru/dept/24731499/</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.

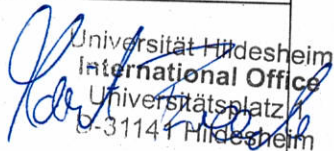
Information and assistance can be provided by the following persons and information sources:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (e-mail, phone)	<b>Website for information</b>
D HILDESH01	Bettina Kroppach <a href="mailto:aaoffice@uni-hildesheim.de">aaoffice@uni-hildesheim.de</a> 0049 5121 883 92008	<a href="http://www.uni-hildesheim.de/en/io/incomings/information-for-international-exchange-students/general-information/22-where-to-stay-in-hildesheim/">http://www.uni-hildesheim.de/en/io/incomings/information-for-international-exchange-students/general-information/22-where-to-stay-in-hildesheim/</a>
RUNOVGORO03	Dr. Irina Ushanova Head of International Educational Programs and Academic Mobility Department <a href="mailto:irina.ushanova@novsu.ru">irina.ushanova@novsu.ru</a> <u>u</u> <a href="mailto:irinavn1216@gmail.com">irinavn1216@gmail.com</a>	<a href="http://www.novsu.ru/dept/24731499/">http://www.novsu.ru/dept/24731499/</a>



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**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

<b>Institution</b> [Erasmus code or name and city]	<b>Name, function</b>	<b>Date</b>	<b>Signature</b>
D HILDESH01	Dr. Marit Breede, Erasmus- Coordinator	24.5.19	 Universität Hildesheim International Office Universitätsplatz D-31141 Hildesheim
RUNOVGORO03	Dr. Natalia Shaydorova,  Head International Relations Office	24.10 2019 of	