



Erasmus+ Programme: Inter-institutional student and staff exchange agreement 2016/2018

The institutions named below agree to cooperate for the exchange of students and staff in the context of the Erasmus + Programme and according to the principles and conditions below. 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 (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+. The present bilateral agreement will be valid during the academic years 2016-2017 to 2017-2018 unless either side terminates the agreement in writing at the latest by October 1st for activities taking place during the following (n+1) academic year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details	Website
Université catholique de Louvain (UCL) <i>Faculté des sciences</i>	B LOUVAIN01	Dr Fernández-Gacio. Coordinator for International Mobility at the Faculty of sciences. Place des sciences 2, 1348 LLN. Belgium Ana.fernandez@uclouvain.be Prof Vanacker (veerle.vanacker@uclouvain.be) academic in charge for geography school. Central office: Administration des relations internationales, Place de l'Université 1, bte L0.01.06, B-1348 Louvain-la-Neuve, Belgium, Tel. +32-10-47.81.32 erasmus@uclouvain.be	www.uclouvain.be/ccts http://www.uclouvain.be/17574.html
Universidad de Cuenca 995058011	Cuenca	Dr. Pablo Vanegas Rector of the Universidad de Cuenca Av. 12 de Abril s/n y Agustín Cueva 010201 Cuenca pablo.vanegas@ucuenca.edu.ec Dra. Catalina León Dirección de Relaciones Internacionales (E) Vicerrectora Av. 12 de Abril s/n y Agustín Cueva 010201 Cuenca relaciones.internacionales@ucuenca.edu.ec / asistente.dri@ucuenca.edu.ec	www.ucuenca.edu.ec http://www.ucuenca.edu.ec/oferta-academica/oferta-de-grado

B. Mobility numbers per academic year

Basic principles

1. The exchange covers at least three months (90 days of activities) and up to one academic year. During this period the student is required to attend a number of courses and seminars corresponding to the normal workload at the host institution.
2. Prior to the departure to the host institution, a *Learning Agreement* is drawn up for each individual student. Upon the basis of the courses available in the host department, this agreement sets out the details of the study programme, including the credits to be achieved. It is signed by the student and the academic coordinators both at the home and host institutions.
3. Any changes to the *Learning Agreement* are agreed in writing as soon as they occur.
4. The student is assessed by the host institution, who will deliver to the academic coordinator of the home institution a *Transcript of Records*, free-of-charge, listing the credits and grades achieved.
5. In accordance with the *Learning Agreement*, the home institution will give full academic recognition for the credits achieved in the host institution, provided these have been satisfactorily completed by the mobile student.
6. Registration fees (tuition, registration, examinations or access to laboratory and library facilities) in the host institution are waived for the student taking part in the exchange programme provided he/she is enrolled at the home institution. 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. Students enrolling at the host institution towards a degree fall outside of the scope of the present agreement, and shall be subject to all regular registration fees.
7. The selection of exchange students is carried out by the home institution on the basis of criteria established jointly by the academic coordinators of the present agreement.
8. Apart from the registration fee at the host institution, all other costs will be borne by the student and teaching staff, including travelling expenses, living costs and health insurance. They will be entitled to a grant from the Erasmus Plus International Programme to help cover the travel and subsistence costs incurred studying/working abroad.

9. The receiving institution should inform mobile participants of cases in which insurance cover is not automatically provided.
10. All exchange students must have adequate health insurance coverage. They may be required to produce a letter from their insurance company certifying this when registering at the host institution.
11. Each individual student is responsible for obtaining his/her visa in time. The host institution will provide him/her with the appropriate documents. Costs for visas can be covered with the mobility grants.

UCL must respect the Erasmus Charter for Higher Education. Both institutions must respect the following set of principles and requirements:

- 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.

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.
- Provide guidance to incoming mobile participants in finding accommodation.

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.
- 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 is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

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.

Student Mobility

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods	
		code	Name		Studies	Traineeships
Universidad de Cuenca 995058011	B LOUVAIN01	0532	Exact sciences	2nd	1 x 4 months	NA

Teaching Staff Mobility

Both institutions agree to promote the exchange of teachers and researchers, in particular for short term teaching assignments.

