

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 higher education institutions

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
Yaroslav-the-Wise-Novgorod State University, Veliky Novgorod	Veliky Novgorod PIC 932190662	Natalia Shaydorova Head of International Relations Office E-mail: natalia.shaydorova@novsu.ru +79116036627 Address: ul. Bolshaya Sankt-Peterburgskaya, 41, office 1309 A, Veliky Novgorod, Russia 173003	General information: www.novsu.ru https://www.novsu.ru/english/ Lists of Educational Programs (Bachelor, Master) https://www.novsu.ru/english/academics/
Lodz University of Technology	PL LODZ02	Aleksandra Szmurlik Unit for International Educational Projects; Center of International Cooperation aleksandra.szmurlik@p.lodz.pl +48 42 638 38 74	www.p.lodz.pl www.programy.p.lodz.pl (course catalogue)

B. Mobility numbers per 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, 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
Veliky Novgorod PIC 932190662	PL LODZ02				1 x 5 months	
PL LODZ02	Veliky Novgorod PIC 932190662				1 x 5 months	

FROM [Erasmus code or city 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 *
Veliky Novgorod PIC 932190662	PL LODZ02			1 x 7 days	
PL LODZ02	Veliky Novgorod PIC 932190662			1 x 7 days	

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
Veliky Novgorod PIC 932190662		RUSSIAN	ENGLISH	B1	B2
PL LODZ02		ENGLISH	POLISH	B1	B2

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 organizational 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

TUL offers the following facilities for persons with disabilities:

- Special office for students with disabilities
- Most buildings (including two students dormitories) are adjusted to the needs of persons with motor disabilities
- All faculties are equipped with facilities supporting persons with poor hearing
- Library provides access to its resources and internet for persons with poor hearing and vision
- Possibility of individual study programme
- Transport assistance and individual transport for person with motor disabilities
- Rental of special equipment and software for persons with hearing and vision disorders
- Assistance of sign language interpreters, adaptation of learning materials, psychological help, career guidance, sports.
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The academic year at NovSU starts September, 1st invariably every year. The academic year ends on June, 30th invariably every year. There are two vacation periods: winter – 1st week of February, summer – July and August.

NovSU offers the following facilities for persons with disabilities:

- Several buildings are adjusted to the needs of persons with disabilities
- Possibility of individual study programme
- Psychological help
- Volunteer help

For the implementation of **STA/STT**-mobilities incoming staff is required to get confirmation of invitation by a NovSU contact person from the respective department in reasonable advance in order to prepare a satisfactory programme of teaching/training.

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]
Veliky Novgorod PIC 932190662	June, 1	November, 15
PL LODZ02	June 30	November 30

[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 [4] 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' guide¹. 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.]

Yaroslav-the-Wise-Novgorod State University, Veliky Novgorod

Russian Scale

ECTS grades

5 Five (пять-отлично)

A excellent

4 Four (четыре-хорошо)

B/C very good/good

3 Three (три-удовлетворительно)

D/E satisfactory/sufficient

2 Two (два-неудовлетворительно)

F fail

NovSU follows the ECTS scheme, which means that ECTS credits are allocated to course units, lectures, practical works, etc. at each department. In ECTS, 60 credits represent one year of study (in terms of workload); normally 30 credits are given for six months (a term/semester)

1 ECTS credit=36 hours (18 contact, 18 independent study)

Lodz University of Technology

POLISH SCALE

ECTS GRADES

¹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

- 5.0 five (pięć)
 - 4.5 four and a half (cztery i pół)
 - 4.0 (cztery)
 - 3.5 (trzy i pół)
 - 3 (trzy)
 - 2 (dwa)
- A excellent
 - B very good
 - C good
 - D satisfactory
 - E sufficient
 - FX/F fail

ECTS credits: 1 semester = 30 credits

http://www.p.lodz.pl/ectsen,menu1589,ects_credit_allocation_based_on_the_student_workload_needed_in_order_to_achieve_expected_learning_outcomes_index.htm

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
Veliky Novgorod PIC 932190662	International Relations Office of NovSU E-mail: natalia.shaydorova@novsu.ru Mobile : +79116036627	General Information of the Russian Federation Embassy http://poland.mid.ru/rossijskij-vizovyyj-centr Additional application form for exchange students https://www.novsu.ru/english1/admissions/i.1024108/?id=1027953
PL LODZ02	sao@info.p.lodz.pl	https://cwm.p.lodz.pl/sites/default/files/Studens-guide-08072019.pdf https://www.ife.p.lodz.pl/en/practical-information

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
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Veliky Novgorod PIC 932190662	International Relations Office of NovSU E-mail: natalia.shaydorova@novsu.ru Mobile : +79116036627	Students' Guide https://www.novsu.ru/english1/admissions/i.1024108/?id=1025826
PL LODZ02	sao@info.p.lodz.pl	https://cwm.p.lodz.pl/sites/default/files/Studens-guide-08072019.pdf https://www.ife.p.lodz.pl/en/practical-information

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
Veliky Novgorod PIC 932190662	International Relations Office of NovSU E-mail: natalia.shaydorova@novsu.ru Mobile : +79116036627	Students' Guide https://www.novsu.ru/english1/admissions/i.1024108/?id=1025826
PL LODZ02	sao@info.p.lodz.pl	https://cwm.p.lodz.pl/sites/default/files/Studens-guide-08072019.pdf https://www.ife.p.lodz.pl/en/practical-information

H. ORGANIZATIONAL SUPPORT

The organizational support (OS grant) awarded in the framework of the project shall be divided among higher education institutions listed in paragraph A of this agreement. The higher education institution from the Partner Country will receive 100 Euros (one hundred Euros) for outgoing mobilities. This grant is allocated to cover administrative costs as well as basic cultural and language preparation for the beneficiary and is a lump sum. The higher education institution from the partner country agrees to cover the costs of bank transfer. This sum can be deducted from the allocated grant.

I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature²
Veliky Novgorod PIC 932190662	Dr. Prof. Mikhail Pevzner Vice Rector for International Relations	17.03.21	
Lodz University of Technology	dr hab. inż. Andrzej Romanowski, Prof. PŁ Vice-Rector for Education		

²

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