

Inter-institutional student and staff exchange agreement 2016/2021

The institutions named below agree to cooperate for the exchange of students and/or staff according to the principles and conditions below. They commit to respect them 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. The present bilateral agreement will be valid during the academic years 2016-2017 to 2020-2021 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.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details	Website
Université catholique de Louvain (UCL) Faculté des Sciences Economiques, Sociales, Politiques et de Communication (ESPO)	B LOUVAIN01	<p><i>Academic and Administrative coordinators</i></p> <p>For the School of Political and Social Sciences (PSAD):</p> <p><i>Prof. Jean De Munck</i></p> <p>Contact person: Mrs. Chantal Herman chantal.herman@uclouvain.be</p> <p>For the School of Labour Sciences (TRAV) :</p> <p><i>Prof. Laurent Tasquin</i></p> <p>Contact person: Mrs. Françoise Ledant Francoise.ledant@uclouvain.be</p>	<p>UCL: www.uclouvain.be/ects</p> <p>ESPO Faculty: http://www.uclouvain.be/418550.html</p> <p>PSAD: http://www.uclouvain.be/76316.html</p>
FLACSO Ecuador Departamento de Asuntos Públicos	FLACSO	<p>Prof. Betty Espinosa bespinosa@flacso.edu.ec</p> <p>Contact person: Evelyn Calderón asuntospublicos@flacso.edu.ec</p>	<p>FLACSO www.flacso.edu.ec</p>
Central office: Administration des relations internationales, Place de l'Université 1, bte L0.01.06, B-1348 Louvain-la-Neuve, Belgium, tél. +32-10-47.81.32 (fax 40.75), erasmus@uclouvain.be			

B. Mobility numbers per academic year

Basic principles

1. The exchange covers at least three months 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 coordinator both in the home and host institution.
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*, 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.
6. Registration fees in the host institution are waived for the student taking part in the exchange programme, provided he/she is enrolled at the home institution. 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, including travelling expenses, living costs and health insurance.
9. 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.
10. Each individual student is responsible for obtaining his/her visa in time. The host institution will provide him/her with the appropriate documents.

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods	
		code	name		Studies	Traineeships
B LOUVAIN01	FLACSO	312-314	Social Sciences (political science, anthropology, sociology)	2 nd cycle / Master	2 x 5 = 10 months	NA
		...	Labour Sciences	2 nd cycle / Master		
FLACSO	B LOUVAIN01		Public Policy	Master	1 x 5 = 5 months	NA
			Urban Studies	Master	1 x 5 = 5 months	NA

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	FLACSO	312-314	Social Sciences (political science, anthropology, sociology)	1 x 1 week	<i>individual agreement</i>
		...	Labour Sciences		
FLACSO	B LOUVAIN01		Public Policy	1 x 1 week	<i>individual agreement</i>

C. Recommended language skills

The sending 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 level	
			Student Mobility	Staff Mobility
B LOUVAIN01	FR/EN	www.uclouvain.be/en-exchange-language	B1/B2	
FLACSO	ES	www.flacso.edu.ec	B1/B2	

D. Additional requirements (if applicable)

B LOUVAIN01	Specific regulation applicable for each School PSAD: http://www.uclouvain.be/76316.html Some Courses have limited space, therefore we strongly recommend to incoming exchange students to be flexible with the selection of courses they intend to do abroad. Courses HUMA are not available.
FLACSO	Some Courses have limited space, therefore we strongly recommend to incoming exchange students to be flexible with the selection of courses they intend to do abroad.

E. Calendar

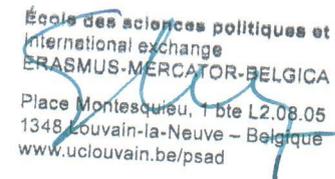
Receiving	Autumn term	Spring term
B LOUVAIN01	Final date for applications: May 31st	Final date for applications: November 30th
	1. Applications should be sent to the contact person at the faculty level, cf. www.uclouvain.be/en-exchange-application 2. UCL faculty will send its decision a.s.a.p. and no 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	
FLACSO	Final date for applications: May 31st	Final date for applications: November 30 th
	1. Applications should be sent to the contact person at the Department: asuntospublicos@flacso.edu.ec 2. FLACSO will send its decision within 4 weeks after receiving the application 3. A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished	

F. Information

About	B LOUVAIN	Partner institution...
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	(for up to date contact details, see web pages)	
Grading system	www.uclouvain.be/en-ects-grading	
Credit conversion system	A full-time academic year at B LOUVAIN01 represents a workload of 60 ECTS credits. A full-time academic year at (partner institution) represents a workload of 44 credits. 1 ECTS credit (B LOUVAIN01) = 1 credit(s) (partner institution)	
Visa	www.uclouvain.be/en-visa	www.flacso.edu.ec
Insurance	www.uclouvain.be/assurances	
Housing	www.uclouvain.be/en-logement	
Special needs	www.uclouvain.be/en-aide-handi	

G. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature ^{1 2}
B LOUVAIN01	Prof. Sébastien Van Bellegem Dean Faculty of Economic, Social, Political Sciences and Communication	26/2/2016 	 École des sciences politiques et sociales (PSAD) International exchange ERASMUS-MERCATOR-BELGICA Place Montesquieu, 1 bte L2.08.05 1348 Louvain-la-Neuve - Belgique www.uclouvain.be/psad
FLACSO	Prof. Juan Ponce Director FLACSO Ecuador	11/02/2016	

¹ B LOUVAIN01: departmental agreements will be signed by the Dean. To be valid during the next academic year, they are to be registered at the UCL International Office at the latest by November 30th of the preceding academic year.

² Scanned signatures are accepted