



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2020(21)<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSITE LIBRE DE BRUXELLES	B-BRUXEL 04	Contact person : Mrs. Elizabeth Olivares Service de Mobilité Etudiante (SME) <a href="mailto:Elizabeth.Olivares.Font@ulb.be">Elizabeth.Olivares.Font@ulb.be</a> Tél : + 32-2-650.67.68	<a href="https://www.ulb.be/">https://www.ulb.be/</a>
[...]			

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

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

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## . 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B-BRUXEL 04		FR		B1	B2

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

## D. Additional requirements

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

ULB's student disabilities' service, offer of the assistance and organize, if required, assistance or possible timetable adjustments, to allow disabled students to complete their exchange's period in the best possible conditions.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B-BRUXEL 04	May 1st	October 15th

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

2. The receiving institution will send its decision within [6] 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

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<sup>5</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>

*In the event of unilateral termination of the agreement, 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. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."*

## F. Information

### 1. Grading systems of the institutions

B-BRUXEL 04: <https://www.ulb.be/fr/se-former/organisation-des-etudes>

### 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]	Contact details (email, phone)	Website for information
B-BRUXEL 04	<a href="mailto:mobilite@ulb.be">mobilite@ulb.be</a>	<a href="https://www.ulb.be/fr/venir-a-l-ulb/informations-pratiques">https://www.ulb.be/fr/venir-a-l-ulb/informations-pratiques</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
B-BRUXEL 04	<a href="mailto:mobilite@ulb.be">mobilite@ulb.be</a>	For inscription as an exchange student, payment of ULB insurance is requested, this covers any accidents that might occur in the pursuit of academic activities

### 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]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
B-BRUXEL 04	<a href="mailto:Office.du.Logement@ulb.be">Office.du.Logement@ulb.be</a>	<a href="https://www.ulb.be/fr/vie-sur-les-campus/logement">https://www.ulb.be/fr/vie-sur-les-campus/logement</a>