



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

**Inter-institutional¹ agreement 2020-2022²
between institutions from
Programme and Partner Countries³
2020-1-IT02-KA107-078650**

[Minimum requirements]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 EU Member States, 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.

Table of Contents

A.	Information about higher education institutions.....	2
B.	Mobility numbers	3
C.	Recommended language skills.....	4
D.	Respect of fundamental principles and other mobility requirements	5
	Before mobility.....	5
	During and after mobility	6
E.	Additional requirements	6
F.	Calendar	7
G.	Information	7
	1. Grading and credit systems of the institutions.....	7
	2. Visa.....	8
	3. Insurance.....	8
	4. Housing	9
H.	Signatures of the institutions (legal representatives)	9

EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture
Directorate Innovation, International Cooperation and Sport
Unit C3: International Cooperation

*European Commission
B-1049 Brussels*

© European Union 2019

Reuse is authorised provided the source is acknowledged.

The reuse policy of European Commission documents is regulated by Decision 2011/833/EU (OJ L 330, 14.12.2011, p. 39).

For any use or reproduction of photos or other material that is not under the EU copyright, permission must be sought directly from the copyright holders.

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)
University of Pisa (UNIFI)	IPISA01	Vice-rector Prof. Francesco Marcelloni Services for Education and Internationalization Lungarno Pacinotti 44 56126 Pisa Email: programmi.internazionali@unipi.it	https://www.unipi.it/index.php/academic-programmes/itemlist/category/533
Tomsk State University (TSU)	Tomsk	Vice-rector for Academic Affairs Prof. Evgeny Lukov 36, Lenin Ave., Tomsk, Russia Deputy director, Centre for Joint Academic Programmes: Polina Sharypina sharypinapolina@gmail.com (+73822) 526-359 36, Lenin Ave., Tomsk, Russia	http://en.cjiap.tsu.ru/

B. Mobility numbers⁷ from the 1st August 2020 to 31st July 2022 for the project 2020-1-IT02-KA107-078650

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 * <i>[Applicable from 2018 call]</i>
Tomsk	IPISA01	061	Information and Communication	2nd	10 months (5 months for two students)	

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.

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>)

			Technologies			
IPISA01	Tomsk	061	Information and Communication Technologies	3rd	3 months for one student	

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

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 *
Tomsk	IPISA01	061	Information and Communication Technologies	14 days for two persons	
IPISA01	Tomsk	061	Information and Communication Technologies	14 days for two persons	

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]
IPISA01		IT	EN	B2	EN C1 IT B2
Tomsk		RUS	EN	B1	EN B2 RUS B2

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>

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 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. Additional requirements

Selection criteria of students: applicants must be active full-time students on a Bachelor or Master or PhD programme of the University included in section A of this IIA. The candidates will be selected on the basis of **personal motivation, intercultural abilities, knowledge of English and academic excellence.** (Among students with the same level of academic excellence and language knowledge, the most disadvantaged student from a poor socio-economic background or a student with special needs will be selected).

Selection criteria of Staff: applicants must be active full-time staff of the University included in section A of this IIA. The candidates will be selected on the basis of **personal motivation, intercultural abilities, knowledge of English and academic excellence.** The criteria will include the usefulness of the teaching or training plan, on which the receiving Institutions will be consulted, and the expected results to present and future university priorities.

The University of Pisa has been progressively working towards the removal of any obstacles that may interfere between students with special needs and their university life experience. Information: <https://www.unipi.it/index.php/facilities/item/2312-special-needs>

Please note that the incoming student or staff must apply for the support granted in the ERASMUS+ KA107 ICM in his/her application form.

Tomsk State University: Selection requirements

Students' selection at TSU is based on the following criteria:

1. Language Proficiency (depends on languages of instruction at a Receiving Institution)
2. Academic Performance
3. Recommendation from the Faculty
4. Motivation
5. Student's Portfolio

Students whose level of foreign language is lower than B1, GPA is lower than 4.0 out of 5 or who don't have recommendation letter from their Faculty are not allowed to take part in the selection procedure.

Candidates are selected by special Committee.

Pre-departure support

Centre for joint academic programmes provides undergraduate and postgraduate students with assistance on all issues related to long-term academic mobility.

Arrival, Induction and Support

International Student Services Centre supports international students. The Centre's specialists work with international students from their arrival at TSU until they graduate and/or transfer, and provide wide support in different areas. All information could be found on the website <http://studentcenter.tsu.ru/?language=en>

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
IPISA01	30 June (for a mobility that take place from September to February)	30 October (For a mobility that take place from February to July)
Tomsk	May 15th (Winter Term)	November 15th (Summer Term)

[* 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 February 2021 will only take effect as of 1 February 2022. 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 and credit systems of the institutions

I PISA01: <http://www.unipi.it/index.php/students/item/2265-educational-system>

The grading system for the course units consists of 30 possible points, plus 'lode' (cum laude) in case of excellence. Marks are given by the lecturer on the basis of performance as ascertained in a public examination by a board of at least two teachers. Main exam sessions are held in June/July; September; and January; students may resit exams.

TSU: 4-point scale is used for assessment of students' academic achievements. The highest mark is 5 and the lowest mark is 2.

Grade	Mark	Description
Excellent	5	Excellent level of knowledge
Good	4	Very good level of knowledge with a few discernible mistakes
Satisfactory	3	Less than average level of knowledge with significant mistakes
Unsatisfactory	2	Unsatisfactory level of knowledge
Credit test		
Passed	Acceptable level of	Passed

	knowledge	
Failed	Unsatisfactory level of knowledge	Failed

IPISA01: The European Credit Transfer and Accumulation System (ECTS) is adopted as the national credit system in Italy: 1 Italian Credit (CFU) = 25 working hours = 1 ECTS Credit

ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits correspond to the workload of a full-time academic year.

First cycle qualifications (Bachelor programmes) typically include 180 ECTS credits. Second cycle qualifications (Master programmes) typically include 120 ECTS credits.

TSU: 1 full academic year = 60 credits; 1 semester = 30 credits. 1 credit = 1 ECTS

Academic grades conversion table could be found here: <http://en.cjiap.tsu.ru/node/30>

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
IPISA01	Dott. Mauro Mazzotta e-mail: international@unipi.it	https://www.unipi.it/index.php/visa-noneu/item/2286-visa
Tomsk	Polina Sharypina, sharypinapolina@gmail.com 007 3822 526 359	http://en.cjiap.tsu.ru/node/31

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
IPISA01	Dott. Mauro Mazzotta e-mail: international@unipi.it	https://www.unipi.it/index.php/insurance

Tomsk	Polina Sharypina, sharypinapolina@gmail.com 007 3822 526 359	http://studentcenter.tsu.ru/?language=en
-------	---	---

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
IPISA01	Programmi.internazionali@unipi.it	https://www.unipi.it/index.php/accommodation
Tomsk	Polina Sharypina, sharypinapolina@gmail.com 007 3822 526 359	http://studentcenter.tsu.ru/?language=en

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
IPISA01	Prof. Francesco Marcelloni Vice Rector for International Cooperation and Relations		
Tomsk	Prof. Evgeny Lukov Vice-Rector for Academic Affairs		

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation