

Erasmus+ Programme
Key Action 1– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2017-2018
between institutions from programme and partner 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions.

Full name of the institution / country	Erasmus code or city ¹	Name of the contact person Contact details (email, phone)	Website
Université de Liège	B LIEGE01	Institutional coordinator: Ms. Dominique d'Arripe Contact bilateral agreements: International Office - Ms. Christine Reynders Place du 20-août, 7 (bât. A1), B-4000 Liège Tel. +32 4 366 46 09 - christine.reynders@ulg.ac.be Departmental coordinator: Mr. David KROEMMER – david.kroemmer@ulg.ac.be	General information: www.ulg.ac.be Courses catalogue: progcoours.ulg.ac.be Erasmus incoming information: www.ulg.ac.be/erasmus/in
Universidad Nacional de Colombia	PIC Code: 999878814	Dr. Catalina Arevalo Ferro Head of International Office	http://unal.edu.co

B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM	TO	Subject area code [ISCED 2013]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods
					Student Mobility for Studies [number of students x number of months]
UNC	B LIEGE01	041	Business and administration	1-2	1x5

* <http://www.uis.unesco.org/Education/Documents/isced-37c-fos-review-222729e.pdf>

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	Main language of instruction	Additional language of instruction	Recommended language of instruction level ²
				Student Mobility for Studies [Minimum recommended level: B1]
B LIEGE01	All	French**	English**	Certified B1 (exception: for Business and Economics courses: B2) in French required for courses taught in French. Certificate B1 (exception: for Business and Economics courses: B2) in English required for courses taught in English. Bilingual programs: both certificates required. More information:

¹ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

² See Common European Framework of Reference for Languages

				http://www.ulg.ac.be/cms/c_14110/fr/exigences-linguistiques
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**please check the course catalogue: "(English)" after the title of the course means that the course is taught in English, no mention means that the course is taught in French (even if the title of the course has been translated into English in the catalogue).

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**³ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

³ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

E. Any additional requirements

B LIEGE01:

- Integration of mobile students: Welcome Days, tutoring, French lessons: www.ulg.ac.be/erasmus/in.
- Disabled students: www.ulg.ac.be/etudiants/handicap
- The yearly updated information sheet for incoming students (application procedure,...) will be provided with this agreement.
- Application procedure: through www.ulg.ac.be/erasmus/in/dossier
- For students in Business management or Economics: students must be at least in their 3rd study year in Business management or Economics.

F. Calendar

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

Institution	Autumn term*	Spring term*
B LIEGE01	15 May (online) – 31 May (printed) Excepted PhD students: no specific deadline	1 November (online) – 15 November (printed) Excepted PhD students: no specific deadline

[to be adapted in case of a trimester system or different seasons]*

2. The receiving institution will send its decision within 5 weeks from the application 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement
In case of earlier 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 June of year N will only take effect as of 1 September of year N+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. 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	Website for information
B LIEGE01	http://www.ulg.ac.be/upload/docs/application/pdf/2015-01/versotorulg20142015.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	Contact details (e-mail, phone)	Website for information
B LIEGE01	mobil.in@ulg.ac.be , +32 4 366 5547/4166	www.ulg.ac.be/cms/c_14084/preparation-au-depart

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	Contact details (e-mail, phone)	Website for information
B LIEGE01	mobil.in@ulg.ac.be , +32 4 366 5547/4166	www.ulg.ac.be/erasmus/in/sante

4. Housing

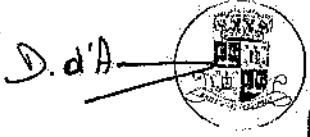

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

⁴ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (e-mail, phone)	Website for information
B LIEGE01	Sofia.Lothe@ulg.ac.be , +32 4 366 52 23	http://logement.ulg.ac.be

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
B LIEGE01	Ms. Dominique d'Arripe Institutional Coordinator	6/6/2017	
COLOMBIA, BOGOTÁ	Prof. IGNACIO MANTILLA PRADA-Rector 	7 NOV 2017	