

## Annex to Erasmus+ Inter-Institutional Agreement

### Ghent University Factsheet

#### 1. Institutional Information

##### 1.1. Institutional details

Name of the institution	UNIVERSITEIT GENT / GHENT UNIVERSITY
Erasmus Code	B GENT01
ECHE	27910-LA-1-2014-1-BE-E4AKA1-ECHE
Institution website	<a href="http://www.UGent.be/en">http://www.UGent.be/en</a>
Online course catalogue	<a href="http://www.UGent.be/coursecatalogue">www.UGent.be/coursecatalogue</a>

##### 1.2. Main contacts

Contact person	Mr. Frederik De Decker
Responsibility	Head International Relations Office
Contact details	Phone: +32 9 264 70 11 - Fax: +32 9 264 31 31 – email: <a href="mailto:Frederik.DeDecker@UGent.be">Frederik.DeDecker@UGent.be</a>

Contact person	Mrs. Geneviève Cochez
Responsibility	Erasmus institutional coordinator
Contact details	Phone: +32 9 264 70 16 - email: <a href="mailto:Genevieve.Cochez@UGent.be">Genevieve.Cochez@UGent.be</a>

Contact person	Mrs. Greet Naessens – Mrs. Kelly Van Malderen
Responsibility	Bilateral agreement administration
Contact details	Phone: +32 9 264 70 34 - email: <a href="mailto:ErasmusAgreements@UGent.be">ErasmusAgreements@UGent.be</a>

Contact person	Mrs. Stephanie Vancoillie
Responsibility	Incoming exchange student adviser
Contact details	Phone: +32 9 264 70 06 - email: <a href="mailto:StudentsIN@UGent.be">StudentsIN@UGent.be</a>

Contact person	Mrs. Kelly Van Malderen – Mrs. Greet Naessens
Responsibility	Outgoing exchange student adviser
Contact details	Phone: +32 9 264 70 25 - email: <a href="mailto:StudentsOut@UGent.be">StudentsOut@UGent.be</a>

Contact person	Mrs. Charlotte Moulin
Responsibility	Incoming degree student adviser
Contact details	Phone: +32 9 264 70 07 - email: <a href="mailto:Charlotte.Moulin@UGent.be">Charlotte.Moulin@UGent.be</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with our 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.

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	Dutch or English	B2
Staff Mobility for Teaching	Any	Dutch or English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**Exchange students** should fill out the document "Language requirements for exchange students" [www.UGent.be/en/teaching/admission/exchangestudent/languagerequirements.htm](http://www.UGent.be/en/teaching/admission/exchangestudent/languagerequirements.htm). For information about language tests and courses: [uct@UGent.be](mailto:uct@UGent.be)

### 2.2. Additional requirements - information

Ghent University has facilities for students with a learning or physical disability. Disabled students can rely on the support service 'Cursief, student & disability', which offers material, technical, and social aid. More information can be found on the following website: [www.UGent.be/en/facilities/support](http://www.UGent.be/en/facilities/support).

### 2.3. Calendar

#### 2.3.1. Nomination Deadlines

Information about the application procedure is found on [www.UGent.be/en/teaching/admission/exchangestudent/application.htm](http://www.UGent.be/en/teaching/admission/exchangestudent/application.htm)

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	May 15th
<b>Spring term</b>	November 15th

Exceptions are the Faculty of Medicine (Depts. of Movement and Sports Sciences and Rehabilitation Sciences and Physiotherapy) and the Faculty of Sciences, please check the website above.

#### 2.3.2. Decision Response

We will send our decision within 6 weeks.

#### 2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

#### 2.3.4. Termination of Agreement

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 effect 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."]

### 3. Additional information

#### 3.1. Grading system

Ghent University is fully committed to the correct and objective conversion of grades obtained abroad. From the very beginning it has applied the old ECTS grading scale based on statistical distribution tables for all its students. Gent is also the coördinator of the EGRACONS project ([www.egracons.eu](http://www.egracons.eu)), which aims at developing a European conversion tool. Depending on the faculty and programme, grades at UGent vary between 10 (pass mark) and 20. The average grade is either 13 (Bachelor) or 14 (Master) and 19 and 20 are almost never given (less than 1%). Even 18 is rare. On the transcript of records for each course unit, the percentage of students that obtain the same grade for the reference group is given, as well as the percentages of students who obtain a lower grade and those that obtain a higher grade. This corresponds to a condensed distribution table. The correct conversion of grades from Gent (for incoming students) depends on the availability of grading tables at the home university for the reference group that the student belongs to.

#### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

<b>Contact person</b>	Mrs. Stephanie Vancoillie
<b>Responsibility</b>	Incoming exchange student adviser
<b>Contact details</b>	Phone: +32 9 264 70 06 - Email: <a href="mailto:StudentsIN@UGent.be">StudentsIN@UGent.be</a>
<b>Website</b>	<a href="http://www.ugent.be/en/teaching/admission/exchangestudent/visa.htm">http://www.ugent.be/en/teaching/admission/exchangestudent/visa.htm</a>

#### 3.3. Insurance

Health insurance is obliged.

**EU-inhabitants:** European Health Insurance Card (= blue card)

**Non-EU:** a copy of your application for health insurance at a 'ziekenfonds' in Belgium

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	Mrs. Stephanie Vancoillie
<b>Responsibility</b>	Incoming exchange student adviser
<b>Contact details</b>	Phone: +32 9 264 70 06 - Email: <a href="mailto:StudentsIN@UGent.be">StudentsIN@UGent.be</a>
<b>Website</b>	<a href="http://www.UGent.be/en/teaching/admission/exchangestudent/insurance.htm">www.UGent.be/en/teaching/admission/exchangestudent/insurance.htm</a>

#### 3.4. Housing

Housing is available at the University Halls of Residence, where a number of rooms are reserved for international students, or at the private market. The Housing Department advises students on finding accommodation.

Exchange students can only apply for a room in the University Halls of Residence after having applied as an exchange student at Ghent University: [www.UGent.be/en/facilities/housing/exchange/exchange.htm](http://www.UGent.be/en/facilities/housing/exchange/exchange.htm)

<b>Responsibility</b>	Mrs. Myriam Van den Branden - E-Mail: <a href="mailto:Myriam.VandenBranden@UGent.be">Myriam.VandenBranden@UGent.be</a>
<b>Website</b>	<a href="http://www.UGent.be/en/facilities/housing">www.UGent.be/en/facilities/housing</a>