



Erasmus+ Programme

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

Inter-institutional agreement 2019/20 - 2020/21 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)	Erasmuscode	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
Ghent University	B GENT01	Institutional contact Mrs. Geneviève Cochez erasmusagreements@UGent.be Academic exchange coordinator Prof. Dr. Patrick Bultinck (0531) Patrick.Bultinck@UGent.be	See annex
Charles University Prague Faculty of Science	CZ PRAHA07	Dr.Dagmar Chalupová Faculty ERASMUS Coordinator erasmus@natur.cuni.cz Tel: +420 22195 1166 Academic exchange coordinator Prof. Martin Kotora (0531) kotora@natur.cuni.cz	

B. Mobility numbers² 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	TO	Subject area code *	Subject area name *	Study cycle	Subject area code *	
Erasmus code of the sending institution	Erasmus code of the receiving institution	ISCED		short cycle, 1st, 2nd or 3rd *	Student Mobility for Studies Mobility for Studies	Student Mobility for Traineeships Mobility for Studies Traineeships
					Number of students, (average number of months)	Number of students, (average number of months) *
B GENT01	CZ PRAHA07	0531	Chemistry	2nd	1, (10)	
CZ PRAHA07	B GENT01	0531	Chemistry	2nd	1, (10)	

[*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]

C. Recommended language skills

Receiving institution	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	B2	B2

B GENT 01 - See Annexes

D. Additional requirements

B GENT 01 - See Annexes

E. Calendar

Receiving institution	Winter term ¹ [month]	Summer term ² [month]
CZ PRAHA07	June 15 th	October 31 st

B GENT 01 - See Annexes

F. Information**1. Grading systems of the institutions**

CZ PARAH 07

¹ To be adapted in case of a trimester system.

² To be adapted in case of a trimester system.

Czech Grade	ECTS Grade
1 - Excellent (excellent performance)	A
2 - Very Good (above the average standard but with some errors)	B
3 - Satisfactory (generally sound work with a number of notable errors)	D
4 - Fail (unsatisfactory performance)	F
Pass (student achievements in some subjects are graded only as "pass", where student has obtained a satisfactory level)	Pass

(5) ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	SATISFACTORY - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

(6) ECTS credits: 1 full academic year = 60 credits, 1 semester = 30 credits

B GENT 01 - See Annexes

2. Visa B GENT 01 - See Annexes CZ PRAHA 07 – See the table below
3. Insurance B GENT 01 - See Annexes CZ PRAHA 07 – See the table below
4. Housing B GENT 01 - See Annexes CZ PRAHA 07 – See the table below

CZ PRAHA07	
WWW for Incoming Students	http://www.cuni.cz/UK-928.html
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html
Housing ³	http://www.cuni.cz/UK-2073.html
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
WWW Visa Information ⁴	http://www.cuni.cz/UK-2045.html
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
WWW Insurance Information ⁵	http://www.cuni.cz/UK-2045.html
Contact details	erasmus@ruk.cuni.cz +420 224 491 710
ECTS Users' Guide ⁶	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

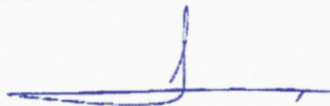
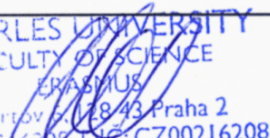
G. IGNATURES OF THE INSTITUTIONS (legal representatives)

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ 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.

⁵ 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.

⁶ 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.

Institution Erasmus code	Name, function	Date	Signature ³
B GENT01	Prof. Dr. Van de Walle, Rik, Rector	30/08/2018	
CZ PRAHA07	RNDr. Dagmar Chalupová, PhD Faculty ERASMUS Coordinator	20/10/2018	 CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 IČO: 00216208, DIČ: CZ00216208 LJK - 107

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

² 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>

³ Scanned signatures are accepted

Annex to Erasmus+ Inter-Institutional Agreement

Ghent University

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. Patricia Vanbrabandt – Mrs. Kelly Van Malderen
Responsibility	Bilateral agreement administration
Contact details	Phone: +32 9 264 70 34 / 83 70 / 70 25- email: ErasmusAgreements@UGent.be

Contact persons	Ms. Stephanie Vancoillie – Mrs Laila Boulyou
Responsibility	Incoming exchange student advisers
Contact details	Phone: +32 9 264 70 06 / 30 24 - email: StudentsIn@UGent.be

Contact persons	Mrs. Kelly Van Malderen – Mrs. Greet Naessens – Mrs. Patricia Vanbrabandt
Responsibility	Outgoing exchange student advisers
Contact details	Phone: +32 9 264 70 25 / 70 34 / 83 70- 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 and application Deadlines

Information about the application procedure is found on

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

Information on students nominated must reach our institution by:

Autumn term	April 15th
Spring term	October 15th

Application files on students must reach our institution by:

Autumn term	May 15th
Spring term	November 15th

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. As former coordinator of the EGRACONS project (www.egracons.eu), Ghent University has uploaded its grading tables in the Egracons tool (<http://tool.egracons.eu>) in order to facilitate an easy and correct conversion of grades (given that the grade distribution table from the partner is also available). Passing marks at Ghent University vary between 10 and 20. 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.

More information: <https://www.ugent.be/en/ghentuniv/principles/internationalisation/ects/grading.htm>

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 - Mrs. Laila Boulyou
Responsibility	Incoming exchange student adviser
Contact details	Phone: +32 9 264 70 06 / 30 24 - 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 – Mrs. Laila Boulyou
Responsibility	Incoming exchange student adviser
Contact details	Phone: +32 9 264 70 06 / 30 24 - 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