

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

**Inter-institutional agreement 2019/2020**  
**between institutions from**  
**Programme and Partner Countries**

**[ICM Project: 2018-1-PT01-KA107-046827]**

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+, whenever applicable.

**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
University of Coimbra (UC), Portugal	P COIMBRA01	International Office: <a href="mailto:icm@uc.pt">icm@uc.pt</a> +350 239857000  Mobility Coordinator(s): Prof. Carmen Mendes, Faculty of Economics  Agreement Promoter(s): Prof. Luís Moura Ramos, Faculty of Economics	<a href="http://www.uc.pt">www.uc.pt</a>
National Research Tomsk State University (TSU),	Tomsk	Centre for Joint Academic Programmes: <a href="mailto:centrejointedu.tsu@yandex.ru">centrejointedu.tsu@yandex.ru</a>	<a href="http://en.tsu.ru/">http://en.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.

Tomsk, Russia		<u>ex.ru</u> +7 3822 526 359 Mobility Coordinator(s): Polina Sharypina, Centre for Joint Academic Programmes, Deputy Director <u>sharypinapolina@gmail.c</u> <u>om</u>  Agreement Promoter(s): Prof. Larissa Grinkevich	
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### B. Mobility numbers<sup>3</sup> 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 <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 Traineeships *
Tomsk	P COIMBRA01	0311 0413	Economics Business Administration	2 <sup>nd</sup> cycle	2 students (5 months each)	0
P COIMBRA01	Tomsk	0311 0413	Economics Business Administration	2 <sup>nd</sup> cycle	2 students (5 months each)	0

[\*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]	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	P COIMBRA01	0311 0413	Economics Business Administration	1 teacher (10 days)	0
P COIMBRA01	Tomsk	0311 0413	Economics Business Administration	1 teacher (10 days)	0

### 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
Tomsk	0311 0413	Russian	English(whenever available)	B1	B 2
P COIMBRA01	0311 0413	Portuguese	English (whenever available)	Portuguese: B1 (min.) English: B2 (min.)	English: B2 (min.)

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<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>

## **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.
- 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**

*Check Attachment 1 - Quality of the cooperation arrangements*

### **F. Calendar**

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

<b>Receiving institution</b> [Erasmus code or city]	<b>Autumn Term*</b> [month]
Tomsk	March/ April 2019
P COIMBRA01	March/ April 2019

*[\* to be updated according to the Call for Applications' calendar to be published in the ICM project website]*

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 [5] 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 shall remain in force until the end of the ICM project (31 July 2020). However, in the event of unilateral termination, a notice of at least one academic year should be given. 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' guide<sup>5</sup>. 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.]*

P COIMBRA01: our grading system is available online at:  
[www.uc.pt/en/ects/info\\_inst/sg-ma](http://www.uc.pt/en/ects/info_inst/sg-ma)

Tomsk: <http://en.ciiap.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
Tomsk	<a href="mailto:centrejointedu.tsu@yandex.ru">centrejointedu.tsu@yandex.ru</a> (+73822) 526-359	ICM@UC project website
P COIMBRA01	<a href="mailto:icm@uc.pt">icm@uc.pt</a> +351 239857000	ICM@UC project website

### 3. Insurance

The University of Coimbra will provide a travel and accident insurance for all mobile participants under this agreement, 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
Tomsk	<a href="mailto:studentcenter@ums.tsu.ru">studentcenter@ums.tsu.ru</a>	ICM@UC project website

<sup>5</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

	+ 7 (3822) 78-56-06	
P COIMBRA01	icm@uc.pt +351 239857000	ICM@UC project website

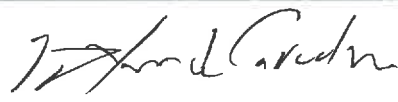

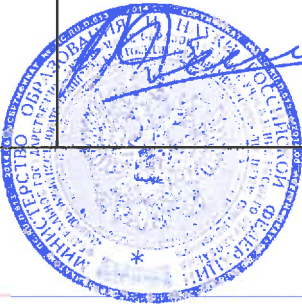
#### 4. Housing

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
Tomsk	studentcenter@ums.tsu.ru + 7 (3822) 78-56-06	ICM@UC project website
P COIMBRA01	icm@uc.pt +351 239857000	ICM@UC project website

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>6</sup>
P COIMBRA01	Prof. Joaquim Ramos de Carvalho Vice-Rector	22/10/18	
National Research Tomsk State University (TSU), Tomsk, Russia	Prof. Victor Dyomin Vice-Rector for Academic Affairs		 

<sup>6</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation