

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between institutions from programme and partner countries

[Minimum requirements]³

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 ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF MARIBOR Address: Slomškov trg 15 2000 Maribor Slovenia	SI MARIBOR01	Mladen Kraljić Head of IRO	+386 2 2355 347 erasmus@um.si	http://www.um.si/en/international/erasmus/Pages/Faculties-information.aspx
LOMONOSOV MOSCOW STATE UNIVERSITY Address: Department for Innovations and	RU 999872315	Ms. A. V. Kochurova, MA	akochurova@rector.msu.ru +7 499 939 53 33 +7 916 271 90 45	http://www.msu.ru/en/

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

⁴ 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.

International Scientific Cooperation, Lomonosov Moscow State University, GSP-1, Leninskie Gory 1, Russian Federation, A-901				
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B. Mobility numbers⁵ 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 ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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* [Not relevant for 2015]
SI MARIBOR01	RU 999872315	0421	Law	1 st , 2 nd , 3 rd	20 months (2 students)	-
RU 999872315	SI MARIBOR01	0421	Law	1 st , 2 nd , 3 rd	20 months (2 students)	-

[*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 ⁷ [Erasmus code or	TO ⁷ [Erasmus code	Subject	Subject area	Number of staff mobility periods
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⁵ 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>)

city of the sending institution]	or city of the receiving institution]	area code * [ISCE D 2013]	name *	Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
SI MARIBOR01	RU 999872315	0421	Law	5 days (1 staff)	5 days (1 staff)
RU 999872315	SI MARIBOR01	0421	Law	5 days (1 staff)	5 days (1 staff)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI MARIBOR01	-	English	-	B1	B2
RU 999872315		Russian	English	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**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

⁶ See Common European Framework of Reference for Languages

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.

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals

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

1. Partners' responsibilities

Each partner shall publish a call for applications for each type of agree mobility in due time and create ranking list of candidates applying for the mobility.

In this way there will be a list of selected candidates and a waiting list for which eventual drop outs can be filled in line with ranking.

Both lists are to be send to partner institution for reason of transparency and updating.

Each selected candidate shall receive (as stated in part F, point 2) an Acceptance letter (students) or Invitation letter (staff).

After the selection procedure each receiving institution shall take care for incoming mobility (visa, housing, insurance – the contacts are in part G of this agreement).

The application form is to be signed by a student, as well as the responsible persons from the sending and receiving institution. The same is valid for the Learning/Training agreement, Teaching programme and Work plan, while the transcript of records will be sing only form the receiving institution. The reports will be signed by the mobile students and staff and confirmed by the responsible person from the receiving institution in form of confirmation.

The financial part will be regulated for each individual by a grant agreement with his/her home institution. The University of Maribor shall transfer:

- For staff mobility 80% of the grant agreed in the individual agreement upon the receipt of the properly signed grant agreement. The rest of 20% will be transferred after the approved final report.

- For student mobility the grant will be transferred to the sending institution, which shall then transfer two monthly grants to the student before departure to the receiving institution, then from beginning of the third month the rest of the equal monthly shares of the grant to the student, but the last monthly after the student's proof of fulfilment of all requirements set in the grant agreement (properly filled final report and the Transcript of records that shall be approved by the student's home institution).

For the details regarding the finance part will be regulated in the grant agreement.

All documentation mentions in the paragraph above shall be sent to the University of Maribor in original until September 30 of each academic year for the reason of reporting. The partner institution may keep the copies of a second set of originals for its own purposes.

2. Selection criteria

Selection of students and staff shall be carried out by their sending institutions in a just and transparent manner by obeying the following criteria:

1. **motivation** – the students shall write a motivation letter to argue for the wish for study (or training)
2. **field of study** – in order to reach a balance between academic disciplines, less occupied disciplines shall have an advantage before frequently selected disciplines, in case of equal numbers of applicants, the fields of natural sciences and technologies shall have priority,
3. **gender** – in order to provide for equal chances for both genders,
4. **seniority** of the candidate – a student of a higher year of study shall have advantage before a student of a lower year, as the second has another chance to be mobile in the next academic year, whereas the senior might have the last chance
5. **average grade** – a final criterion of selection that shall also be used, but not exclusively and only in case of equal candidates in all four above mentioned criteria.

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]
SI MARIBOR01	July 1 – students from EU June 1 - students from non - EU countries	December 1– students from EU November 1 – students from non - EU countries
RU 999872315	1 st SEMESTER	2 ND SEMESTER

	September 1 - January Examination period: January 5 to January 25 Nomination/Application deadline: by 15 May	February 9 – July Examination period: May 10 – June Nomination/Application deadline: by 15 November
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[* to be adapted in case of a trimester system or different seasons]

2. The receiving institution will send its decision within **5 weeks**.
3. 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.
4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. 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

SI MARIBOR01: The ECTS users guide of UM is published at the following website: <http://www.um.si/en/international/erasmus/pages/ECTS-users-guide.aspx>.

RU 999872315 :
Grading System at Lomonosov Moscow State University:
<http://www.msu.ru/en/admissions/education-system.php>

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 (e-mail, phone)	Website for information
SI MARIBOR01	erasmus@um.si , tel.: +386 2 23 55 342	http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx
RU 999872315	Valentina Shipovskova , IRO MSU (Ms); Phone: +7 495 939 29 72; @: valship@rector.msu.ru	http://www.msu.ru/en/admissions

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 (e- mail, phone)	Website for information
SI MARIBOR01	erasmus@um.si , tel.: +386 2 23 55 342	http://www.um.si/en/international/erasmus/Pages/Insurance-Healthcare.aspx
RU 999872315	Valentina Shipovskova , IRO MSU (Ms); Phone: +7 495 939 29 72; @: valship@rector.msu.ru	http://www.msu.ru/en/admissions

4. Housing

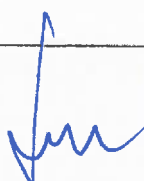


The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code or city]	Contact details (e- mail, phone)	Website for information
SI MARIBOR01	erasmus@um.si , tel.: +386 2 23 55 342	http://www.um.si/en/international/erasmus/Pages/Student_dormitory.aspx
RU 999872315	Valentina Shipovskova , IRO MSU (Ms); Phone: +7 495 939 29 72; @: valship@rector.msu.ru	http://www.msu.ru/en/admissions

This agreement is made in 2 original copies, of which each institution shall keep one. The attachments to the agreement form a constituent part of the agreement.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
SI MARIBOR01	University of Maribor: prof. dr. Igor Tičar, rector	15. 04. 2016	 
RU 999872315	Academician, Professor Dr. Alexei R. Khokhlov, Vice- Rector		

Attachments:

1. Application form
2. Learning Agreement/Changes to Learning agreement (for studies and training)
3. Teaching Agreement /Work Plan
4. Transcript of Records