



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff**

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

**Inter-institutional agreement 2022-2025
(August 1st 2022 – July 31st 2025)**

Mobilities must be completed within the period stated above. The number of mobilities is dependent on the Erasmus+ grant received by University of Copenhagen within the KA171-2022 and must be agreed upon between the partners in this agreement.

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years KA171-2022:

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the [Erasmus Charter for Higher Education](#)² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#)³ and in line with the technical standards of the [European Student Card Initiative](#)⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

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- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
 - Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
University of Copenhagen, Denmark	Copenhagen	Faculty of Science Anne Mette Wohl Rasmussen, Senior International Advisor, SCIENCE Education, Bülowsvej 17, DK-1870 Frederiksberg C, Phone: +45 35 33 35 33; Email: exchange@science.ku.dk	General: www.studies.ku.dk Faculty/faculties: https://science.ku.dk/english/ Course catalogue: https://studies.ku.dk/visiting/overseas/course-information/online-course-catalogue/
Urgench State University	Urgench	Faculty of Bioengineering and Food Safety Radjabov Mansur Farxodovich, Deputy Dean for Research and International Cooperation, 14, Kh.Alimdjan str, Urgench city, Phone: +998 91 572 60 96; Email: m.radjabov04041972@gmail.com	General: https://urdu.uz/en Faculty/faculties: https://urdu.uz/en/site/faculty Course catalogue: https://urdu.uz/en/site/active?id=48

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁷ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
COPENHAGEN	Urgench State University	0721	Food processing				7	80 (2 days per mobility can be used for travel)
Urgench State University	COPENHAGEN	0721	Food processing	3rd	6	21		
		0721	Food processing				6	72 (2 days per mobility can be used for travel)

Optional additional information

Erasmus funding for mobilities for this agreement received by UCPH in August 2022 amounts to: 60,540 Euro

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

The funding stated in this agreement is the total funding granted to the collaboration between the University of Copenhagen and the following partners in Uzbekistan:

- Urgench State University
- Tashkent Institute of Chemical Technology
- Centre for Advanced Technologies

It is understood that the number of mobilities stated in this agreement, is the total number **covering all the mobilities in the project**, and that the division and usage of the mobilities between the partner institutions in Uzbekistan must be in accordance with the allocation set by the Danish National Agency.

The number of mobilities is dependent on the Erasmus+ grant received by University of Copenhagen within the KA171-2022 and must be agreed upon between the partners in this agreement.

Based on Danish national law, UCPH does not currently have the legal basis to participate in virtual and blended mobility.

The Danish national law that demands balance in the numbers of inbound and outbound students participating in ordinary physical exchange also applies for virtual and blended mobility.

The Erasmus grant:

For mobilities *from Denmark to Uzbekistan*, the payment of the grants shall be managed by the University of Copenhagen in the following manner:

- For students: The first instalment (consisting of 70% of the financial support and 100% travel contribution) shall be paid to the students account upon approval of the required Learning Agreement **prior to departure**. With the last instalment (30% of the financial support) paid to students upon submission of the final evaluation after completion of the mobility.
- For Staff: The University of Copenhagen shall provide to the participant travel and individual support - upon receiving Mobility Agreements and Grant Agreements **prior to departure** - in form of contribution in kind or, if it is pre-financed by the participant, refund these costs in accordance with the University of Copenhagen's internal regulation.

For mobilities *from Uzbekistan to Denmark* the payment of the grants shall be managed by the University of Copenhagen:

- For students: The first instalment (consisting of 70% of the financial support and 100% travel contribution) shall be paid to the students account when student has documented arrival in Copenhagen by a signed Proof of Arrival. The last instalment of the Erasmus grant will be paid to the students account upon evaluation of the Erasmus grant.
- For staff: the University of Copenhagen shall – upon receiving Mobility Agreements and Grant Agreements **prior to departure** – transfer an amount equalling the entirety of the grant to the staff in a timely manner.

