

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

**Inter-institutional<sup>1</sup> agreement 2020-2023<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</sup> (Key Action 107)**

**Reference**

The Erasmus+ Project Grant Agreement (No. 2020-1-DE01-KA107-005433) comprises funding for the mobility of students and staff that can be undertaken from 1 August 2020 to 31 July 2023.

The institutions named below agree to cooperate for the exchange of students and 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 to students and staff by partner institutions. The institutions also commit to sound and transparent management of the project and of funds allocated to them through Erasmus+.

**Objective**

Erasmus+ aims to improve higher education and provides funding opportunities for cooperation/mobility between European countries and partner countries throughout the world. It aims further to help individual learners acquiring skills, to support their professional development and to deepen their understanding of other cultures. It shall help to increase the capacities, attractiveness and international dimension of the organisations taking part.

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<sup>1</sup> 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+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

## A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city <sup>4</sup>	Contact details <sup>5</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES (USUWL), Uzbekistan</b>	TASHKENT	<u>Institutional Coordinator</u> Ms Kholida Alimova Phone +998971 230 12 89 Fax +99871 230 12 92 uzswlu@mail.ru  <u>Departmental Coordinator</u> Dr.phil Lutfulla Kholiyarov Faculty of Roman-German Philologz lutfulla1972@mail.ru	University <a href="http://www.uzswlu.uz/">http://www.uzswlu.uz/</a>  Course Catalogue <a href="http://moodle.uzswlu.uz/">http://moodle.uzswlu.uz/</a>
<b>RUHR UNIVERSITY BOCHUM (RUB), Germany</b>	D BOCHUM01	<u>Institutional Erasmus+ Coordinator</u> Ms Jutta Schmid International Office phone +49 234 32 28763 fax +49 234 32 14684 <a href="mailto:jutta.schmid@uv.rub.de">jutta.schmid@uv.rub.de</a>  <u>Departmental Coordinator Prof. Dr. Karin Pittner</u> Institute of German Philology <a href="mailto:karin.pittner@rub.de">karin.pittner@rub.de</a>	Incoming Students General information <a href="https://international.rub.de/gaststudis/index.html.en">https://international.rub.de/gaststudis/index.html.en</a>  Course Catalogue <a href="https://studium.ruhr-uni-bochum.de/en/course-catalogues">https://studium.ruhr-uni-bochum.de/en/course-catalogues</a>  Institute <a href="https://germanistik.blogs.ruhr-uni-bochum.de/">https://germanistik.blogs.ruhr-uni-bochum.de/</a>  Incoming staff / Welcome Centre <a href="http://international.ruhr-uni-bochum.de/welcomecentre/index.html.en">http://international.ruhr-uni-bochum.de/welcomecentre/index.html.en</a>

## B. Mobility numbers<sup>6</sup> during the whole project period

*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.]*

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

<sup>4</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>5</sup> Contact details to reach the senior officer in charge of this agreement.

<sup>6</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>)

**Student Mobility (SMS)**

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*. The minimum duration of stay is 3 months.]	
UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES	D BOCHUM01	0230	Languages	1st, 2nd, 3rd	4 students with 4 months each (16 months in total)	<u>Grant for each student:</u>  EUR 850,- per month, travel grant of EUR 820,-

**Additional Requirements:**

Due to limited project funds, only a certain duration of stay can be financed by Erasmus+. The actual academic stay of each participant may exceed this duration. In this case, additional funding by the participant needs to be provided summing up to the monthly allowance necessary for issuing a visa in the host country and ensuring sufficient living costs.

For enrolment, the relevant department for which the student applies governs the special admission requirements. To stipulate the study programme, a **Learning Agreement** is part of the student's application. The Learning Agreement will be provided by RUB and will be sent to the students before their stay at RUB to complete.

As the EU COMM grants the partners a certain flexibility within the limits of the institutional grant, the direction of mobility as well as the number of persons may be subject to change throughout the 36-months project period. Any change to this agreement, however, requires written consent of both parties. Amendments via e-mail will be sufficient.

**Staff Mobility (STA / STT)**

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 *
UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES	D BOCHUM01	0230	Languages		3 persons, 10 days each (plus 2 travel days)  <u>Grant for staff:</u> 10 days at EUR 160,- per day (plus 2 travel days), travel grant of EUR 820,--
D BOCHUM01	UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES	0230	Languages	3 persons, 10 days each (plus 2 travel days) <sup>u</sup>  <u>Grant for staff:</u>  10 days at EUR 180,- per day (plus 2 travel days), travel grant of EUR 820,--	

**Additional Requirements:**

Due to limited project funds, only a certain duration of stay can be financed by Erasmus+. The actual stay of each participant may exceed this duration. In this case, additional funding by the participant needs to be provided summing up to the allowance necessary for issuing a visa in the host country and ensuring sufficient living costs. For an invitation, the relevant department at the host institution and the guest staff member need to agree with the work plan for the stay within an individual **Mobility Agreement**. The Mobility Agreement will be provided by RUB and will be sent to programme participants before their stay to complete. As the EU COMM grants the partners a certain flexibility within the limits of the institutional grant, the direction of mobility as well as the number of persons may be subject to change throughout the 36-months project period. Any change to this agreement, however, requires written consent of both parties. Amendments via e-mail will be sufficient.

### 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/training period:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>7</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES		German			B2
D BOCHUM01		German		B1	To be defined by academic partners

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 ECHE issued for Ruhr University Bochum is attached as Annex 1 (only in German).

