

Erasmus+ Programme

Key Action 1

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

Inter-institutional¹ agreement 2019/2021² 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)
Tomsk State University	Tomsk	Prof. Victor V. Dyomin, Vice-Rector for Academic Affairs	dyomin@mail.tsu.ru tel: 007 38 22 529 601	http://www.en.tsu.ru/ http://en.cjiap.tsu.ru/
Comenius University in Bratislava Slovak Republic	SK BRATISL02	Assoc. Prof. Mgr. Jozef Tancer, PhD. Vice-Rector for International Relations	erasmusplus@rec.uniba.sk tel: 00421 2 9010 9226	www.uniba.sk http://uniba.sk/en/international-relations/incoming-students/erasmus/course-catalogue/

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.

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* [total number of months of the study periods or average duration*]
Tomsk	SK BRATISL02	0231 0313	Language Acquisition Psychology	all	2 students, each for maximum of 4 months	--
SK BRATISL02	Tomsk	0231 0313	Language Acquisition Psychology	all	1 student for maximum of 4 months	--

[*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 city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods* ¹	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training*
Tomsk	SK BRATISL02	0231 0313	Language Acquisition Psychology	2 teachers, each for maximum of 7 days, minimum 8 teaching hours per week	--
SK BRATISL02	Tomsk	0231 0313	Language Acquisition Psychology	--	--

[*¹ numbers of staff mobilities are flexible and depend on the current balance of the budget allocated for the partner country, e.g. no addendum for different numbers of staff mobility for teaching or training as indicated in this agreement, is needed]

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	Optional:	Main	Additional	Recommended language
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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>)

institution [Erasmus code or city]	Subject area	language of instruction	language of instruction	of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
Tomsk	all	Russian	English	B1	B2
SK BRATISL02	all	English		B2 level is recommended for full advantage of the mobility	B2 level is recommended for full advantage of the mobility

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 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:

https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

Both higher education institutions must respect the following set of principles and requirements:

- 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.

Both higher education institutions further undertake 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.

⁶ See Common European Framework of Reference for Languages

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

- 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. Students must get a student visa (not tourist visa) before the arrival to the receiving institution. 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. It is the responsibility of all incoming students to have a health insurance which is valid during the whole mobility period. 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.]

- Students from the Partner country must set up a bank account in the Programme country after their arrival.
- Students from the Partner country will receive both Travel Grant and Individual Support to the bank account set up upon arrival to the higher education institution

in the Programme country and after signing a Grant Agreement.

- Incoming staff from the Partner country will receive both Travel Grant and Individual Support upon arrival to the Programme country via the Programme Country's cash office in EUR.

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]
Tomsk	15 May (applications of students)	15 November (applications of students)
SK BRATISL02	15 June (applications of students)	15 November (applications of students)

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

2. Both the receiving institution and the sending institution will send an Acceptance letter no later than 6 weeks after the deadline of applications.
3. A Transcript of Records will be issued by both the receiving institution and the sending institution no later than 5 weeks after the assessment period has finished. Please note that the Transcript of Records may be somewhat delayed during holiday periods.
4. Termination of the agreement

This Agreement will be effective when it is signed by the representatives of both institutions and will be valid for the time period stated above. It may be subject to revision or modification from time to time by mutual agreement including the attachment of additional schedules as they are developed. 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' guide⁸. 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.]

ECTS Grading system at **Comenius University in Bratislava**

Grade	Evaluation	Numerical value	Percentage
A	Excellent	1	100-91
B	Very good	1,5	90-81
C	Good	2	80-73

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

D	Satisfactory	2,5	72-66
E	Sufficient	3	65-60
Fx	Failed	4	59-0

Grading system at **Tomsk State University**

<http://en.cjiap.tsu.ru/node/30>

2. Financial sanctions

If the student does not reach a minimum of 15 ECTS credits at the end of the mobility period, he/she shall repay the financial support or part thereof as follows:

from 0 ECTS to 5 ECTS – 100% of the financial support;

from 6 ECTS to 10 ECTS – 50% of the financial support.

from 11 ECTS to 14 ECTS – 25% of the financial support.

3. 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
Tomsk	Ms. Polina Sharypina, sharypinapolina@gmail.com 007 3822 526 359	http://en.cjiap.tsu.ru/node/31
SK BRATISL02	Mgr. Mária Gajarská - Kučerová, PhD. maria.gajarska@uniba.sk +421 2 593 39 331	http://uniba.sk/en/international-relations/incoming-students/erasmus/practical-information/visa-and-temporary-residence/

4. 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
Tomsk	Ms. Polina Sharypina, sharypinapolina@gmail.com 007 3822 526 359	http://studentcenter.tsu.ru/?language=en
SK BRATISL02	Mgr. Mária Gajarská - Kučerová, PhD. maria.gajarska@uniba.sk +421 2 593 39 331	http://uniba.sk/en/international-relations/incoming-students/erasmus/practical-information/health-insurance/

5. 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
Tomsk	Ms. Polina Sharypina, sharypinapolina@gmail.com 007 3822 526 359	http://studentcenter.tsu.ru/?language=en
SK BRATISL02	Mgr. Kristína Havlíčková kristina.havlickova@uniba.sk	https://mlyny.uniba.sk/en/incoming-erasmus/housing-application/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
State University of Tomsk Tomsk	Prof. Victor V. Dyomin, PhD, Vice-Rector for Academic Affairs		
Comenius University in Bratislava SK BRATISL02	Assoc. Prof. Mgr. Jozef Tancer, PhD, Vice-Rector for International Relations		