The mobility grant cannot be disbursed to participants from neither Uzbekistan nor Denmark **after** the mobility has been completed.

3. 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 skills⁸ at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
DK KOBENHA01		Danish	English	B2 (some programmes require differing language prerequisites please see https://studies.ku.dk/visiting/)	B2
Urgench State University		English	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
UCPH receives 100% of the OS funds.	UCPH carries: the responsibility for the disbursement of Erasmus grants to both inbound and outbound participants and therefore also the financial burden. the financial responsibility regarding the overall Erasmus grant, including application and reporting the responsibility for the overall supervising of the budget

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
DKKOBENHA01	Winter Term: from 1 September to 31 January (Block 1 + 2) Spring Term: from 1 February to 30 June (Block 3 + 4) Please note: block structure at Faculty of Science	Nomination deadline: 15 April for Autumn semester 15 September for Spring semester Application deadline: 1 May for Autumn semester 1 October for Spring semester
Urgench State University	Winter Term: from 4 September to 15 January (Block 1 + 2) Spring Term: from 1 March to 15 June (Block 3 + 4) Please note: block structure at Faculty of Bioengineering and Food Safety	Nomination deadline: 15 April for Autumn semester 20 October for Spring semester Application deadline: 30 March for Autumn semester

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

		4 October for Spring semester
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The receiving institution will send its decision within 4-6 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
DKKOBENHA01	INT-admission@adm.ku.dk	https://studies.ku.dk/visiting/erasmus/how-to-apply/
Urgench State University	ursubox@gmail.com	https://urdu.uz/en/site/active?id=60

Selection criteria

Please sum up in this table the selection criteria.

Normally, the sending HEI selects participants, and nominates them to be accepted or rejected by the receiving institution. Some institutions may prefer to set joint procedures, including for example joint selection panels to ensure consistent selection of participants

The selection procedure must be fair, transparent and well-documented, as they will be checked during monitoring visits by the National Agencies. The calls for applications and the selection criteria (e.g. academic performance of the candidate, motivation, relevant experience etc.) shall be made public. The sending and the receiving institution should have a common understanding regarding selection of participants and should have set a basic timeline and identified the colleagues responsible for the nomination of students and staff. Fees may not be charged under any circumstance to applicants for the organisation or administration of their Erasmus+ mobility period.

The HEI shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or selection process. There should be appeal procedures in place.

basis of a motivation letter.		on UrSU intranet.
Academic requirements	Studies relevant to the project	
CV	Europass CV format	
Motivation letter	At least 250- 300 words	
Inclusion measures ¹⁰	Not applicable due to lack of definition from the National Agency in Denmark	Not applicable due to lack of definition from the National Agency in Denmark
Other	Please add – otherwise state “not applicable”	Please add – otherwise state “not applicable”

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.

¹⁰ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	DKKOBENHA01	contact@housingfoundation.ku.dk	https://housingfoundation.dk/
Language Support	DKKOBENHA01	Int-admission@adm.ku.dk	<p>Students are not required to speak Danish. However, Danish language courses are available via local language schools. Students pay a deposit, which is refunded on completion of the module.</p> <p>Students are expected to have a good level of English before their stay. UCPH also offers courses in academic English (see under “Open electives”: https://studies.ku.dk/visiting/erasmus/course-information/</p>
Visa	DKKOBENHA01	Int-admission@adm.ku.dk	https://studies.ku.dk/visiting/practical-matters/
Insurance	DKKOBENHA01	Int-admission@adm.ku.dk	<p>https://studies.ku.dk/visiting/practical-matters/</p> <p>Health insurance: Students should have the blue European health insurance card when they enter Denmark. Once students have registered in Denmark and received their Danish health insurance card, they will then be covered by the Danish system.</p> <p>General insurance: The University of Copenhagen does not require students to take out insurance. However, we strongly encourage you to take out insurance.</p> <p>Students are not covered by any insurance policies taken out by the University of Copenhagen.</p>
Inclusion of participants with fewer opportunities	DKKOBENHA01	Int-admission@adm.ku.dk	https://studies.ku.dk/visiting/student-support/
Mentoring	DKKOBENHA01	Int-admission@adm.ku.dk	https://studies.ku.dk/visiting/erasmus/academic-matters/

