

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

**Inter-institutional agreement**  
**2017/2018 – 2018/2019**  
**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 <sup>1</sup>	Contact details <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Uniwersytet Wrocławski	PL WROCLAW01	Institutional Erasmus Coordinator: Barbara Skalacka-Harrold <a href="mailto:barbara.skalacka-harrold@uwr.edu.pl">barbara.skalacka-harrold@uwr.edu.pl</a>  Head of the International Office: Urszula Broda <a href="mailto:urszula.broda@uwr.edu.pl">urszula.broda@uwr.edu.pl</a>  International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705	International Office: <a href="http://international.uni.wroc.pl">international.uni.wroc.pl</a>  courses in English: <a href="https://international.uni.wroc.pl/en/study-english/programs-english">https://international.uni.wroc.pl/en/study-english/programs-english</a>
Tomsk State University	Tomsk	Deputy director, Centre for Joint Academic Programmes:	<a href="http://en.cjiap.tsu.ru/">http://en.cjiap.tsu.ru/</a>

<sup>1</sup> 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.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement.

		Polina Sharypina <a href="mailto:centrejointedu.tsu@yandex.ru">centrejointedu.tsu@yandex.ru</a> (+73822) 526-359 36, Lenin Ave., Tomsk, Russia	<a href="http://cjiap.tsu.ru/">http://cjiap.tsu.ru/</a>
--	--	--	---

## B. Mobility numbers<sup>3</sup> 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 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration *] Student Mobility for Trainee ships *	
PL WROCLAW01	Tomsk State University	0421	Biology and biochemistry	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	1 students/5 months	-
		0225	History and archaeology			-
		0229	Humanities			-
		0443	Earth Sciences			-
Tomsk State University	PL WROCLAW01	0421	Biology and biochemistry	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	2 students/10 months	-
		0225	History and archaeology			-
		0229	Humanities			-
		0443	Earth Sciences			-

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

<sup>3</sup> 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>)



FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED] D]	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 *
PL WROCLAW01	Tomsk State University	0421	Biology and biochemistry	1persons/5 days	1persons/5 days
		0225	History and archaeology		
		0229	Humanities		
		0443	Earth Sciences		
Tomsk State University	PL WROCLAW01	0421	Biology and biochemistry	2 persons/10 days	1persons/5 days
		0225	History and archaeology		
		0229	Humanities		
		0443	Earth Sciences		

### 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	Optional: Subject	Language of instruc-	Language of instruc-	Recommended language of instruction level <sup>4</sup>	
				Student Mobility	Staff Mobility for

<sup>4</sup> 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>

city]	area	tion 1	tion 2	for Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
PL WROCLAW 01		Polish	English*	B1	B2
Tomsk State University		English	Russian	B1	B2

\*knowledge of English is necessary in all cases where the language of instruction is English

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](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 with the use of the existing credit system (ECTS or equivalent).
- Ensure recognition of Erasmus period abroad as a part of study period at the Home University without taking any break from the course or prolonging it.
- 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 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**

*[To be completed if necessary. Other requirements may be added 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.]*

#### **PL WROCLAW01:**

Students: <https://international.uni.wroc.pl/en/incoming-students/exchange-students>

Staff: <https://international.uni.wroc.pl/en/visiting-staff>

Disabled: <https://international.uni.wroc.pl/en/incoming-students/exchange-students/llp-erasmus-studies/students-disabilities>

## **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]
PL WROCLAW01 Nominations from Partner University: Applications:	1 <sup>st</sup> June 15 <sup>th</sup> June	15 <sup>th</sup> October 31 <sup>st</sup> October
Tomsk State University Nominations from Partner University: Applications:	1 <sup>st</sup> May 15 <sup>th</sup> May	1 <sup>st</sup> November 15 <sup>th</sup> November

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

2. The receiving institution will send its decision within [x] weeks.

**PL WROCLAW01: 5 weeks**

**Tomsk State University: 5 weeks**

3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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]*

**PL WROCLAW01: 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

**Tomsk State University: 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

*The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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

**PL WROCLAW01:** <https://international.uni.wroc.pl/en/courses/grading-scale>

**Tomsk State University:** <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
PL WROCLAW01		<a href="https://international.uni.wroc.pl/en/study-english/practical-information/visa">https://international.uni.wroc.pl/en/study-english/practical-information/visa</a>
Tomsk State University		<a href="http://en.cjiap.tsu.ru/node/31">http://en.cjiap.tsu.ru/node/31</a>

### 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
PL WROCLAW01		<a href="https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance">https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance</a>
Tomsk State University		<a href="http://studentcenter.tsu.ru/?language=en">http://studentcenter.tsu.ru/?language=en</a>

#### 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
PL WROCLAW01		<a href="https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation">https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation</a>
Tomsk State University		<a href="http://studentcenter.tsu.ru/?language=en">http://studentcenter.tsu.ru/?language=en</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>5</sup>
PL WROCLAW01	Prof. dr hab. Jan Burdukiewicz, Vice-Rector	17/01/2018	Prorektor ds. współpracy z zagranicą i projektów międzynarodowych prof. dr hab. Jan Burdukiewicz
Tomsk State University	Prof. Victor Dyomin, Vice-Rector for Academic Affairs		

<sup>5</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation