



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2019 between programme countries [Minimum requirements]²

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)	Host country	Erasmus code	Contact details ³ School/departmental contact (email, phone etc)	Website (eg. of the course catalogue)
UNIVERSITE LIBRE DE BRUXELLES	BE	B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Guy WARZEE (until mid 2014) email : gwarzee@ulb.ac.be Tel : +32(0)2-650 27 71 – CP 194/2 Prof. Marie-Paule DELPLANCKE (as from 2014) email : Marie-Paule.Delplancke@ulb.ac.be Tel : +32(0)2-650 29 02 – CP 165/63 avenue Roosevelt, 50 B – 1050 Bruxelles (Belgium)	http://www.ulb.ac.be/facs/polytech
KUNGLIGA TEKNISKA HOGSKOLAN – ROYAL INSTITUTE OF TECHNOLOGY	SE	S STOCKHO04	annahg@kth.se	http://www.kth.se/en/studies/exchange

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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]	Subject area	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies
S STOCKHO04	B-BRUXEL04	520	Engineering, Science	2	3/30
B-BRUXEL04	S STOCKHO04	520	Engineering, Science	2	3/30

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
S STOCKHO04					
B-BRUXEL04	-	-	-	-	-

⁴ 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>)

⁵ 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>

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

S STOCKHO04 :

<http://www.kth.se/en/studies/exchange>

<http://www.kth.se/en/student/studentliv/funktionsnedsattning>

B-BRUXEL04 :

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. Application deadline:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
S STOCKHO04	15 April	15 October
B-BRUXEL04	May 1st	October 1st

2. The receiving institution will send its decision within 8 weeks after the application deadline.
3. A Transcript of Records will be issued by the receiving institution during February and August each semester from KTH Central Administration
4. Termination of the agreement , *a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict. The unilateral decision will discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.*

F. Information

1. Grading systems of the institutions

S STOCKHO04 :

<http://intra.kth.se/en/regelverk/utbildning-forskning/grundutbildning/prestationer/betyg-pa-kurs-1.27198>

B-BRUXEL04 :

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

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
S STOCKH004		http://www.kth.se/en/studies/exchange
B-BRUXEL04	mobilite@ulb.ac.be	http://diplomatie.belgium.be/fr/Services/venir_en_belgique/ http://www.ulb.ac.be/enseignements/cpe/cpdocs/guide-fr.pdf

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
S STOCKH004		http://www.kth.se/en/studies/exchange Handbook
B-BRUXEL04	mobilite@ulb.ac.be	12 Euro 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
S STOCKH004		http://www.kth.se/en/studies/exchange/accommodation-exchange
B-BRUXEL04	Office.du.Logement@ulb.ac.be	http://www.ulb.ac.be/logements/index.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Jean-Claude MAUN Dean Prof. Guy WARZEE Coordinator of the Exchange Programs	8/11/2013	  
S STOCKH004	Anna Hellberg Gustafsson, Erasmus Coordinator	5/11/13	 

⁶ Scanned signatures are accepted

