



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

Inter-institutional agreement 2019-2022
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 ¹ | Contact details ² [email, phone] | Website [eg. of the course catalogue] |
|--|-----------------------------------|--|--|
| Université de Lille FRANCE | F LILLE103 | <p><u>Institutional Coordinator:</u> Véronique LEVEL <i>Erasmus+ Institutional Coordinator and Director of the Direction of International Mobility</i> Ph.: +33 3 62 26 81 11 Email: veronique.level@univ-lille.fr</p> <p><u>Contact person:</u> Katy HOVELAQUE <i>ICM Erasmus+ Project coordinator</i> <i>Direction of International Mobility</i> University of Lille, Bât. A3 - Cité scientifique 59655 Villeneuve d'ascq - France tel: +33 (0)3 62 26 81 09 intl-exchange@univ-lille.fr</p> | <p>University Website https://www.univ-lille.fr</p> <p>International Website https://international.univ-lille.fr/</p> <p>Course catalog https://international.univ-lille.fr/etudiants-etrangers/en-programme-international/programme-dechange-erasmus-isep/</p> <p>https://www.univ-lille.fr/home/</p> |
| Tomsk State | TOMSK | <u>Institutional Coordinator:</u> | University Website |

¹ 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.

² Contact details to reach the senior officer in charge of this agreement.

| | | |
|------------------------------------|--|--|
| University RUSSIA | Polina Sharypina Centre For Joint Academic Programmes Deputy Director Tel. 00 7 3822 526359 sharypinapolina@gmail.com Department coordinator: Bazhenova Yana y-baz@sibmail.com | http://en.tsu.ru/ Course catalog http://en.cjiap.tsu.ru/node/6 |
|------------------------------------|--|--|

B. Mobility numbers per 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] | Student Mobility for Traineeships * |
| F LILLE103 | Tomsk State University | 0532 | Earth Sciences | 2 nd and 3 rd cycles | 1*5 months | NA |
| Tomsk State University | F LILLE103 | 0532 | Earth Sciences | 2 nd and 3 rd cycles | 2 nd cycle : 4*5 months 3 rd cycle : 1*10 months | NA |

| 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 * |
| F LILLE103 | Tomsk State University | 0532 | Earth Sciences | 1*7 days | NA |
| Tomsk State University | F LILLE103 | 0532 | Earth Sciences | 1*7 days | NA |

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 ³ | |
|---|---------------------------|---------------------------|---------------------------|--|-----------------------------|
| | | | | Student Mobility for Studies | Staff Mobility for Teaching |
| F LILLE103 | | French | English | B2 | B2 |
| Tomsk State University | | English | Russian | B2 | 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

³ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

- 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

F LILLE103:

- Application and Registration:

Candidates to incoming Erasmus+ ICM mobility will be preselected by their home institution and nominated in advance by email to the central international relations office to intl-exchange@univ-lille.fr. The student will then have to fill in the online application form and send it to F LILLE103.

They will be allowed to attend courses only if their application has been positively evaluated. The deadlines to candidate must be respected.

All necessary information for incoming students coming to University of Lille are available here: <https://international.univ-lille.fr/etudiants-etrangers/en-programme-international/>

- Orientation, Integration and Welcome:

The F LILLE103 offers intensive French courses for incoming exchange students, and welcome meetings.

ESN association (Erasmus Student Network) offers activities for all international students, and a buddy system : <http://lille.ixesn.fr/>

- Disabled Students and Staff:

F LILLE103 has the infrastructure to welcome students and staff with disabilities. The student disabilities' service offers counselling and assistance to students with disabilities/chronic diseases and organizes, if required, accommodated study and exam conditions, to allow disabled students to complete their exchange's period in the best possible conditions. Further information: <https://www.univ-lille.fr/vie-des-campus/etudes-et-handicap/>

Tomsk State University :

Selection:

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.

Information for disabled students:

Information an access for disabled students at TSU can be found here: <http://www.tsu.ru/education/accessibility.php>

F. Calendar

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

| Receiving institution [Erasmus code or city] | Autumn term* [Date] | Spring term* [Date] |
|---|------------------------|---------------------------|
| F LILLE103 | 15 th May | 1 st November |
| Tomsk State University | 15 th May | 15 th November |

[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 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement: termination of the agreement or amendments in the data set above can be made annually, if communicated before 1 January. Neither the European Commission nor the National Agency can be held responsible in case of conflict.

G. Information

1. Grading systems of the institutions

F LILLE103: In the French Higher Education system, each course unit is graded on a scale from 0 to 20 points. 0 is the worst grade, 20 is the best grade. The minimum passing grade is 10. The ECTS system is used at F LILLE103. The transcript of records provided by the faculty will indicate the ECTS scale for each French grade awarded in order to facilitate the credit transfer.

Tomsk State University : Tomsk State University: 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 | Website for information |
|--|--|---|
| F LILLE103 | Contact person: Katy HOVELAQUE ICM Project coordinator Direction of International Mobility intl-exchange@univ-lille.fr | https://international.univ-lille.fr/etudiants-etrangers/preparer-son-arrivee/formalites-dentree-et-de-sejour/ |
| Tomsk State University | Polina Sharypina Deputy Director, Centre for Joint Academic Programmes centrejointedu.tsu@yandex.ru (+73822) 526-359 | http://newinter.tsu.ru/en 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 | Website for information |
|--|--|---|
| F LILLE103 | Contact person: Katy HOVELAQUE ICM Project coordinator Direction of International Mobility | https://international.univ-lille.fr/etudiants-etrangers/preparer-son-arrivee/demarches- |

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|------------------------|---|--|
| | intl-exchange@univ-lille.fr | administratives/ |
| Tomsk State University | TSU International Division E-mail: int.admissions@mail.tsu.ru Phone: +7 (3822) 529558 Skype: live:int.admissions_1 | http://en.cjiap.tsu.ru/node/31 http://newinter.tsu.ru/en |

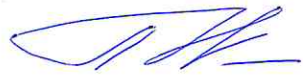
4. Housing

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 |
|---------------------------------------|--|---|
| F LILLE103 | Contact person: Katy HOVELAQUE ICM Project coordinator Direction of International Mobility intl-exchange@univ-lille.fr | https://international.univ-lille.fr/etudiants-etrangers/preparation-arrivee/logement-a-lille/ |
| Tomsk State University | TSU International Student Services Centre E-mail: studentcenter@ums.tsu.ru Phone: + 7 (3822) 78-56-06 | http://studentcenter.tsu.ru/node/4?language=en |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code or name and city] | Name, function | Date | Signature ⁴ |
|--|---|------|---|
| F LILLE103 | Jean-Christophe CAMART President <i>by delegation</i> Véronique LEVEL Erasmus Institutional Coordinator | | |
| Tomsk State University | Evgeny Lukov Vice-Rector for Academic Affairs | |  |

⁴ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation