FACULTY OF PHILOSOPHY AND LETTERS
INTERNATIONALISATION PROCEDURES
2016-2017 ACADEMIC YEAR
MEMBERS OF THE FACIR AND ERASMUS COMMISSION LW FACULTY

Faculty Commission for Internationalisation (FACIR)
Ann PEETERS (Chair – TALK)
Maarten LIEFOOGHE (Vice Chair – SKAR)

Emiliano ACOSTA (deputy) Gily COENE (FILO)
Arnout HOREMANS (OAP) (deputy) Pieterjan Deckers
Maarten LIEFOOGHE (deputy) Katarzyna RUCHEL-STOCKMANS (SKAR)
Marie-Eve MICHOT (deputy) Diana CASTILLEJA (TALK)
Frank SCHELINGS (deputy) Bart BALLAUX
Jeffrey TYSSEN (deputy) Griet VERMEESCH (HIST)
Kristin TYTGAT (deputy) Arnout HOREMANS (TTKA)

Faculty Erasmus Commission LW
Ann PEETERS (Chair – TALK)

Emiliano ACOSTA (FILO)
Diana CASTILLEJA (TALK – ES)
Kim COLLEWAERT (TALK – ES)
Geert CRAUWELS (TTKA – DE)
Bastien DE CLERCQ (TALK – EN)
Linda DEWolf (TTKA – FR)
Martine GOEDEFROY (TTKA – EN)
Arnout HOREMANS (TTKA – Head coordinator)
Koen KERREMANS (TTKA – internship coordinator)
Maarten LIEFOOGHE (SKAR)
Ester MAGIS (TALK – NL)
Marie-Eve MICHOT (TALK – FR)
Jasper VANDENBERGHE (TTKA – ES)
Lesley PENNÉ (TALK – DE)
Martina TEMMERMAN (TTKA – NL)
Kristin TYTGAT (TTKA – DE)
Dirk VANDEN BERGHE (TALK – IT)
Jeffrey TYSSEN (HIST)
Jean-Paul WALRAEVENs (TTKA – IT)

Chair Commission Internationalisation TALK and TTKA
Arnout HOREMANS (Chair – TTKA)
Ann PEETERS (Chair – TALK)
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1. Student mobility

1.1 Erasmus+ exchanges

1.1.1 Outgoing mobility

1.1.1.1 Faculty info-moment (November – December)

A faculty information session is organised between early November and early December. If the deadline of the fair in question requires that the procedure must start at another time, the student should get in touch directly with the Chair of the Commission or an equivalent function. The agenda of this session is as follows:

1. A staff member of the International Relations and Mobility Office gives a general presentation of Erasmus+.
2. The Chair of the Faculty Erasmus Commission provides explanation of the procedures to be followed.
3. The students are divided up per study programme for more detailed information on the destinations for which applications can be submitted. This includes both Erasmus+ scholarships and other funding channels for study stays in Belgium and abroad. During these specialist sessions, students who have previously taken part in an international exchange will talk about their experience. Interested students will have ample opportunity to ask questions.
4. All presentations are made available to interested students through the Pointcarré learning platform.

1.1.1.2. Determining the destination (December)

1. Interested students can submit a final application for only one Erasmus+ destination. Since the success rate of intercontinental scholarship applications is significantly lower, such an application may be combined with a regular application. Prior to specifying his/her preferred destinations, the student and the exchange coordinator assess which destinations best fit his/her learning profile and therefore qualify as possible destinations. In order to allocate the available places as efficiently as possible in relation to the students' interests, they are asked to communicate at least two preferred destinations within their study programme to the Chairman of the Commission for Internationalisation or an equivalent function (hereinafter referred to as the Commission) by 22 December.
2. Interested students are granted access to a work area within Pointcarré. The following documents are provided, depending on the study programme to which the student belongs:
   - sample programme templates
   - sample programmes
   - lists of recommended subjects
   - experience documents from students of previous years
   - links to partner institutions
   - deadlines
   - info-moment presentations