Grant payments	Please refer to section: "Optional additional information"		
Alumni information	Int-admission@adm.ku.dk	https://studies.ku.dk/visiting/campus-life/	

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Urgench State University	ursubox@gmail.com	https://urdu.uz/en/site/active?id=133
Language Support	Urgench State University	ursubox@gmail.com	https://urdu.uz/en/site/active?id=133
Visa	Urgench State University	ursubox@gmail.com	https://urdu.uz/en/site/active?id=108
Insurance	Urgench State University	ursubox@gmail.com	https://urdu.uz/en/site/active?id=133
Inclusion of participants with fewer opportunities		ursubox@gmail.com jumanazar.r@urdu.uz	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
Mentoring	Urgench State University	jumanazar.r@urdu.uz	https://urdu.uz/en/site/facultyview?id=79
Grant payments	Not applicable	Not applicable	Not applicable
Alumni information	Urgench State University	m.radjabov04041972@gmail.com	https://urdu.uz/en/site/facultyview?id=79

Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. [*Please specify the recognition tools that will be used, e.g. [the European Credit Transfer and Accumulation System](#).*]

For UCPH: The European Credit Transfer and Accumulation System (ECTS)

For UrSU: Ministry of Higher Education, Science and Innovation

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
 - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

7. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS applicable	[If Website for information
DK KOBENHA01		https://ufm.dk/en/education/the-danish-education-system/grading-system
Urgench State University		https://urdu.uz/uz/education/normative

8. Any other information regarding the terms of the agreement (optional)

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

GDPR, UCPH:

Info to UCPH-students: The country you are applying for may not guarantee adequate levels of data protection. By applying, you consent to the transfer of your name, your email address, your date of birth, and your study information to the receiving university in accordance with GDPR article 49, 1, a).

Info to partner: Each university will treat personal information with utmost confidentiality and in accordance with the relevant national and supranational legislation. Each university will supply their privacy policies and required information to the data subjects. Privacy policies and rights for the data subject shall be made available to students and applicants.

***GDPR**

Both partners declare to respect and adopt the EU General [Data Protection Regulation](#) (GDPR) in all terms and relevant national legislation including also the following principles for processing of personal data:

Each institution working with the University of Copenhagen (UCPH) must have written procedures for the processing of personal data and these must be reassessed and updated on a continuous basis. Please click here to see UCPH procedures [Privacy policy](#)

- 1) If [special categories](#) (EU General Data Protection Regulation article 9) of personal data are processed, the data may only be processed following written instructions from the Data Controller.
- 2) Each institution must continuously ensure that persons who process or have access to personal data are subject to a duty of confidentiality and are instructed in the processing of personal data in accordance with the written instructions given by the university.
- 3) Each institution must have procedures for user authorization securing the use of proper roles, and have proper technical and it-security measures to ensure that any personal data is handled and stored securely.
- 4) If data is transferred to a third country or an international organisation, the responsible the Data Processor must have documented procedures for the transfer which ensure that an adequate level of protection is maintained. Data may only be transferred with approval from the Data Controller.
- 5) If personal data is transferred to a third country or an international organisation each institution must inform University of Copenhagen and declare that the adequate level of protection will be maintained.

9. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

SIGNATURES OF THE INSTITUTIONS (legal representatives)

UNIVERSITY OF COPENHAGEN
 EDUCATION & STUDENTS
 International Education
 Kristalgade 25
 1252 Copenhagen, Denmark
 @iku.dk



Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
DK KOBENHA01	Anne Bruun, Director, International Education	8/3-23	<i>Anne Bruun</i>
Urgench State University	Urazboev Gayrat, Vice-rector for International Cooperation	20.02.2023	<i>[Signature]</i>



¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

