

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://europass.cedefop.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