



ALEXANDER COLLEGE
LARNACA - PAPHOS

Erasmus+ Programme

Key Action 1

**– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

Inter-institutional agreement 2018-2021 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.

UC Leuven-Limburg, Limburg campus = UC Limburg

Alexander College, Larnaka

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
UC Limburg	B HASSELT20	international@ucll.be +32-11-180007 Faculty International coordinator: Ms. Chris Huybrechts chris.huybrechts@ucll.be Faculty International contact(s): Ms. Micheline Broekmans micheline.broekmans@ucll.be	https://www.ucll.be/international
Alexander College 2 Artas Street, P.O.Box 45081 Aradippou 7110, Larnaca, Cyprus	CY LARNACA03	Nicodemos Loizou, Dean of Academic Affairs, Alexander College n.loizou@alexander.ac.cy Erasmus+ Officer: Panayiotis Elia erasmus@alexander.ac.cy Tel: +357 24 532373	https://alexander.ac.cy/en/ https://alexander.ac.cy/en/courses/alexander-college-course/bsc-business-administration-finance-4-years/

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² per academic year

If the agreement is signed for more than one 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
B HASSELT 20	CY LARNACA 03	0410 Business and administration		1st	2 X 5 months	
CY LARNACA 03	B HASSELT20	0410 Business and administration		1st	2 x 5 months	

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
B HASSELT20	CY LARNACA03	0410 Business and administration		1 x 5days	1 x 5days
CY LARNACA03	B HASSELT20	0410 Business and administration		1 x 5days	1 x 5days

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B HASSELT20		English	Dutch	B1	B2
CY LARNACA03		English	English	B2	B2

For more details on the language of instruction recommendations, see the application package of each institution and follow the links in part A.

³For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

D. Additional requirements

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.

UC Limburg expects all students to participate into Orientation Days in Diepenbeek.

CY LARNACA03: Alexander College, Larnaka, has the infrastructure to host students and staff with disabilities, <https://alexander.ac.cy/en/facilities/college-building/>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B HASSELT20	June 15th	November 15th
CY LARNACA03	June 30 th	November 15 th

2. The receiving institution will send its decision within **5 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 and has been evaluated.
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.

[to be adapted in case of a trimester system]*

F. Information

1. Grading systems of the institutions

BHASSELT20: <https://www.ucll.be/gradingtables>

CY LARNACA03: Alexander College

Appropriate definitions of the grades which will be applied to all marking are:

90 – 100%	A
80 – 89%	A-
77 – 79%	B+
73 – 76%	B
70 – 72%	B-
67 – 69%	C+
63 – 66%	C
60 – 62%	C-
57 – 59%	D+
53 – 56%	D
50 – 52%	D-
0 – 49%	F
I	Incomplete
W	Withdrawal

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 [Erasmus code]	Contact details (email, phone)	Website for information
B HASSELT20	dries.hanssen@ucll.be	https://www.ucll.be/international
CY LARNACA03	ELENI GEORGIOU elenig@alexander.ac.cy	https://alexander.ac.cy/students/support-services/

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 [Erasmus code]	Contact details (email, phone)	Website for information
B HASSELT20	valerie.aniol@ucll.be	https://www.ucll.be/international
CY LARNACA03	ELENI GEORGIOU elenig@alexander.ac.cy	https://alexander.ac.cy/students/support-services/

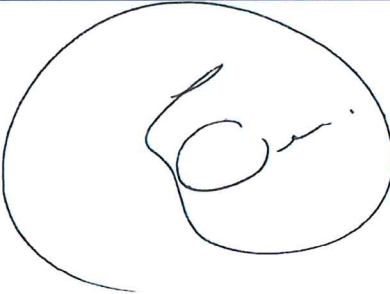



4. Housing

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 [Erasmus code]	Contact details (email, phone)	Website for information
B HASSELT20	Stuvo.limburg@ucll.be	https://www.ucll.be/international
CY LARNACA03	ELENI GEORGIOU elenig@alexander.ac.cy	https://alexander.ac.cy/students/support-services/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
B HASSELT20	Mr. Marc Vandewalle President	10-12- 2018	 
CY LARNACA03	ANDY LOPPAS, DIRECTOR		 

⁴Scanned signatures are accepted