

ERASMUS IIA 22-27 - B BRUXEL84

ADDITIONAL REQUIREMENTS

Calendar for incoming students

- Fall semester
 - Nominations deadline: April 15th
 - Applications deadline: May 1st
- Spring semester
 - Nominations deadline: October 15th
 - Applications deadline: November 1st

The receiving institution will send its confirmation **within 3 weeks of the deadline**.

Proof of language

a proof of language level will be asked with the application form :

- B1 in English or French (according to the program chosen) for the student mobility for studies (SMS)
- B2 in English or French (according to the program chosen) for the staff mobility for teaching (SMT)

The home institution is the unique authority for the **selection of their candidates**. If the host institution requests to add some specific criteria or wants to have their own selection of incoming students, it needs to be specified.

Transcript of Records

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, as stated in the Erasmus Charter for High Education guidelines.

Grading system

A statistical distribution of grades according to the description in the ECTS user's guide will be provided by both institutions. 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.

https://www.ihecs.be/sites/default/files/uploads/international/2022-2023/grading_scale_22-23-1.pdf

Assistance

The sending and receiving institutions will provide assistance, when required:

- In securing visas for incoming and outgoing mobile participants;
- In obtaining insurance for incoming and outgoing mobile participants. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided;
- In finding accommodation;
- In helping mobile participants with fewer opportunities;

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

- Loïc Hennemont, in charge of incoming students (loic.hennemont@galilee.be)
- Sophie Henrard, in charge of incoming teacher/staff (sophie.henrard@galilee.be)

Termination of Agreement

This agreement can be terminated at any time if the decision is bilateral. However, 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 effects 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 ».

