



Erasmus+ Programme



Inter-institutional agreement 2019-2021

Higher Education Student and Staff Mobility

→Mobility for learners and staff←

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus+ programme sets extra criteria, this Agreement will be reviewed.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details ¹ (Name, E-mail, Phone)
CHARLES UNIVERSITY Faculty of Science Department of Biochemistry	CZ PRAHA07	Mgr. Jan Bláha Ph.D. jan.blaha@natur.cuni.cz +420 221951272
GHENT UNIVERSITY Faculty of Science Biochemistry and Biotechnology department	B GENT01	Institutional Coordinator Mrs. Genev!ève Cochez erasmusagreements@ugent.be Prof. dr. Geert van Loo Head Internationalisation Biochemistry and Biotechnology department geert.vanloo@ugent.be +32 09 331 37 61

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS ²	SMT ³
CZ PRAHA07	B GENT01	421	Biochemistry	2 nd ,3 rd	2/10	0/0
B GENT01	CZ PRAHA07	421	Biochemistry	2 nd ,3 rd	2/10	0/0

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

² Student Mobility for Studies

³ Student Mobility for Traineeship

FROM	TO	Subject area	Subject area name	Total Number of staff mobility/Total number of days	
		ISCED	ISCED	STA ⁴	STT ⁵
CZ PRAHA07	B GENT01	421	Biochemistry	1/8	0/0
B GENT01	CZ PRAHA07	421	Biochemistry	1/8	0/0

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	Optional Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
	ISCED			Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	B2	B2
B GENT01	See annex				

D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA07	June 15 th	October 31 st
B GENT01	See annex	

2. The receiving institutions will send their decisions within 6-8 weeks after deadline.
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 this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁴ Staff Mobility for Teaching

⁵ Staff Mobility for Training

⁶ To be adapted in case of a trimester system.

⁷ To be adapted in case of a trimester system.

E. Information

	CZ PRAHA07	B GENT01
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	https://www.ugent.be/we/en/education/internationalrelations/student/proceduresinkomendestudenten
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	https://www.ugent.be/we/en/education/internationalrelations/student/proceduresinkomendestudenten/courses
Housing ⁸	http://www.cuni.cz/UK-2073.html	See annex
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	
ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	


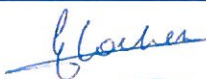

⁸ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁹ 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 ECHE.

¹⁰ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

¹¹ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature Seal or Stamp ¹²
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	<i>15.2.2018</i>	 CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 IČO: 00216208, DIČ: CZ00216208 UK – 107
B GENT01	Mrs. Geneviève Cochez Institutional coordinator	14/02/18	 Geneviève COCHEZ Erasmus Institutional coordinator  UNIVERSITEIT GENT

¹² Scanned signatures, seals and stamps are accepted

Annex to Erasmus+ Inter-Institutional Agreement

Ghent University Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSITEIT GENT / GHENT UNIVERSITY
Erasmus Code	B GENT01
ECHE	27910-LA-1-2014-1-BE-E4AKA1-ECHE
Institution website	http://www.UGent.be/en
Online course catalogue	www.UGent.be/coursecatalogue

1.2. Main contacts

Contact person	Mr. Frederik De Decker
Responsibility	Head International Relations Office
Contact details	Phone: +32 9 264 70 11 - Fax: +32 9 264 31 31 – email: Frederik.DeDecker@UGent.be

Contact person	Mrs. Geneviève Cochez
Responsibility	Erasmus institutional coordinator
Contact details	Phone: +32 9 264 70 16 - email: Genevieve.Cochez@UGent.be

Contact persons	Mrs. Greet Naessens – Mrs. Kelly Van Malderen – Mrs. Patricia Vanbrabandt
Responsibility	Bilateral agreement administration
Contact details	Phone: +32 9 264 70 34 / 70 25- email: ErasmusAgreements@UGent.be

Contact persons	Ms. Stephanie Vancoillie
Responsibility	Incoming exchange student advisers
Contact details	Phone: +32 9 264 70 06 - email: StudentsIn@UGent.be

Contact persons	Mrs. Kelly Van Malderen – Mrs. Greet Naessens
Responsibility	Outgoing exchange student advisers
Contact details	Phone: +32 9 264 70 25 / 70 34- email: StudentsOut@UGent.be

Contact person	Mrs. Charlotte Moulin
Responsibility	Incoming degree student adviser
Contact details	Phone: +32 9 264 70 07 - email: Charlotte.Moulin@UGent.be

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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.

