



KU Leuven

Logo of Institution

Name of Institution

ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genoa

Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	KU Leuven
Erasmus code	B LEUVEN 01
Institution website	www.kuleuven.be/
International Students webpage	http://arch.kuleuven.be/english/exchange-students
Information for incoming students	http://arch.kuleuven.be/english/exchange-students
Course catalogue	http://www.arch.kuleuven.be/

1.2 Main contacts

Institutional Coordinator	Elke Timmermans
Contact details	Dienst Internationalisering Naamsestraat 63 - bus 5001 3000 Leuven elke.timmermans@int.kuleuven.be Tel. +32 16 32 37 67 fax +32 16 3 24022
Other useful contacts	Faculty Coordinator: Nele De Meyere tel.: +32 22420000 e-mail: nele.demeyere@kuleuven.be

2. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B LEUVEN01	Faculty of Architecture	English	Dutch	B1*	C1

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

KU Leuven (B LEUVEN01)

All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility : <http://www.kuleuven.be/admissions/>

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website :

<http://www.kuleuven.be/welcome/>

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute :

http://ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities :

<http://www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html>

Partner institution

4. Calendar

4.1 Applications/information on nominated students must reach KU LEUVEN by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B LEUVEN01	14 April The academic calendar can be found on http://www.kuleuven.be/english/about/	1 October The academic calendar can be found on http://www.kuleuven.be/english/about/

¹ For 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>

4.2 Decision

The receiving institution will send its decision within 12 weeks.

4.3 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.

5. Information

5.1 Grading system of the Institution

Website: _____

KU Leuven (B LEUVEN01)

ECTS GRADING SCALE FOR THE FACULTY OF ARCHITECTURE

ECTS GRADE	LOCAL GRADE	DEFINITION
A	=> 16	EXCELLENT - OUTSTANDING PERFORMANCE WITH ONLY MINOR ERRORS
B	15	VERY GOOD - ABOVE THE AVERAGE STANDARD BUT WITH SOME ERRORS
C	14	GOOD - GENERALLY SOUND WORK WITH A NUMBER OF NOTABLE ERRORS
D	12	SATISFACTORY - FAIR BUT WITH SIGNIFICANT SHORTCOMINGS
E	10	SUFFICIENT - PERFORMANCE MEETS THE MINIMUM CRITERIA
FX	-	FAIL - SOME MORE WORK REQUIRED BEFORE THE CREDIT CAN BE AWARDED
F	-	FAIL - CONSIDERABLE FURTHER WORK IS REQUIRED

5.2 Visa

KU LEUVEN 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 LEUVEN 01	Ms. Trees Deloddere (Head of Int. Adm. and Mobility) Mr. Christophe Prince http://www.kuleuven.be/admissions/co ntact/index.html	http://www.kuleuven.be/admissions/trave lling/visa.html

5.3 Insurance

KU LEUVEN will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The 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 LEUVEN01	Int. Adm. and Mobility Case Administrator http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/english/services/insurances/

5.4 Housing

KU LEUVEN 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 contacts and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
B LEUVEN01	stuvo_gent@luca-arts.be for students of campus Ghent stuvo.brussel@luca-arts.be for students of campus Brussels	Campus Sint-Lucas does not have student accommodation halls We strongly encourage your students to start their search before they come to Belgium. For Ghent via: http://www.opkotingent.be/ For Brussels via: http://brik.be/international-students/studying-brussels

ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genoa**Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility****1. Information about higher education institutions****1.1 Institutional details**

Name of the Institution	KU LEUVEN
Erasmus code	B LEUVEN01
Institution website	http://www.kuleuven.be
International Students webpage	http://www.kuleuven.be/english
Information for incoming students	http://www.kuleuven.be/english/admissions/exchange/index
Course catalogue	http://onderwijsaanbod.kuleuven.be/opleidingen/e/SC_51017022.htm#bl=all

1.2 Main contacts

Institutional Coordinator	Ms Elke Timmermans
Contact details	International Office Naamsestraat 63 - box 5001 3000 Leuven tel: +32 16 32 37 67 e-mail : elke.timmermans@int.kuleuven.be

Other useful contacts	
	Faculty coordinator: Mrs Isabel Lauweres tel: +32 16 32 14 02 e-mail: isabel.lauweres@wet.kuleuven.be Departmental coordinator: Prof. Dr. Wim Dehaen tel: +32 16 32 74 39 e-mail: wim.dehaen@chem.kuleuven.be

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
Chemistry	English (Ma + Phd)	B1	SMS

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility : <http://www.kuleuven.be/admissions/>
KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website :

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The university also offers support for students with disabilities :

<http://www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html>

4. Calendar

4.1 Applications/information on nominated students must reach KU Leuven(*Name of Institution*) by:

Autumn term	Nominations: 1 April Applications: 14 April
Spring term	Nominations: 1 September Applications: 1 October

4.2 Decision

The receiving institution will send its decision within 6 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 3 weeks after the assessment period has finished at KU Leuven (*Name of Institution*).

5. Information

5.1 Grading system of the Institution

Website: <http://www.kuleuven.be/education/ects/>

Other information

5.2 Visa

KU LEUVEN (name of Institution) 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:

Contact details	Ms. Trees Deloddere (Head of Int. Adm. and Mobility) Mr. Christophe Prince http://www.kuleuven.be/admissions/contact/index.html
Website	http://www.kuleuven.be/admissions/travelling/visa.html

5.3 Insurance

KU LEUVEN (name of Institution) will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The 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:

Int. Adm. and Mobility Case Administrator: <http://www.kuleuven.be/admissions/contact/index.html>

<http://www.kuleuven.be/english/services/insurances/>

5.4 Housing

KU LEUVEN (name of 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 contacts and information sources:

Contact details	housingservice@dsv.kuleuven.be tel.: +3216324400
Website	http://www.kuleuven.be/studentenvoorzieningen/accommodation/