



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2017 - 2020/2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Harokopio University	G KALLITH01	<u>Departmental Coordinator:</u> Lecturer George Mavrommatis Department of Geography Harokopio University gmavrommatis@hua.gr T.: +30 2109549148 <u>Institutional Coordinator:</u> Prof. Dr. G. Dedousis Harokopio University Email: dedousi@hua.gr T.: +30 2109549304	www.hua.gr

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

KU Leuven Faculty of Engineering Science	B LEUVEN01	Faculty Coordinator : Pascale Conard tel. : +32 16 328641 e-mail : pascale.conard@eng.kuleuven.be Inst. Coordinator : Elke Timmermans tel. : +32 16 323767 e-mail : elke.timmermans@int.kuleuven.be	Faculty Erasmus website : http://eng.kuleuven.be/english/education/internationalisation/Erasmus ECTS Information package : http://www.kuleuven.be/education/ects/package.html
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B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 name *	Study cycle 1 st , 2 nd or 3 rd *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
G KALLITH01	B LEUVEN01	0731	Town Planning	2 nd , 3 rd	15 months (3 students)	
B LEUVEN01	G KALLITH01	0731	Town Planning	2 nd , 3 rd	15 months (3 students)	

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

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 *
G KALLITH01	B LEUVEN01	0731	Town Planning	5 days	
B LEUVEN01	G KALLITH01	0731	Town Planning	5 days	

⁵ 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 ⁶	
				Student Mobility for Studies	Staff Mobility for Teaching
G KALLITH01		Greek	English	B1 in Greek or B2 in English	English B2
B LEUVEN01		English	Dutch	B2 – if needed language courses will be recommended	C1

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

G KALLITH01:

Related to STA - incoming: First contact before the mobility and the related arrangements should be done with the HUA's Faculty closer to the taught topic(s) or with the ECTS – ERASMUS Departmental Co-ordinator.

Related to STT - incoming: First contact before the mobility and the related arrangements should be done either with the HUA's Faculty closer to the training topic, or with the ECTS – ERASMUS Departmental Co-ordinator, in case of Faculty's training, and with the ERASMUS Office, for administrative personnel.

Harokopio University welcomes disabled students and staff. The Departmental Co-ordinator should be informed by the partner about the support needs of a disabled student or member of staff three (3) weeks before the Application deadline.

B LEUVEN01:

All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility : <http://www.kuleuven.be/admissions/>

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website : <http://www.kuleuven.be/welcome/>

⁶ 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>

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute : http://ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities :
<http://www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
G KALLITH01	May, the 1 st	November, the 15 th
B LEUVEN01	30 th April Academic calendar on http://www.kuleuven.be/about	1 st October Academic calendar on http://www.kuleuven.be/about

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.
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

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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

G KALLITH01 – <http://www.erasmus.hua.gr/index.php/en/grading-systems>

B LEUVEN01: <http://eng.kuleuven.be/english/education/internationalisation/Erasmus/ects-grading-system.pdf>

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
G KALLITH01	Dept. of International and Public Relations, ERASMUS OFFICE Dr. E. DURIE, edurie@hua.gr erasmus@hua.gr T.: +30 210 9549330 F.: +30 210 9577050	Hellenic Republic-Ministry of Foreign Affairs http://www.mfa.gr/en/visas/
B LEUVEN01	Ms. Trees Deloddere (Head of Int. Adm. and Mobility) Mr. Christophe Prince http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/admissions/travelling/visa.html

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
G KALLITH01	Department of Academic Affairs – Students' care: Mrs. Aspasia Karamitsou, T.: +30 2109549110, Email: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/healthcare European Health Insurance Card : http://ec.europa.eu/social/main.jsp?catId=509&languageId=en
B LEUVEN01	Int. Adm. and Mobility Case Administrator http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/english/services/insurance/


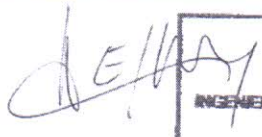

4. Housing

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
G KALLITH01	Department of Academic Affairs – Students' care: Mrs. Aspasia Karamitsou T.: +30 2109549110 Email: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/housing advice: http://eclass.hua.gr/courses/UNI111/ http://www.esngreece.gr/ http://www.stayinathens.com/
B LEUVEN01	housingservice@dsv.kuleuven.be tel.: +3216324400	http://www.kuleuven.be/studentenvoorzieningen/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
G KALLITH01	Prof. Katia Lazaridi Vice-Rector of Academic Affairs and International Relations	19/05/2016	
B LEUVEN01	Prof. dr. ir. Michiel Steyaert, Dean Faculty of Engineering Science	18/05/2016	 

⁷ Scanned signatures are accepted