



Erasmus+

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

Inter-institutional¹ agreement 2018-2020

between institutions from Programme and Partner Countries²

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 ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Università degli Studi di Milano	I MILANO 01	<i>Institutional Coordinator</i> International Relations Office international.agreements@unimi.it <i>Administrative contact:</i> International Relations Office international.agreements@unimi.it Tel. 0039 02 50313504 <i>Departmental Coordinator:</i> Prof. Paola Cotta Ramusino Dept. of Language Mediation and Intercultural Communication P.zza Indro Montanelli, 4 – Sesto San Giovanni email: paola.cottaramusino@unimi.it	http://www.unimi.it/ENG/ http://eng.mediazione.unimi.it/ecm/home

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 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ 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.

⁴ Contact details to reach the senior officer in charge of this agreement.

Linguistics University of Nizhny Novgorod, Russia PIC 908036886	Nizhny Novgorod, Russia	<i>Institutional Coordinator:</i> Department for International Affairs petrovapr@lunn.ru <i>Administrative contact:</i> Department for International Affairs petrovapr@lunn.ru tel.: +78314362049 <i>Departmental Coordinator:</i> Galina Petrova Head of International Relations Office tel.: +78314362049 fax: +78314166131 e-mail: petrovapr@lunn.ru	http://www.lunn.ru/en
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B. Mobility numbers⁵ per academic year

Mobility will be implemented during the academic years 2018/19 and 2019/20.

Mobility will end by 31 July 2020.

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 n]	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 *
Nizhny Novgorod, Russia	I MILANO01	0231	Language acquisition	2 nd	2 students x 5 month each (4 students in total)	NA
I MILANO01	Nizhny Novgorod,	0231	Language acquisition	2 nd	2 students x 5 month each (5	NA

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>)

	Russia					
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Student Mobility will encompass either courses attendance and exams or lab attendance and thesis research.

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I MILANO01	0231	Italian	English	B1	B2
Nizhny Novgorod, Russia	0231	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].

⁶ 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>

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) **4 months** 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

E1 Student and Staff Admission criteria

1.1 Students shall be selected initially by the Home Institution according to own internal procedures. Selection criteria will generally apply such as good academic standing and Grade Point Average (GPA)

1.2 Academic Staff shall take part into the mobility programme depending on consistency of their research and/or academic programme to the Host University programmes.

E2 Student and Staff Selection procedures

2.1 A list of preselected students will be sent to the Host Institution **3 months** in advance of the mobility periods. For each applicant, the Sending Institution will enclose to said list:

- Proof of Enrolment
- Transcript of Records
- CV
- Provisional Learning Agreement containing a proposal for a study programme
- Statement of purpose
- Passport

for a final check by the Host Institution.

2.2 A list of prospective teaching staff will be sent to the Host Institution jointly with:

- Teacher CV
- Teacher Work Programme
- Invitation letter from hosting Teacher at the Host Institution
- Teacher Passport

E3 Organization of Mobility

I MILANO01:

Exchange students and exchange teaching staff will be provided with all services and facilities available to resident students and personnel (dining all, libraries, sports, arts, entertainment, psychological support, disabled students support). Language courses will be organized at the beginning of each semester (October and March) free of charge. Both students and teaching staff will receive support to obtain visa and, once in Milano, assistance to obtain their stay permit. A buddy service is also provided. UNIMI's local section of the Erasmus Students Network is open to all mobility students.

Linguistics University of Nizhny Novgorod:

Selection process:

The selection of candidates - as well as the procedure for awarding them a grant - must be fair, transparent, coherent and documented, and shall be made available to all parties involved in the selection process.

Possible **selection criteria** are the academic performance of the candidate, previous mobility experience, motivation, experience in the receiving country (i.e. return to country of origin) etc.

In case of international credit mobility, the first criterion for selecting candidates must be academic merit, but with equivalent academic level.

E4 Organizational Support Grant

4.1 The Organizational Support Grant has been awarded to the Programme Country University (IMILANO01) according to the rules of the Erasmus+ Programme that establish in 350€ per participant the EU contribution to mobility.

4.2 Both Universities agree to share the Organizational Support Grant according to the number of incoming students and staff at either partner University.

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]
I MILANO01	31 May	31 October
Nizhny Novgorod, Russia	10 June	10 November

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

2. The receiving institution will send its decision within **2 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

This Agreement may be modified in writing between the parties. It may be terminated upon request by one of the parties with notice sent at least one academic year before expiration. Any dispute arisen between the parties will be solved amicably. 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

I MILANO01: University of Milan adopts ECTS System: one credit corresponds to 25 hours of work including lectures, seminars, projects, practical work, self-study and examinations. The average annual workload of a full time student is conventionally fixed at 60 credits, one semester correspond to 30 credits. As regards the marks, they range from 18 (pass mark) to 30/30.

**Linguistics University of Nizhny Novgorod:
NIZHNY NOVGOROD:**

The Russian national grading scheme consists of five grades with numerical equivalents:

- 1** – insufficient, fail
- 2** – not sufficient
- 3** – satisfactory
- 4** – good
- 5** – excellent

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
I MILANO01	international.agreements@unimi.it +39 02 50313504	
Nizhny Novgorod, Russia	International Relations Office E-mail: petrovapr@lunn.ru Tel. +78314362049	http://www.lunn.ru/page/mezhdunarodnye-svyazi-0

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.

I MILANO01: Students and teaching staff must be covered with civil responsibility and accident risk insurance during their mobility abroad.

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
I MILANO01	international.agreements@unimi.it +39 02 50313504	http://www.unimi.it/ENG/student/29555.htm

Nizhny Novgorod, Russia	International Relations Office E-mail: petrovapr@lunn.ru Tel. +78314362049	http://www.lunn.ru/page/mezhdunarodnye-svyazi-0
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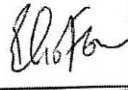
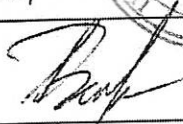
4. Housing

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
I MILANO01	international.agreements@unimi.it +39 02 50313504	http://www.unimi.it/ENG/student/29555.htm
Nizhny Novgorod, Russia	International Relations Office E-mail: petrovapr@lunn.ru Tel. +78314362049	http://www.lunn.ru/page/mezhdunarodnye-svyazi-0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁷
I MILANO01	Prof. Elio Franzini Rector	02/11/2018	
Nizhny Novgorod, Russia	Prof.Dr. Boris A.Zhigalev Rector	26/10/2018	



⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

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