3. If more applications are received for a destination than there are places available, the Commission will, in consultation with the exchange coordinators, make a decision based on:
   - the individual study results (the Chair of the Commission or an equivalent function will request the study results of the registered students via faclw@vub.ac.be)
   - the number of ECTS credits obtained
   - the individual study duration
   - a letter of motivation (if necessary)

4. The Chairman of the Commission contacts the students and informs them of their final destination.

5. The Chair of the Commission or an equivalent function will decide whether or not late candidate submissions can be taken into consideration or not. However under no circumstances can a student who has registered after the expiry of the deadline, make a claim on a place which has already been filled.

6. When determining a preferred destination for a scholarship application that does not fall within the Erasmus+ programme, the student must be aware that the chance of also being effectively accepted may be significantly smaller. Students are therefore advised to also submit a parallel Erasmus+ application for a partner institution with which an inter-institutional agreement is in effect (1.1.1).
1.1.1.3. Compiling a sample programme (deadline 10 February) and start of online procedure

Using the available templates, the students will compile a sample programme and then send it to their exchange coordinator. The coordinator will evaluate this provisional programme based on the following elements:

- formal compatibility (ECTS credits)
- compatibility in terms of content (number of the course sheets is added by the student)
- feasibility of the programme
- courses in which the student has not achieved a pass in the past, may not be included in the programme
- a student needs to take up at least 15 ECTS abroad
- if the exchange only lasts one term, no course units for the year will be included in the foreign study programme.

1.1.1.4. VUB Online Procedure (March - April)

1. The Chair of the Commission or an equivalent function indicates the selected students via the Wufoo form provided by the Student Administration Centre (hereinafter referred to as SAC).

2. After approval of the sample programme by the exchange coordinator, the student will wait for a message of confirmation from the SAC and he or she must meticulously follow the relevant guidelines.

3. The exchange coordinator will check the registration dossier, including the Learning Agreement, and will check whether all fields of the document have been correctly filled in.

4. The student will send his or her request to the SAC, with the exchange coordinator in cc.

5. In no event must the student make changes to the Learning Agreement after this deadline, without informing his or her exchange coordinator.

6. Given that there is still broad possibility to update the study programme at the start of the academic year in which the exchange takes place, using the Exceptional Changes during the Mobility form, no changes will be made to the Learning Agreement in principle, except by specific request of the partner institution.

1.1.1.5. Online procedure host institution (May – June)
1. Most host universities require students to complete and submit a similar file to the local responsible officer. The stipulated guidelines provided by the latter must be carefully observed.

2. To avoid misunderstandings, the exchange coordinators contact the partner institutions to enquire whether similar parallel dossiers need to be submitted or not, and they verify whether the student has correctly complied with the instructions.

1.1.1.6. Selection after first exam session (June-July)

1. Before the end of the exam period in June, the Chair of the Commission or an equivalent function, requests the study results of the registered students from the faculty administration.

2. A meeting of the Commission is held within the individual programmes, at which each individual application file is thoroughly discussed and evaluated. Possible outcomes:

- green light:
  - the student has passed all course units
  - the student has failed in one elective course from BA2 or BA3 (TALK)

- orange light:
  - the student has failed in at least one course
  - the student has failed in one:
    a) course from BA1 (TALK)
    b) course belonging to the basic package of the two main languages (TALK)

- red light:
  - incomplete or late files

3. The Chair of the Commission or an equivalent function communicates the decision in question to the student in question, as well as to the International Relations and Mobility Office (hereinafter referred to as IRMO) and also the faculty administration.

1.1.1.7. Selection after second exam session (August)
1. As soon as possible, the Chair of the Commission or an equivalent function requests the exam results from the students who received an orange light during the first selection. This is crucial because at certain partner institutions the academic year commences earlier than at the VUB.

