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Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21] between programme countries [Minimum requirements]

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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF LJUBLJANA VETERINARY FACULTY	SI LJUBLJA01	Faculty coordinator: Doc. Dr. Jože Starič Contact person: Ms. Petra Gruden VFinternational@vf.uni-lj.si Tel: 00 386 1 4779 852 Fax: 00 386 1 28 32 243	http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/ http://www.vf.uni-lj.si/vf/index.php/en/
Ghent University	B GENT01	Erasmus Institutional Coordinator Mrs. Geneviève Cochez Genevieve.Cochez@UGent.be Departmental contact Prof. Geert Opsomer Geert.Opsomer@UGent.be Administrative contact Mrs. Greet Naessens Erasmusagreements@UGent.be	www.UGent.be/en www.UGent.be/coursecatalogue

B. Mobility numbers¹ per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
SI LJUBLJA01	B GENT01	12.4. (64)	Veterinary medicine	2 nd	/	3 (3 months) <i>Clinical training at Gent</i>
B GENT01	SI LJUBLJA01	12.4. (64)	Veterinary medicine	2 nd		3 (3 months) <i>Clinical training in Žalec</i>

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	Staff Mobility for Training
				[[total number of days of teaching periods or average duration*]]	
SI LJUBLJA01	B GENT01	12.4. (64)	Veterinary medicine	1 x 1 week	
B GENT01	SI LJUBLJA01	12.4. (64)	Veterinary medicine	1 x 1 week	

¹ 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
		(Students)	(Teachers)	Student Mobility for Studies	Staff Mobility for Teaching
SI LJUBLJA01	Veterinary	Slovene	English	B2	B2
B GENT01	Veterinary Medicine	English	Dutch	B2	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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI LJUBLJA01	May 15	November 15
B GENT01	May 15	November 15

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

- The receiving institution will send its decision within 8 weeks .
- 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.
- 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. 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"

² 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>

F. Information

1. Grading systems of the institutions

University of Ljubljana SI LJUBLJA01:

[http://www.uni-lj.si/international cooperation and exchange/incoming students/](http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/)

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
SI LJUBLJA01	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592 <i>Outgoing</i> student.office@uni-lj.si Tel: 00 386 1 2418594	http://www.uni-lj.si/international cooperation and exchange/incoming students/
B GENT01	Carole.Picavet@UGent.be +32 9 264 70 15	www.UGent.be/en/teaching/admission/exchange/student/visa.htm

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
SI LJUBLJA01	<i>incoming</i> intern.office@uni-lj.si , Tel: 00 3861 2418592 <i>outgoing</i> student.office@uni-lj.si , Tel: 00 386 1 2418594	http://www.uni-lj.si/international cooperation and exchange/incoming students/
B GENT01	Carole.Picavet@UGent.be +32 9 264 70 15	www.UGent.be/en/teaching/admission/exchange/student/insurance.htm

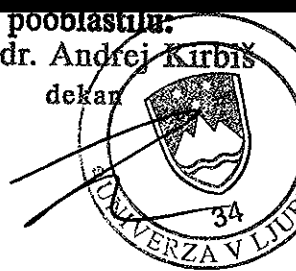
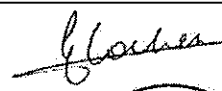

4. Housing

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 [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	Intern.Office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/international cooperation and exchange/incoming students/
B GENT01	Myriam.VandenBranden@UGent.be	www.UGent.be/en/facilities/housing

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
SI LJUBLJA01	Dean of the Faculty by the Authorisation of the Rector Prof. Dr. Andrej Kirbiš	07-07-2015	Po pooblastitvi: prof. dr. Andrej Kirbiš dekan 
B GENT01	Mrs. Geneviève Cochez Erasmus Institutional Coordinator	06/07/2015	 Geneviève COCHEZ Erasmus Institutional Coordinator 

³ Scanned signatures are accepted

Annex to Erasmus+ Inter-Institutional Agreement

Ghent University Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSITEIT GENT / GHENT UNIVERSITY
Erasmus Code	B GENT 01
ECHE	27910-LA-1-2014-1-BE-E4AKA1-ECHE
Institution website	http://www.UGent.be/en
Online course catalogue	www.UGent.be/coursecatalogue

