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

Inter-institutional\(^1\) agreement 2018-2020\(^2\)  
(June 1\(^{st}\) 2018 – July 31\(^{st}\) 2020)  
between institutions from  
Programme and Partner Countries\(^3\)

[Minimum requirements]\(^4\)

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+.

Mobilities must be completed within the period stated above. The number of mobilities is dependent on the grant received by University of Copenhagen within the Erasmus+ International Credit Mobility.

A. Information about higher education institutions

<table>
<thead>
<tr>
<th>Full name of the institution / country</th>
<th>Erasmus code or city(^5)</th>
<th>Contact details(^6) (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of</td>
<td>DK KOBENHA01</td>
<td>Institutional Coordinator:</td>
<td><a href="http://www.studies.ku.dk">www.studies.ku.dk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ms Anne Bruun</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) 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+.

\(^2\) Higher Education Institutions have to agree on the period of validity of this agreement.

\(^3\) 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.

\(^4\) Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

\(^5\) Eligible Partner Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

\(^6\) Contact details to reach the senior officer in charge of this agreement.
### B. Mobility numbers 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.]

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject</th>
<th>Subject area name</th>
<th>Study cycle</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus</td>
<td>Erasmus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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*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*
**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:
<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level[a]</th>
</tr>
</thead>
<tbody>
<tr>
<td>DK KOBENHA01</td>
<td></td>
<td>Danish</td>
<td>English</td>
<td>B2 (some programmes require TOEFL – please see <a href="http://www.studies.ku.dk">www.studies.ku.dk</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ural Federal University</td>
<td></td>
<td>Russian</td>
<td>English</td>
<td>English B2</td>
</tr>
</tbody>
</table>

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.
- 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.

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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

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; any split of organisational support funds among the partners; 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.]

Transfer of student data:

The sending institution must transfer data in such a way, in which it is accessible to the receiving party via the means of common and/or free software, so as to not impose unnecessary expenses on the receiving institution. The partners must however process personal data in compliance with applicable EU (i.e. the General Data Protection Regulation – GDPR) and national law on data protection (including authorisations or notification requirements). They may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the agreement. They must adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned.

The Erasmus grant:

Students and staff: For mobilities from the Programme Country to the Partner Country, the payment of the grants (consisting of 100% financial support and 100% travel contribution) shall be managed by the University of Copenhagen.

For Staff: For mobilities from the Partner Country to the Programme Country, the University of Copenhagen shall – upon receiving Mobility Agreements and Grant Agreements – transfer an amount equalling the entirety of the grant to the staff in a timely manner.

For Students: For mobilities from the Partner Country to the Programme Country, the University of Copenhagen shall – upon receiving Learning Agreements, Grant Agreements and proof of insurance – transfer an amount equalling the entirety of the grant to the student as soon as possible after the student opens a Danish bank account (NEM-konto).

Selection of students and staff:

The selection criteria for participation in the mobility activities are defined by the higher education institution in which they study or are employed.

Students apply to their HEI who carries out the selection of participants in the mobility action. The selection of students – 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.
For students from Partner Countries, the first criterion for selecting students will be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants).

The selection of teachers and HEI staff shall be carried out by the HEI. The selection and grant award procedure must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process. The selection criteria (for example priority given to staff going abroad for the first time, limitation on the possible number of mobility activities per staff member during a given time period, etc.) shall be made public.


**Infrastructure to welcome students and staff with disabilities**


URAL FEDERAL UNIVERSITY:
In case of additional requirements in regards to students and staff with disabilities, the partner institution may address the International service UrFU to Evgeniya Saburova, e.s.saburova@urfu.ru.

F. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code or city]</th>
<th>Term*</th>
<th>Term*</th>
</tr>
</thead>
<tbody>
<tr>
<td>DKKOBENHA01</td>
<td>May 1</td>
<td>October 1</td>
</tr>
<tr>
<td>Ural Federal University</td>
<td>Academic calendar: 01.09.-30.01.</td>
<td>Academic calendar: 15.02.-30.06.</td>
</tr>
<tr>
<td></td>
<td>Nominations: June 1st</td>
<td>Nominations: October 15th</td>
</tr>
<tr>
<td></td>
<td>Applications: June 15th</td>
<td>Applications: November 1st</td>
</tr>
</tbody>
</table>

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

2. The receiving institution will send its decision within 4-6 weeks.

3. 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.
4. Termination of the agreement

Either Party may terminate this Agreement upon six (6) months prior by written notification to the other party.

["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

University of Copenhagen grading system:
http://skt.ku.dk/english/danish_education_system/grading_scale/

Ural Federal University grading system:

<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>Points</th>
<th>Russian grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-91</td>
<td>5 “excellent”: 100-81 points</td>
</tr>
<tr>
<td>B</td>
<td>90-81</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>80-71</td>
<td>4 “good”: 80 - 61 points</td>
</tr>
<tr>
<td>D</td>
<td>70-61</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>60-41</td>
<td>3 “satisfactory”: 60 - 41 points</td>
</tr>
<tr>
<td>F: failed</td>
<td>less than 40 points: failed</td>
<td>failed</td>
</tr>
</tbody>
</table>

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users’ guide⁹. 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.]

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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>DKKOBENHA01</td>
<td>Int-admission @adm.ku.dk +45 3532 2929</td>
<td><a href="http://studies.ku.dk/welcome/residence-permit/">http://studies.ku.dk/welcome/residence-permit/</a></td>
</tr>
<tr>
<td>Ural Federal University</td>
<td>Email: <a href="mailto:e.s.saburova@urfu.ru">e.s.saburova@urfu.ru</a> <a href="mailto:exchange.urfu@gmail.com">exchange.urfu@gmail.com</a> Tel: +7 343 3754627</td>
<td><a href="http://urfu.ru/en/current-students/visa/">http://urfu.ru/en/current-students/visa/</a></td>
</tr>
</tbody>
</table>

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:

- **DKKOBENHA01**
  - Email: ucphabroad@ku.dk
  - Phone: +45 3532 2929

- **Ural Federal University**
  - Email: a.v.felde@urfu.ru
  - Tel.: +7 343 3507512

**Ural Federal University:** For incoming students, medical insurance is required for the whole period of staying in Russia. Vaccination certificate is required upon arrival.

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:
<table>
<thead>
<tr>
<th>Institution</th>
<th>Name, function</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DKKOBENHA01</td>
<td>Anne Bruun, Associate Director, International</td>
<td>4th September</td>
</tr>
<tr>
<td></td>
<td>Education and Grants</td>
<td>2018</td>
</tr>
<tr>
<td>Ural Federal University</td>
<td>Victor Koksharov, Rector</td>
<td></td>
</tr>
</tbody>
</table>

**Ural Federal University**: University dormitory accommodation will be provided for all incoming exchange students.

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

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