- special conditions:
  - if the International Exchange programme (IE) commences before the start of the semester in which the student takes up the IE, commencement of the IE is subject to the binding condition that it is possible for the student to (re-)enrol for the study programme and the courses thereof as set out in the Learning Agreement at the start of the semester.
  - if (re-)enrolment of the student is not permitted due to a study progress decision or suspension during the IE, the IE will be stopped immediately. If the decision regarding study continuation is lifted, the student can request the Chair of the Commission or an equivalent function to be allowed to start the IE again.

- additional condition:
  - the departure of the student in question is approved by the Faculty subject to compliance with all conditions and the student’s written approval.

2. A new meeting of the Commission is held within the individual study programmes, at which each individual application file is thoroughly discussed and evaluated. Possible outcomes:

- green light:
  - the student has passed all courses
  - the student has failed in no more than two courses (maximum 5 points below 10/20 spread over these two courses) (TALK and TTKA)
  - the student has obtained at least 60 ECTS (HIST)
  - the student has passed three Seminars (HIST)
  - the student has obtained an ‘insufficient’ for no more than one course from the bachelor studies (with the exception of Modules I, III) or for the Seminars (SKAR)

- red light:
  - the results of the student do not meet the above-stated conditions
- the student has failed in the course *Research Methodology* (TALK)
- the student has failed in the course *Research Methods for Historians* (HIST)
- the student has failed in a bachelor course of Modules I or III or in the course *Seminar methods of archaeology with exercises* or *Seminar methods of art studies with exercises* (SKAR)

- additional conditions:
  - bearing in mind the problems which occurred in the past with regards to alternative exam rules, it is advisable to only allow exchanges in the second semester if the guest institution has simultaneous exam periods (FILO – HIST – SKAR – TALK – TTKA)
  - in no event can a student take up a course for which he or she did not previously pass during the semester in which the exchange takes place (SKAR – TALK)
  - the student should have communicated a promoter and a subject for the bachelor paper to the Exchange Coordinator (TTKA) before 30 June (first exam period) or before 31 August (second exam period)

3. The Chair of the *Commission* or an equivalent function communicates the decision in question to the students, as well as to the *IRM*O and the faculty administration.

**1.1.1.8. Departure reminder (September / January)**

1. The Chair of the *Commission* or an equivalent function emails all outgoing *Erasmus*+ students to draw their attention to the correct observance of the following procedures:

   - [online registration for course units of relevant semester by the student in CALI](15 October / 27 February)
   - [form for bachelor's or master's thesis](31 October)
   - adaptation of the *Learning Agreement* (see point 1.1.1.9)

The Chair of the *Commission* or an equivalent function puts the faculty administration and the studies advisors (hereinafter referred to as *STBs*) in cc of this email.

2. Before 15 October of the academic year in which the exchange takes place, the student signs the form (see *Annex 4*) in which he or she confirms having taken note, and being in agreement with, the rules and provisions pertaining to the *Internationalisation procedures* of the relevant academic year. After approval, the exchange coordinator provides them this document before
their departure; the coordinator will collate the forms and send them in a bundle to the Chair of the Commission or an equivalent function, and also to the faculty administration.

3. If the Erasmus+ exchange takes place during the second semester, allowance has to be made for the fact that in some cases the second semester commences earlier or later than at the VUB.

Article 105(3) of OER 2015-2016 stipulates: "In case of deviation from the study programme in the Faculty of Arts and Philosophy, the respective study programme committees will evaluate the 'internationalisation' applications of the student and express their opinion to the Dean, who may or may not give permission."

In practice:

- If the second semester commences **earlier**, then:
  - The student must send a request to both his or her exchange coordinator and faclw@vub.ac.be, as quickly as possible, to take the relevant exams during revision week.
  - The faculty administration asks the consent of the exchange coordinator.
  - Upon approval, the Faculty Administration asks the Dean’s permission to inform the relevant lecturers and work out an alternative arrangement.
  - Once the alternative exam arrangement has been worked out, the Faculty Administration informs the student, the relevant lecturers, the Dean and the exchange coordinator by e-mail.
  - The relevant Examination Board deliberates and the Chairman of the Examination Board proclaims the student no later than the last working day of the pre-exam study week.
  - If this measure does not seem possible, attempts will be made to move the relevant exams to respectively the first session of the second exam period. In the event of written exams and papers, instructions can be given, if applicable, to the exchange coordinator of the guest institution. However, in the case of practical exams, such an arrangement is not feasible and one of the three previous options must be selected.