1.2. Main contacts

Contact person	Mr. Frederik De Decker
Responsibility	Head International Relations Office
Contact details	Phone: +32 9 264 70 11 - Fax: +32 9 264 31 31 – email: Frederik.DeDecker@UGent.be

Contact person	Mrs. Geneviève Cochez
Responsibility	Erasmus institutional coordinator
Contact details	Phone: +32 9 264 70 16 - email: Genevieve.Cochez@UGent.be

Contact person	Mrs. Greet Naessens
Responsibility	Bilateral agreement administration
Contact details	Phone: +32 9 264 70 34 - email: ErasmusAgreements@UGent.be

Contact person	Mrs. Carole Picavet
Responsibility	Incoming exchange student adviser
Contact details	Phone: +32 9 264 70 15 - email: Carole.Picavet@UGent.be

Contact person	Mrs. Kelly Van Malderen
Responsibility	Outgoing exchange student adviser
Contact details	Phone: +32 9 264 70 25 - email: StudentsOut@UGent.be

Contact person	Mrs. Charlotte Moulin
Responsibility	Incoming degree student adviser
Contact details	Phone: +32 9 264 70 07 - email: Charlotte.Moulin@UGent.be

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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.

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	Dutch or English	B2
Staff Mobility for Teaching	Any	Dutch or English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Exchange students should fill out the document "Language requirements for exchange students" www.UGent.be/en/teaching/admission/exchangestudent/languagerequirements.htm. For information about language tests and courses: uct@UGent.be

2.2. Additional requirements - information

Ghent University has facilities for students with a learning or physical disability. Disabled students can rely on the support service 'Cursief, student & disability', which offers material, technical, and social aid. More information can be found on the following website: www.UGent.be/en/facilities/support.

2.3. Calendar

2.3.1. Nomination Deadlines

Information about the application procedure is found on www.UGent.be/en/teaching/admission/exchangestudent/application.htm

Applications/information on students nominated must reach our institution by:

Autumn term	May 15th
Spring term	November 15th

Exceptions are the Faculty of Medicine (Depts. of Movement and Sports Sciences and Rehabilitation Sciences and Physiotherapy) and the Faculty of Sciences, please check the website above.

2.3.2. Decision Response

We will send our decision within 6 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

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."

3. Additional information

3.1. Grading system

Ghent University is fully committed to the correct and objective conversion of grades obtained abroad. From the very beginning it has applied the old ECTS grading scale based on statistical distribution tables for all its students. Ghent is also the coördinator of the EGRACONS project (www.egracons.eu), which aims at developing a European conversion tool. Depending on the faculty and programme, grades at UGent vary between 10 (pass mark) and 20. The average grade is either 13 (Bachelor) or 14 (Master) and 19 and 20 are almost never given (less than 1%). Even 18 is rare. On the transcript of records for each course unit, the percentage of students that obtain the same grade for the reference group is given, as well as the percentages of students who obtain a lower grade and those that obtain a higher grade. This corresponds to a condensed distribution table. The correct conversion of grades from Ghent (for incoming students) depends on the availability of grading tables at the home university for the reference group that the student belongs to.

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Mrs. Carole Picavet
Responsibility	Incoming exchange student adviser
Contact details	Phone: +32 9 264 70 15 - Email: Carole.Picavet@UGent.be
Website	http://www.ugent.be/en/teaching/admission/exchangestudent/visa.htm

3.3. Insurance

Health insurance is obliged.

EU-inhabitants: European Health Insurance Card (= blue card)

Non-EU: a copy of your application for health insurance at a 'ziekenfonds' in Belgium

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Mrs. Carole Picavet
Responsibility	Incoming exchange student adviser
Contact details	Phone: +32 9 264 70 15 - Email: Carole.Picavet@UGent.be
Website	www.UGent.be/en/teaching/admission/exchangestudent/insurance.htm

3.4. Housing

Housing is available at the University Halls of Residence, where a number of rooms are reserved for international students, or at the private market. The Housing Department advises students on finding accommodation.

Exchange students can only apply for a room in the University Halls of Residence after having applied as an exchange student at Ghent University: www.UGent.be/en/facilities/housing/exchange/exchange.htm

Responsibility	Mrs. Myriam Van den Branden - E-Mail: Myriam.VandenBranden@UGent.be
Website	www.UGent.be/en/facilities/housing