



Erasmus+ Programme

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

Inter-institutional agreement 2017/18-2020/21 between programme countries

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)
Aalto University, School of Chemical Engineering	SF ESPO012	Dr. Raili Pönni (agreements) Kemistintie 1, P.O.Box 16100, FI-00076 Aalto, Finland, email: raili.ponni@aalto.fi Ms Heidi Flinkman, Student Services (contact for students and nominations) Email: international-chem@aalto.fi Tekniikantie 3, P.O.Box 16400, FI-00076 Aalto, Finland Into.aalto.fi/display/enmasterchem/incoming+exchange+students	Into.aalto.fi/display/enmasterchem/incoming+exchange+students
Université Libre de	B BRUXEL04	Ecole Polytechnique de	http://www.ulb.ac.be/facs/p

Bruxelles		Bruxelles Prof. Marie-Paule Delplancke Email: mpdelpla@ulb.ac.be Tel: +32(0)26502902 – CP165/63 Avenue Roosevelt 50 B-1050 Bruxelles	olytech
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B. Mobility numbers per 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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED 2013]	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*]	
SF ESPO012	B BRUXEL04	0711	Chemical engineering and processes	1 st , 2 nd	2 x 10 months or 4 x 5 months	-----
B BRUXEL04	SF ESPO012	0711	Chemical engineering and processes	2 nd	2 x 10 months or 4 x 5 months	-----

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

SF ESPO012		Finnish/Swedish	English	B2/IELTS 6,5/TOEFL 92 or equivalent	
B BRUXEL04		BA =French MSc = English	French	Recommended 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

Support is offered to students and staff with a special need or disability:

www.uibk.ac.at/behindertenbeauftragte

ULB's student disabilities service offers assistance and organizes if required, assistance or possible timetable adjustments to allow disabled students to complete their exchanges 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]
SF ESPO012	Final date for applications: April 30th	Final date for applications: October 15th
	1. Nominations and applications should be sent to the contact person at the school level https://into.aalto.fi/display/enmasterchem/how+to+apply 2. Aalto university will send its decision a.s.a.p. A Transcript of Records will be issued upon request, no later than 5 weeks after the official assessment period has finished	
B BRUXEL04	Deadline for completed applications: May 1st	Deadline for complete applications: October 1st
	1. Nominations should be sent to mobilite@ulb.ac.be 2. Nominated candidates are provided with detailed applications instructions	

2. **Bruxelles:** University will send its decision no later than 4-5 weeks after the deadline.

Aalto: The receiving institution will send its decision a.s.a.p.

3. **Bruxelles:** A transcript of records will be issued upon request no later than 4 weeks after the assessment period is over.

Aalto: 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.

4. 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

Bruxelles:

The ECTS user's guide for ULB is published at the following web page

<http://www.ulb.ac.be/enseignements/presentation/fr/presentation-fr-ects.html>

Grading system at Aalto University

[Into.aalto.fi/display/enmasterchem/incoming+exchange+students](http://into.aalto.fi/display/enmasterchem/incoming+exchange+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
SF ESPO012	-	http://www.aalto.fi/en/studies/student/for_the_future_students/visa_and_immigration
B BRUXEL04		mobilite@ulb.ac.be http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf http://diplomatie.belgium.be/fr/Services/venir_en_belgique/

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
SF ESPO012	-	http://www.aalto.fi/en/studies/student/for_the_future_students/insurance_policy
B BRUXEL04		mobilite@ulb.ac.be 12 € (for 2017/2018) are requested for ULB insurance, this covers any accidents that might occur in the pursuit of academic activities http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html

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
SF ESPO012	-	Into.aalto.fi/display/en/masterchem/incoming+exchange+students
B BRUXEL04		Office.du.Logement@ulb.ac.be http://www.ulb.ac.be/lodgements/index.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
SF ESPO012	Dean Janne Laine School of Chemical Engineering Kemistintie 1		

¹ Scanned signatures are accepted

	P.O.BOX 16100 00076 Aalto University Finland		
B BRUXEL04	Ecole polytechnique de Bruxelles Prof. G. Degrez Dean Prof. Marie-Paule Delplancke Coordinator of the Exchange Programs	December 21, 2017	  