FROM	TO	Subject area [ISCED]			Number of staff mobility periods	
		code	Name		Teaching	Training
B LOUVAIN01	Universidad de Cuenca	0532	Exact sciences		1 x 1 week	NA

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	Language (s) of instruction	For more details	Recommended language of instruction	
			Student Mobility	Staff Mobility
B LOUVAIN01	FR/EN	www.uclouvain.be/en-exchange-language	B1/B2	B1/B2
Universidad de Cuenca 995058011	ES/EN	http://www.ucuenca.edu.ec/admisiones/admision-extranjeros	B1/B2	B1/B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements (if applicable)

B LOUVAIN01	The programs of the Faculty of sciences at UCL are predominantly in French. A good command of French language will therefore be required in most of the subject areas. UCL is offering a certain number of courses in English. Even for courses given in French language, some teachers may offer some facilities to non-francophone students, for instance partial readings in English or the possibility to take exams in other languages. Additional information on the language of instruction and the courses of English on offer are made available on the faculty web sites or in detail in the descriptions of each individual course. Intensive courses are organized before classes start and during the academic year. For more information: http://www.uclouvain.be/en-359568.html
Universidad de Cuenca 995058011	The programs at University of Cuenca are predominately in Spanish, and a limited number of Master courses are offered in English. In case that the courses are dictated in English, we recommend to the students to have a B1/B2 level of English. Exams and evaluations are realized in the language in which the course is dictated. Additionally information is available on the faculty web sites, and will be sent directly to the students.

E. Calendar


Receiving	Autumn term	Spring term
B LOUVAIN01	Final date for applications: May 31st	Final date for applications: November 30th
	1. Applications should be sent to the contact person at the faculty level, cf. www.uclouvain.be/en-exchange-application 2. UCL faculty will send its decision a.s.a.p. and no later than 4 weeks after receiving the application 3. A Transcript of Records will be issued no later than 2 weeks after the official assessment period has finished	
Universidad de Cuenca 995058011	Staff mobility will be coordinated within the academic programs.	

F. Information

About	B LOUVAIN	Universidad de Cuenca
	(for up to date contact details, see web pages)	
General Information	www.uclouvain.be/en-etudiant-international	http://www.ucuenca.edu.ec/
Grading system	www.uclouvain.be/en-ects-grading	<p>Universidad de Cuenca has its regulation of credit system comprising the Functional organization, Academic organization and Student assessment. Each credit is equivalent as 16 presential hours of classes. For the academic bachelor's degree or college graduate approval at least two hundred and twenty-five (225) credits is required academic program. In addition, you must do the work of corresponding degree, with a value of twenty (20) credits, comply with the hours of pre-professional internships and links with the community in the fields of specialty; and sixty (60) hours of academic or administrative service. The boards of each faculty plan and regulate the hours of compulsory apprenticeships.</p> <p>The number of hours per week will comprise up to 30 hours, including theoretical and / or practical hours. This value is the number of credits programmed in the semester. The approval will be for subjects offered in cycles, and receiving examinations will be held as part of the school calendar established.</p> <p>The learning process during a semester will be graded on one hundred (100) points in total. Of which, 50 points will evaluate the use (learning activities developed in the process); 20 points correspond to an examination or work intercycle and 30 points exam or final work. In</p>

		practical subjects, the evaluation on 100 points at the end of the cycle is recorded. In this case there is no possibility of suspension. To pass the subject the student must complete at least 60 points, added the achievement scores, the test or intercycle work and exam or final work. For the final exam, students must complete a minimum of 30 points, added notes or intercycle use and examination work. Failure to complete the 30 points of the asignature.
Credit conversion system	A full-time academic year at B LOUVAIN01 represents a workload of 60 ECTS credits.	
Visa	www.uclouvain.be/en-visa	http://www.ucuenca.edu.ec/admisiones/admision-extranjeros
Insurance	www.uclouvain.be/assurances	Health insurance is compulsory. Every incoming and outgoing students/staff, shall get an international insurance for the period of the application.
Housing	www.uclouvain.be/en-logement	Our institutions will provide assistance about housing, Universidad de Cuenca has a list of Hosting Familles, and exchange students can contact directly with the families
Special needs	www.uclouvain.be/en-alde-handi	http://www.ucuenca.edu.ec/admisiones/admision-extranjeros

G. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature
B LOUVAIN01	Professor Vincent Blondel Rector	22-09-2016	
Universidad de Cuenca 995058011	Ing. Pablo Vanegas PhD Rector	16-AUG-2016	