



## Erasmus+ Programme

**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2014-2016**  
**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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Harokopio University	G KALLITH01	<u>Departmental Coordinator:</u> Assist. Prof. Stamatias Kalogirou Department of Geography Harokopio University <a href="mailto:skalo@hua.gr">skalo@hua.gr</a> T.: +30 2109549163  <u>Institutional Coordinator:</u> Prof. Dr. G. Dedousis Harokopio University  Email: <a href="mailto:dedousi@hua.gr">dedousi@hua.gr</a>  T.: +30 2109549304	<a href="http://www.hua.gr">www.hua.gr</a>
KU Leuven – Faculty of Engineering Science – Department of Architecture	B LEUVEN01	<b>Academic Coordinator:</b> Frank Moulaert-☎ : + 32 16 32 03 80 e-mail: <a href="mailto:frank.moulaert@asro.kuleuven.be">frank.moulaert@asro.kuleuven.be</a>	<u>Program website:</u> <a href="http://www.esdp-network.eu/EM.php">http://www.esdp-network.eu/EM.php</a> <u>Faculty Erasmus website :</u> <a href="http://eng.kuleuven.be/">http://eng.kuleuven.be/</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<b>Faculty Coordinator :</b> Buyse Marie-Paule -☎ : +32 16 328642 e-mail : mariepaule.buyse@eng.kuleuven.be <b>Inst. Coordinator :</b> Elke Timmermans-☎ : +32 16 323767 e-mail: elke.timmermans@int.kuleuven.be	english/education/internationalisation/Erasmus <b>ECTS Information package :</b> <a href="http://www.kuleuven.be/education/ects/package.html">http://www.kuleuven.be/education/ects/package.html</a>
[...]			

## B. Mobility numbers<sup>2</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods for 1 ac. year*]	Student Mobility for Traineeships *
G KALLITH01	B LEUVEN01	0731 (02.3 – 581)	Urban Planning	2 <sup>nd</sup> , 3 <sup>rd</sup>	15 months (3 students)	/
B LEUVEN01	G KALLITH01	0731 (02.3 – 581)	Urban Planning	2 <sup>nd</sup> , 3 <sup>rd</sup>	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]	TO [Erasmus]	Subject area	Subject area	Number of staff mobility periods
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<sup>2</sup> 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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	name *	Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
G KALLITH01	B LEUVEN01	0731 (02.3 – 581)	Urban Planning	5 days	
B LEUVEN01	G KALLITH01	0731 (02.3 – 581)	Urban Planning	5 days	

### 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 <sup>3</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
G KALLITH01		Greek	English	B1 in Greek or B2 in English	English B2
B LEUVEN01		English		English B2	C1

For more details on the language of instruction recommendations, see the course catalogue of each institution  
[http://www.kuleuven.be/admissions/language/lang\\_test](http://www.kuleuven.be/admissions/language/lang_test)

### 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.

<sup>3</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>

- 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/>

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](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]		
G KALLITH01	<b>Autumn term:</b> May, the 1 <sup>st</sup>	<b>Spring term:</b> November, the 15 <sup>th</sup>
B LEUVEN01	<b>Certificate seeking students</b> December 15	<b>Exchange students:</b> The exchange students should get in touch with the contact person of their university according to their internal deadline.

2. The receiving institution will send its decision within 10 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.
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, <a href="mailto:edurie@hua.gr">edurie@hua.gr</a>    <a href="mailto:erasmus@hua.gr">erasmus@hua.gr</a> T.: +30 210 9549330    F.: +30 210 9577050	Hellenic Republic-Ministry of Foreign Affairs <a href="http://www.mfa.gr/en/visas/">http://www.mfa.gr/en/visas/</a>
B LEUVEN01	Ms. Trees Deloddere (Head of Int. Adm. and Mobility)  Mr. Christophe Prince  <a href="http://www.kuleuven.be/admissions/contact/index.html">http://www.kuleuven.be/admissions/contact/index.html</a>	<a href="http://www.kuleuven.be/admissions/travelling/visa.html">http://www.kuleuven.be/admissions/travelling/visa.html</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
G KALLITH01	Department of Academic Affairs – Students' care: Mrs. Aspasia Karamitsou T.: +30 2109549110 Email: <a href="mailto:tacad.foitmer@hua.gr">tacad.foitmer@hua.gr</a>	<a href="http://www.hua.gr/index.php/en/healthcare">http://www.hua.gr/index.php/en/healthcare</a> European Health Insurance Card : <a href="http://ec.europa.eu/social/main.jsp?catId=509&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=509&amp;langId=en</a>

B LEUVEN01	Int. Adm. and Mobility Case Administrator <a href="http://www.kuleuven.be/admissions/contact/index.html">http://www.kuleuven.be/admissions/contact/index.html</a>	<a href="http://www.kuleuven.be/english/services/insurance/">http://www.kuleuven.be/english/services/insurance/</a>
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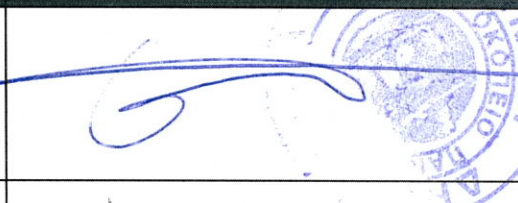
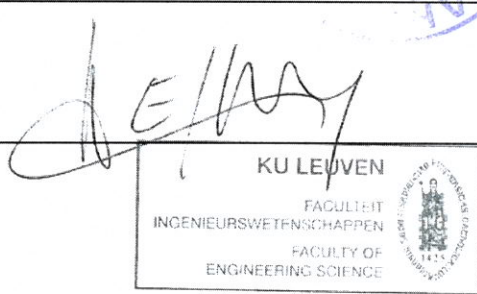
#### 4. Housing

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: <a href="mailto:tacad.foitmer@hua.gr">tacad.foitmer@hua.gr</a>	<a href="http://www.hua.gr/index.php/en/housing">http://www.hua.gr/index.php/en/housing</a> advice: <a href="http://eclass.hua.gr/courses/UNI111/">http://eclass.hua.gr/courses/UNI111/</a> <a href="http://www.esngreece.gr/">http://www.esngreece.gr/</a> <a href="http://www.stayinathens.com/">http://www.stayinathens.com/</a>
B LEUVEN01	<a href="mailto:housingservice@dsv.kuleuven.be">housingservice@dsv.kuleuven.be</a> ☎: +3216324400	<a href="http://www.kuleuven.be/studentenvoorzieningen/accommodatie/">http://www.kuleuven.be/studentenvoorzieningen/accommodatie/</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
G KALLITH01	Prof. Evangelia Georgitsoyanni Vice-Rector of Academic Affairs and Personnel	2.09.2014	
B LEUVEN01	Prof. dr. ir. Michiel Steyaert, Dean Faculty of Engineering Science	22.05.2014	

<sup>4</sup> Scanned signatures are accepted