



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018 - 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)
VIVES University of Applied Sciences Kortrijk-Roeselare-Torhout Katholieke Hogeschool VIVES Zuid	B KORTRIJ01	Tine Ternest Head International Office Doorniksesteenweg 145 B-8500 Kortrijk Belgium Tel: +32 56 26 41 64 international@vives.be agreements@vives.be <u>International Coordinators:</u> Els Callens Education els.callens@vives.be Eveline Le Roy Social Sciences eveline.leroy@vives.be	www.vives.be/international

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.

<p>VIVES University of Applied Sciences Brugge-Oostende</p> <p>Xaverianenstraat 10 B-8200 Brugge Belgium</p> <p>Katholieke Hogeschool VIVES Noord</p>	<p>B BRUGGE11</p>	<p>Tine Ternest Head International Office Tel: +32 50 30 52 33 international@vives.be agreements@vives.be</p> <p><u>International Coordinator:</u> Els Callens Education els.callens@vives.be</p>	<p>www.vives.be/international</p>
<p>University of Bialystok</p>	<p>PL BIALYST04</p>	<p>International Programmes and Relations Office erasmus@uwb.edu.pl incoming@uwb.edu.pl Tel/Fax: +48 857457089 Fax: +48 85 7457051</p> <p>Erasmus Institutional Coordinator: dr hab. Anna Piszcz, prof. UwB piszcz@uwb.edu.pl</p> <p>Departmental Coordinators Tomasz Prymak, PhD t.prymak@uwb.edu.pl</p> <p>Elżbieta Krysztofik-Gogol, PhD e.krysztofik@uwb.edu.pl</p>	<p>http://uwb.edu.pl/international-cooperation-office (English version)</p>

B. Mobility numbers⁵ 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.

Student Mobility for Studies (SMS) and Student Mobility for Traineeships (SMP)

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*]	
B KORTRIJ01	PL BIALYST04	011	Teacher and Training and Education Science	1 st	2*10 months	
PL BIALYST04	B KORTRIJ01	011	Teacher and Training and	1 st	2*10 months	

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>)

			Education Science			
B BRUGGE11	PL BIALYST04	011	Teacher and Training and Education Science	1 st	2*10 months	
PL BIALYST04	B BRUGGE11	011	Teacher and Training and Education Science	1 st	2*10 months	

Staff Mobility for Teaching (STA) and Staff Mobility for Training (STT)

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 *]	
B KORTRIJ01	PL BIALYST04	011	Teacher and Training and Education Science	1 (min. 8 hours)	
		092	Social Services (Welfare)	1 (min. 8 hours)	
PL BIALYST04	B KORTRIJ01	011	Teacher and Training and Education Science	1 (min. 8 hours)	
		092	Social Services (Welfare)	1 (min. 8 hours)	
B BRUGGE11	PL BIALYST04	011	Teacher and Training and Education Science	1 (min. 8 hours)	
PL BIALYST04	B BRUGGE11	011	Teacher and Training and Education Science	1 (min. 8 hours)	

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

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>

				[Minimum recommended level: B1]	[Minimum recommended level: B2]
B KORTRIJ01		Dutch		B2	B2
			English	B1 ⁷	B2
B BRUGGE11		Dutch		B2	B2
			English	B1 ⁸	B2
PL BIALYST04		Polish	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

Additional requirements at VIVES University of Applied Sciences (B KORTRIJ01 & B BRUGGE11)

Students' application for an international mobility at VIVES University of Applied Sciences Kortrijk-Roeselare-Torhout-Brugge-Oostende is only possible by use of the online application form available on our website. The following documents must be enclosed and sent by airmail to International Office, together with the printed and signed online application form:

- *Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator. For all questions relating to Learning Agreement, please contact the faculty coordinator.*
- *Certificate of registration, together with 4 official passport photos, as mentioned on our website.*

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to International Office.

PL BIALYST04

Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.

Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Please contact International Programmes and Relations Office in order to get more information.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B KORTRIJ01	May 31 st	November 20 th
B BRUGGE11	May 31 st	November 20 th
PL BIALYST04	June 30 th	November 30 th

⁷ English: B1 (Independent User) recommended / Dutch: B2 recommended

⁸ English: B1 (Independent User) recommended / Dutch: B2 recommended

2. The receiving institution will send its decision within 5 weeks.
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 or modification of the agreement

The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. The agreement can be cancelled, activities can be added to it, and changes in mobility data can be made annually, provided they are communicated before January 1st.

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

B KORTRIJ01 & B BRUGGE11 grading system

Description B KORTRIJ01 & B BRUGGE11 grading system		BE NL - Flanders – Dutch speaking Belgium	
Grading system			
Legal framework		System is imposed by law (Flemish Decree)	
Student Target group	Bachelor	Grade range	0 to 20
Pass grade		10	
Other pass grade levels		10-11-12-13-14-15-16-17-18- 19-20	
Description of the grading system		We have a system of 0-20 with an interval of 1 point. No half points are given. 10 is the pass mark. No overall average is necessary. Grades lower than 8 or higher than 18 are in practice seldom or never given. The median is often around 13-14. During deliberation in many faculties failure points (below 10) can be condoned e.g. during deliberation, e.g. a 9 or even an 8. For such course units no credit certificate is given. The marks may also be weighted in terms of the ECTS weight. Normally the grading is absolute i.e. linked to how well the learning outcomes have been reached. Score distributions do not play a role.	
Specific features		In principle the grading culture is the same everywhere, but there tend to be sometimes serious differences between professors. From the statistics, it seems that the pass mark is sometimes used as a 'grace' mark i.e. a professor does not want a student to fail only because of his course unit so he/she gives a 10.	
Grade conversion		VIVES University of Applied Sciences is member	

of the **Egracons (European Grade Conversion System)** project. Egracons is a Lifelong Learning project (2012-2015) co-funded by the European commission aiming to facilitate exchange mobility by working out a conversion system based on ECTS grade conversion tables as recommended in the EU's 2015 ECTS Users' guide. VIVES uses the EGRACONS Conversion Tool to convert marks / grades from one system to another.

PL BIALYST04 - <http://uwb.edu.pl/grading-system> (English version)

In case of additional questions, please contact Erasmus Coordinator.

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
B KORTRIJ01	Melanie Carbonelle Tel: +32 56 26 41 64 Email: incoming.exchanges@vives.be	www.vives.be/international
B BRUGGE11		
PL BIALYST04	incoming@uwb.edu.pl Tel: +48 85 7457051 Tel/fax: +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)

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
B KORTRIJ01	Tine Ternest Tel: +32 56 26 41 64 Tel: +32 50 30 52 33 Email: international@vives.be	www.vives.be/international
B BRUGGE11		
PL BIALYST04	incoming@uwb.edu.pl Tel: +48 85 7457051 Tel/fax: +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)







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
B KORTRIJ01	Steve Vangroenweghe Tel: +32 56 27 05 41 Email: housing.officer@vives.be incoming.exchanges@vives.be	www.vives.be/international
B BRUGGE11	Inge Eytorff Tel: +32 50 30 52 93 Email: inge.eytorff@vives.be incoming.exchanges@vives.be	www.vives.be/international
PL BIALYST04	incoming@uwb.edu.pl Tel: +48 85 7457051 Tel/fax: +48 85 7457089	http://uwb.edu.pl/international-cooperation-office (English version)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and Seal ⁹
B KORTRIJ01	Mr. Joris Hindryckx President	19/04/2018	 
B BRUGGE11	Mr. Joris Hindryckx President	19/04/2018	 
PL BIALYST04	dr hab. Mariusz Popławski, prof. UwB Vice-Rector for Development and International Cooperation	12.04.18	 

⁹ Scanned signatures are accepted