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	Dutch or English	B2
Staff Mobility for Teaching	Any	Dutch or English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see

<http://europa.europa.eu/en/resources/european-language-levels-cefr>

Exchange students should fill out the document "Language requirements for exchange students"

www.UGent.be/en/teaching/admission/exchangestudent/languagerequirements.htm. For information about language tests and courses: uct@UGent.be

2.2. Additional requirements - information

Ghent University has facilities for students with a learning or physical disability. Disabled students can rely on the support service 'Cursief, student & disability', which offers material, technical, and social aid. More information can be found on the following website:

www.UGent.be/en/facilities/support

2.3. Calendar

2.3.1. Nomination Deadlines

Information about the application procedure is found on

www.UGent.be/en/teaching/admission/exchangestudent/application.htm

Applications/information on students nominated must reach our institution by:

Autumn term	May 15th
Spring term	November 15th

Exceptions are the Faculty of Medicine (Depts. of Movement and Sports Sciences and Rehabilitation Sciences and Physiotherapy) and the Faculty of Sciences, please check the website above.

2.3.2. Decision Response

We will send our decision within 6 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

In the event of unilateral termination, 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

3. Additional information

3.1. Grading system

Ghent University is fully committed to the correct and objective conversion of grades obtained abroad. From the very beginning it has applied the old ECTS grading scale based on statistical distribution tables for all its students. Gent is also the coordinator of the EGRACONS project (www.egracons.eu), which aims at developing a European conversion tool. Depending on the faculty and programme, grades at UGent vary between 10 (pass mark) and 20. The average grade is either 13 (Bachelor) or 14 (Master) and 19 and 20 are almost never given (less than 1%). Even 18 is rare. On the transcript of records for each course unit, the percentage of students that obtain the same grade for the reference group is given, as well as the percentages of students who obtain a lower grade and those that obtain a higher grade. This corresponds to a condensed distribution table. The correct conversion of grades from Gent (for incoming students) depends on the availability of grading tables at the home university for the reference group that the student belongs to.

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Ms. Stephanie Vancoillie
Responsibility	Incoming exchange student adviser
Contact details	Phone: +32 9 264 70 06- Email: StudentsIn@UGent.be
Website	http://www.ugent.be/en/exchange

3.3. Insurance

Health insurance is obliged.

EU-inhabitants: European Health Insurance Card (= blue card)

Non-EU: a copy of your application for health insurance at a 'ziekenfonds' in Belgium

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms. Stephanie Vancoillie
Responsibility	Incoming exchange student adviser
Contact details	Phone: +32 9 264 70 06 - Email: StudentsIn@UGent.be
Website	http://www.ugent.be/en/exchange

3.4. Housing

Housing is available at the University Halls of Residence, where a number of rooms are reserved for international students, or at the private market. The Housing Department advises students on finding accommodation. Exchange students can only apply for a room in the University Halls of Residence after having applied as an exchange student at Ghent University: www.UGent.be/en/facilities/housing/exchange/exchange.htm

Responsibility	Mrs. Myriam Van den Branden - E-Mail: Myriam.VandenBranden@UGent.be
Website	www.UGent.be/en/facilities/housing

FACT SHEET 2017-2018

Official name:	UNIVERSITEIT GENT / GHENT UNIVERSITY
Rector/President:	Prof. Dr. Rik Van de Walle
Academic Director	Prof. Dr. Guido Van Huylenbroeck
Internationalisation	
International Relations Office	Het Pand, Onderbergen 1 9000 Ghent, BELGIUM T. +32 9 264 70 02 / 70 04 F. +32 9 264 31 31 www.ugent.be/en
Head International Relations Office	Mr. Frederik De Decker

