

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

Inter-institutional agreement 2018-2021

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	Name of the contact person	Contact details (email, phone)	Website
UNIVERSITE LIBRE DE BRUXELLES (ULB)/BELGIUM	B-BRUXEL04	Camille Bulot	Service de la Mobilité Etudiante camille.bulot@ulb.ac.be	http://www.ulb.ac.be
VOLGOGRAD STATE UNIVERSITY (VoISU)/RUSSIA	VOLGOGRAD, Russian Federation	Alexander Shovgenin	International Office oms@volsu.ru +78442460291	https://volsu.ru/struct/administrative/international/

B. Mobility numbers per academic year

FROM	TO	Subject area code	Subject area name	Study cycle	Number of Student Mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
B-BRUXEL04	VOLGOGRAD			2 nd	3 x5 months = 15	-

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility
VOLGOGRAD		RUSSIAN	FRENCH	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

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) 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

- **B-BRUXEL04**

The partner institution is in charge of selecting exchange students who will come and study at ULB. However, ULB reserves the right to turn down student applications in case they do not comply with the necessary requirements (language skills, application date...).

F. Calendar

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

Receiving institution	Autumn term	Spring term
B-BRUXEL04	June	October
VOLGOGRAD	May 30 th	October 31 st

2. The receiving institution will send its decision within 3 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

A unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

Please notify your decision not to renew our agreement before the beginning of November each year

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. 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.]

- B-BRUXEL04: <https://www.ulb.ac.be/enseignements/presentation/en/presentation-en-translation.html>
- VOLGOGRAD: <https://volsu.ru/struct/administrative/international/>

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
B-BRUXEL04	mobilite@ulb.ac.be	http://diplomatie.belgium.be/fr/Services/venir en belgique/ http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf
VOLGOGRAD	oms@volsu.ru +78442460291	https://volsu.ru/struct/administrative/international/

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	Contact details (email, phone)	Website for information
B-BRUXEL04	mobilite@ulb.ac.be	In 2018/19, 12 Euros are requested to each student for ULB insurance. This covers any accidents that might occur in the pursuit of academic activities. More information:

		http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html
VOLGOGRAD	oms@volsu.ru +7 8442 46 02 91	https://volsu.ru/struct/administrative/international/inostrannomu-studentu/

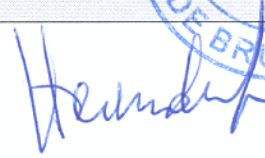
4. Housing

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	Contact details (email, phone)	Website for information
B-BRUXEL04	mobilite@ulb.ac.be	http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html
VOLGOGRAD	oms@volsu.ru +7 8442 46 02 91	https://volsu.ru/struct/administrative/international/inostrannomu-studentu/

H. Signatures of the institutions

Institution [Erasmus code or city]	Name, function	Date	Signature
B-BRUXEL04	François HEINDERYCKX Dean of the Faculty for Literature, Translation and Communication	29. MAY 2019	
VOLGOGRAD	Vasily Tarakanov, rector		