



## Erasmus+ Programme

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

### Inter-institutional agreement 2014-2021

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	Erasmus code	Contact details	Website
KHLeuven/Leuven University College	B LEUVEN18	international@khleuven.be +32-16-375 756	<a href="http://www.leuvenuniversitycollege.be/Exchange-student">http://www.leuvenuniversitycollege.be/Exchange-student</a>
University of Białystok	PL BIALYST04	International Programmes and Relations Office <a href="mailto:erasmus@uwb.edu.pl">erasmus@uwb.edu.pl</a> , <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> Tel/Fax: +48 857457089, Tel.: +48 85 7457051 Erasmus Institutional Coordinator: <b>dr hab. Anna Piszcz</b> , <a href="mailto:piszcz@uwb.edu.pl">piszcz@uwb.edu.pl</a> Departmental Coordinator <b>Emilia Żytkiewicz – Płońska, MA</b> Tel. + 48 85 7457403, Fax: + 48 85745 73 95 <a href="mailto:pip.erasmus@uwb.edu.pl">pip.erasmus@uwb.edu.pl</a>	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (English version)

More contact and other information can be given in a separate info sheet accompanying this agreement.



## B. Mobility numbers 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 (ISCED)	Subject area name	Study cycle level	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
B LEUVEN18	PL BIALYST04	0923	Social Work and Counseling	1 <sup>st</sup>	2 x 5 = 10	
PL BIALYST04	B LEUVEN18	0923	Social Work and Counseling	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 = 10	

FROM	TO	Subject area code (ISCED)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
B LEUVEN18	PL BIALYST04	0923	Social Work and Counseling	2 staff, 2 weeks, minimum 8 teaching hours each	
PL BIALYST04	B LEUVEN18	0923	Social Work and Counseling	2 staff, 2 weeks, minimum 8 teaching hours each	

## 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	Subject area (optional)	Language of instruction		Recommended language of instruction level	
		1	2	Student Mobility for Studies / Traineeships	Staff Mobility for Teaching
B LEUVEN18		English	Dutch	B1	B2
PL BIALYST04		English	Polish	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution (links provided on Page 1).

## D. Additional requirements

### 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.



## B LEUVEN18:

All Belgian institutions will consider applications from students with disabilities. Please contact the respective international offices to check the availability of specific support or infrastructure.

Leuven University College (KHLeuven) expects all students to register for and attend the Introduction Week in Leuven, prior to the start of the exchange period.

## E. Calendar

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

Receiving institution	Autumn semester	Spring semester
B LEUVEN18	June 15	November 15
PL BIALYST04	June 30 <sup>th</sup>	November 30 <sup>th</sup>

2. The receiving institution will send its decision within 4 (four) weeks after the student has completed and sent in all required paperwork related to the mobility application.
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 unilateral termination of this agreement before the end date mentioned below must be sent in writing to the partner institution before 15 November or 15 June and will be in effect as of 1 February or 1 September respectively, being the semester following this writing.

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

#### PL BIALYST04:

<http://uwb.edu.pl/> (English version) - In case of additional questions, please contact Erasmus Coordinator.

#### B LEUVEN18:

The grading system of the Belgian institutions can be received upon request by the international coordinator or found in the relevant ECTS packages.

### 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	Website for information
B LEUVEN18	anne.michaux@khleuven.be	<a href="http://www.leuvenuniversitycollege.be/Exchange-student">http://www.leuvenuniversitycollege.be/Exchange-student</a>
PL BIALYST04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> tel:+ 48 85 7457051 tel./fax:+48 85 7457089	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (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:

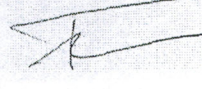

Institution	Contact details	Website for information
B LEUVEN18	odette.vanhorenbeek@khleuven.be	odette.vanhorenbeek@khleuven.be
PL BIALYST04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> tel:+ 48 85 7457051 tel./fax:+48 85 7457089	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (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	Contact details	Website for information
B LEUVEN18	anne.michaux@khleuven.be	<a href="http://www.leuvenuniversitycollege.be/Exchange-student">http://www.leuvenuniversitycollege.be/Exchange-student</a>
PL BIALYST04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> tel:+ 48 85 7457051 tel./fax:+48 85 7457089	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (English version)

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

Institution	Name, function	Date	Signature
B LEUVEN18	Dr. Toon Martens, Managing Director	01/04/2014	 
PL BIALYST04	prof. Beata Godlewska-Żytkiewicz Vice-Rector for Research and International Relations	18.03.2014	