Inter-institutional cooperation: Erasmus+ programme countries

Erasmus+ code	B GENT 01
Erasmus+ University Charter Number	27910-LA-1-2014-1-BE-E4AKA1-ECHE
Erasmus+ institutional coordinator	Ms. Geneviève Cochez +32 9 264 70 16 genevieve.cochez@ugent.be
Inter-institutional agreement administration	Ms. Greet Naessens - Ms. Kelly Van Malderen - Ms. Patricia Vanbrabandt +32 9 264 70 34 - +32 9 264 70 25 erasmusagreements@ugent.be

Inter-institutional cooperation: worldwide

Institutional coordinator & bilateral agreement administration	Ms. Reintje Reynebeau - Ms. Elisabeth Velle +32 9 264 70 17 - +32 9 264 70 24 non-erasmusagreements@ugent.be
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International student support

Incoming exchange student advisers	Ms. Stephanie Vancoillie – Ms. Laila Boulyou +32 9 264 70 06 - +32 9 264 30 24 studentsin@ugent.be
Incoming degree student adviser	Ms. Charlotte Moulin +32 9 264 70 07 charlotte.moulin@ugent.be
Outgoing exchange student advisers	Ms. Kelly Van Malderen - Ms. Greet Naessens - Ms. Patricia Vanbrabandt +32 9 264 70 25 - +32 9 264 70 34 studentsout@ugent.be

Facts and figures	
Foundation	Founded in 1817 by the Dutch king Willem I (United Kingdom of the Netherlands)
Language of instruction	Dutch: all BA programmes and majority of MA programmes. English: 50 MA programmes; large number of exchange programmes (English taught courses)
Organisation	Main campus in Ghent; Campus in Kortrijk for Engineering Technology
Faculties	11 faculties with 125 departments, spread over the city: <ul style="list-style-type: none"> - Arts and Philosophy - Law and Criminology - Sciences - Medicine and Health Sciences - Engineering and Architecture - Economics and Business Administration - Veterinary Medicine - Psychology and Educational Sciences - Bioscience Engineering - Pharmaceutical Sciences - Political and Social Sciences
Staff	9.000 staff members (excl. Ghent University Hospital: 6.100)
Students	41.669, 10% international students 4.757 (Sept. 2016), 39% international PhD students 1.416 incoming exchange students 1.422 outgoing exchange students
Comprehensive university	54 BA programmes 150 MA programmes 50 English taught MA programmes
Course Catalogue	www.ugent.be/coursecatalogue - www.ugent.be/en/teaching
ECTS information package	www.ugent.be/en/ghentuniv/internationalisation/copy_of_ects
EU	Active in almost all EU programmes in education and research
Rankings	Academic Ranking of World Universities (Shanghai Ranking): 69 Times Higher Education World University Rankings: 107

Organisation of the academic year 2017-2018

www.ugent.be/en/teaching/studentadmin/academiccalendar

The academic year 2017-2018 will start on Monday 25th of September 2017. A detailed academic calendar see the link above as soon as it is approved by the Board of Governors.

Application procedure

Exchange students can apply at Ghent University if there is an agreement between Ghent University and their home university. Information about the application procedure is found on

www.ugent.be/exchangeapplication

Language requirements

A good knowledge of Dutch and/or English is essential for studying at Ghent University. **Exchange students** should fill out the document "Language requirements for exchange students"

www.ugent.be/en/teaching/admission/exchangestudent/languagerequirements.htm

For information about language tests and courses: uct@ugent.be

Accommodation

www.ugent.be/en/facilities/housing

Housing is available at the University Halls of Residence, where a number of rooms is reserved for international students, or at the private market. The Housing Department advises students on finding accommodation.