<sup>7</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>



The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

**UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES 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. That means that information on the application and selection procedures including application and selection criteria, list of applicants and selected programme participants will be documented and sent to RUB.
- Ensure recognition for satisfactorily completed activities of mobility of its programme participants.
- 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, the use of miscellaneous material, and services and contributions.
- Inform all participants transparently about fees and cost of living.

**UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES** 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 as stated under Part C.
- 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 and the mobile participants.
- Provide assistance related to obtaining visas, if required, for incoming and outbound mobile participants. See the information/visa section below for contact details.
- Provide assistance related to obtaining insurance, if required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which accident and liability insurance cover is not automatically provided. Mobile participants must

ensure and provide sufficient insurance, such as health and travel insurance and liability, and must cover costs individually.

- Provide guidance to incoming mobile participants in finding accommodation. See the information/housing section below 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 and services for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all educational 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 resp. after 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**

### **UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES**

#### **D BOCHUM01**

The university welcomes students and staff with disabilities and offers the necessary facilities and support. Useful information: <http://www.akafoe.de/inklusion/>

## **F. Calendar (not applicable to staff mobility)**

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

Receiving institution [Erasmus code or city]	Fall Term*	Spring Term*
UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES	1 August (for start in September 1st to the end of January)	30 December (start from February 1st to the end of June)
D BOCHUM01	<p><b>Nomination:</b> 15 June (for start in October of the same year)</p> <p><b>Application:</b> 15 July (for start in October of the same year)</p>	<p><b>Nomination:</b> 15 December (for start in April of the following year)</p> <p><b>Application:</b> 15 January (for start in April of the same year)</p>

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

2. The receiving institution will send its decision within 5 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 is valid retrospectively for the granted project duration from 01 August 2020 until 31 July 2023 from the date that it is signed by both parties. For the continuation of the Erasmus+ cooperation, both parties shall evaluate the project results on a regular basis to support another application for funding under the Erasmus+ Programme KA107.

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 exchange notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX +1. 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>8</sup>. A link to a webpage*

<sup>8</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)



*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.]*

**UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES**

"Sehr Gut" (5) = Excellent/Very Good;  
 "Gut" (4) = Good;  
 "Befriedigend" (3) = Satisfactory;  
 "Nichtausreichend" (2) = Non-Sufficient/Fail

**D BOCHUM01**

The grading scheme usually comprises five levels (with numerical equivalents, intermediate grades may be given):

"Sehr Gut" (1) = Excellent/Very Good;  
 "Gut" (2) = Good;  
 "Befriedigend" (3) = Satisfactory;  
 "Ausreichend" (4) = Sufficient;  
 "Nichtausreichend" (5) = Non-Sufficient/Fail

The minimum passing grade is "Ausreichend" (4).

Some departments at RUB use grades given in percentage (100-0) or grade points (18-0).

**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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES	International Relations office Head of office: Kholida Alimova <a href="mailto:uzswlu@mail.ru">uzswlu@mail.ru</a> +99871 230 12 89	<a href="http://evisa.mfa.uz/evisa_en/">http:// evisa. mfa. uz/evisa_en/</a>
D BOCHUM01	<a href="mailto:international@rub.de">international@rub.de</a> +49 234 32 27248	<a href="http://international.rub.de/rubiss/aufenthalt/index.html.en">http://international.rub.de/rubiss/aufenthalt/index.html.en</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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES	International Relations office Head of office: Kholida Alimova <a href="mailto:uzswlu@mail.ru">uzswlu@mail.ru</a> +99871 230 12 89	n/a
D BOCHUM01	<a href="mailto:international@rub.de">international@rub.de</a>  +49 234 32 27248	<a href="http://international.rub.de/gaststudis/gastbewerber.html.en">http://international.rub.de/gaststudis/gastbewerber.html.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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES	International Relations office Head of office: Kholida Alimova <a href="mailto:uzswlu@mail.ru">uzswlu@mail.ru</a> +99871 230 12 89	<a href="http://www.uzswlu.uz">www.uzswlu.uz</a>
D BOCHUM01	<a href="mailto:Gundra.stueckrath@uv.rub.de">Gundra.stueckrath@uv.rub.de</a>  +49 234 32 28020	<a href="http://international.rub.de/gaststudis/accomodation/index.html.en">http://international.rub.de/gaststudis/accomodation/index.html.en</a>



**5. Miscellaneous**

This Agreement is governed by the laws of Germany, as well as to the international and European law in effect. In case of inconsistency, German law shall prevail. In the event of any dispute arising between the parties in relation to the terms of this agreement, the parties shall use their best endeavors to resolve the matter on an amicable basis. In the event the parties are unable to resolve any dispute in accordance with the provisions of this agreement, any action brought by either party to this agreement shall be heard by the appropriate court of competent jurisdiction sitting in Bochum. No modification, amendment or waiver of any provision of this agreement will be valid unless it is in writing and signed by both parties. This also applies to any modification of these provisions.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

This Agreement includes as an integral part the following annexes:

- Annex 1: Erasmus Charter for Ruhr University Bochum (only in German, also available under [http://international.rub.de/mam/content/intoff/eche\\_rub.pdf](http://international.rub.de/mam/content/intoff/eche_rub.pdf))
- Annex 2: Institutional Data Sheet of Ruhr University Bochum for additional information

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>9</sup>
UZBEKISTAN STATE UNIVERSITY OF WORLD LANGUAGES	Azizov Ulugbek Botirovich Rector Uzbekistan State University of World Languages	18.12.2020	
D BOCHUM01	Jutta SCHMID Erasmus+ Institutional Coordinator	21.12.20	

<sup>9</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.