Exchange students can only apply for a room in the University Halls of Residence after having applied as an exchange student at Ghent University:

www.ugent.be/en/facilities/housing/exchange/exchange.htm

Disability

www.ugent.be/en/facilities/support

Ghent University has facilities for students with a learning or physical disability. Disabled students can rely on the support services, which offer material, technical, and social aid.

Estimated cost of living

www.ugent.be/en/living/everyday/money/costofliving.htm

Tuition fee (for degree students only)	Variable www.ugent.be/tuitionfee (academic year 17-18)
Courses/books	+/- € 500 per academic year
Study material	+/- € 100 per academic year
Housing (student room / studio)	€ 300 – € 430 per month
Housing (apartment)	Minimum € 500 per month
Transport: Bus, tram Pass (student)	€ 199 per year
Transport: Bike rental	€ 15 (3 months) – € 45 per year

Insurance

www.ugent.be/en/teaching/admission/exchangestudent/insurance.htm

Health insurance is mandatory.

EU-inhabitants: European Health Insurance Card (= blue card)

Non-EU: Worldwide health insurance or a copy of your application for health insurance at a 'ziekenfonds' in Belgium

Faculty Committees for Internationalisation (FCI)

Faculty	FCI chairperson	FCI administrator
Faculty of Arts & Philosophy www.flw.ugent.be	Prof. Andreas Niehaus andreas.niehaus@ugent.be	Ms. An Desmet - an.desmet@ugent.be Ms. Carine Focquaert - carine.focquaert@ugent.be Ms. Katrien Rau - katrien.rau@ugent.be
Faculty of Law and Criminology www.law.ugent.be	Prof. Marc De Vos marc.devos@ugent.be Prof. Philip Traest (Erasmus FCI chairperson) philip.traest@ugent.be Prof. Lieven Pauwels (Criminology) lieven.pauwels@ugent.be	Mr. Ruben Van Bogaert Ms. Sofie Cuypers iro.law@ugent.be
Faculty of Science www.ugent.be/we	Prof. Annemie Adriaens annemie.adriaens@ugent.be	Ms. Anja Sandrap (bilateral agreements) Ms. Regine Coolen (students) international.sci@ugent.be
Faculty of Medicine & Health Sciences www.ugent.be/ge	Prof. Kristiane Van Lierde kristiane.vanlierde@ugent.be	Ms. Astrid Delbeke, Ms. Benedicte Desmedt internationalisation.ge@ugent.be
Faculty of Engineering & Architecture www.ugent.be/ea	Prof. Johan Lagae johan.lagae@ugent.be	Ms. Ann Vanoutryve Ms. Annelies Vermeir internationalplateau.ea@ugent.be

Faculty Committees for Internationalisation (FCI)		
Faculty	FCI chairperson	FCI administrator
Faculty of Economics & Business Administration www.ugent.be/eb	Prof. Frank Naert frank.naert@ugent.be	Ms. Elke De Vidts, Ms. Veronique L'Ecluse, Mr. Nick Provoost int.feb@ugent.be
Faculty of Veterinary Medicine www.ugent.be/di	Prof. Dominiek Maes dominiek.maes@ugent.be	Mr. Pieter Pauwels internatvetmed@ugent.be
Faculty of Psychology & Pedagogical Sciences www.ugent.be/pp	Prof. Martin Valcke martin.valcke@ugent.be	Ms. Marisa Montero Perez international.pp@ugent.be
Faculty of Bioscience Engineering www.ugent.be/bw	Prof. Geert Haesaert geert.haesaert@ugent.be	Ms. Hilde Vandecasteele Mr. Michel Flement fci.fbw@ugent.be
Faculty of Pharmaceutical Sciences www.ugent.be/fw	Prof. Kevin Braeckmans kevin.braeckmans@ugent.be	Ms. Annelies Van Hoeck (bilateral agreements) Ms. Tamara Nachtegaal (students) fsa.fw@ugent.be
Faculty of Political & Social Sciences www.ugent.be/ps	Prof. Peter Stevens peter.stevens@ugent.be	Ms. Hilde Van Peteghem, Mr. Dries Ledoux rio.psw@ugent.be