- If the second semester ends **later**, then:
  - The exchange institution provides the exam results, as soon as possible, to the Faculty Administration. If the results arrive after the deliberation has taken
place, the relevant Examination Board proclaims the student with a ‘Deferred Examination Period’ and the deliberation and proclamation will take place at a later date.

1.1.1.9. Modification and submission of Learning Agreement (October – November)

1. On the basis of the same template as for the sample programmes, students submit a proposal again for the definitive Learning Agreement with their exchange coordinator (only if the provisional Learning Agreement needs to be modified).
2. After evaluation and approval, the student sends the Learning Agreement, signed by the partner institution, to the SAC and must unfaillingly put his or her exchange coordinator in cc.
3. Using the form which is provided in Annex 2, the exchange coordinators send the definitive Learning Agreements to the faculty administration (for the attention of Mr Erwin Cassiman). The guidelines must be observed with the greatest care. The faculty administration then takes care of the linking in CALI of the courses of the home institution registered by the student, with the exchange courses of the guest institution.

1.1.1.10. Administration upon return

a. The student has passed all course units:
1. The student hands over the points sheets, as well as the document Arrival and Departure to his or her exchange coordinator.

Note: some partner institutions send the results directly to the exchange coordinator, he faculty administration, the SAC or the IRMO in electronic or paper format. The faculty administration follows up whether all results have been transmitted and informs the Chair of the Faculty Erasmus Commission two weeks before the proclamation date of any missing exam results.
2. If applicable, the exchange coordinator converts the study results on the basis of the official conversion table (see Annex 1).
3. These details are systematically handed over to the faculty secretariat as quickly as possible, and also to the Chair of the Commission or an equivalent function.
4. The student completes and submits the experience document to his/her exchange coordinator.
b. The student has failed in all courses

1. The student hands over the point sheets, as well as the *Arrival and Departure* document to his or her exchange coordinator.

*Note:* some partner institutions send the results directly to the exchange coordinator, the faculty administration, the *SAC* or the *IRMO* in electronic or paper format. The faculty administration follows up whether all results have been transmitted and informs the *Chair of the Faculty Erasmus Commission* two weeks before the proclamation date of any missing exam results.

2. If applicable, the exchange coordinator converts the study results on the basis of the official conversion table (see *Annex 1*).

3. These details are systematically handed over to the faculty secretariat as quickly as possible, and also to the Chair of the *Commission* or an equivalent function.

4. The Chair of the *Commission* or an equivalent function will initiate a remedial procedure. To this end, the following scenarios are examined in the order given below and implemented if possible:

   1. The lecturer of the partner institution is asked to attend the oral re-exam via *Skype* in the presence of the lecturer of the replacement subject at the home institution (as a check to avoid fraud).

   2. The lecturer of the partner institution is asked to provide the questions of the written re-exam to the lecturer of the replacement subject at the home institution. He or she will then attend the written re-exam, assign a result, and provide it as notification to the relevant lecturer of the partner institution.

3. The student returns to the partner institution to take the re-exam there.

**Special measure 1:** If the student has insufficient financial resources to pay the travel expenses, the latter can be covered from an emergency fund within the *IRMO*.

**Special measure 2:** If the time of the re-exam at the partner institution falls outside a regular examination period of the home institution, the student may, exceptionally and subject to a special procedure, be proclaimed outside the regular examination period. In that case:

   o the student e-mails his/her request to take external exams to both his/her exchange coordinator and *faclw@vub.ac.be*,

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o The Faculty Administration sends an e-mail to the exchange coordinator for the latter’s approval;

o upon approval, the Faculty Administration asks the Dean’s permission to inform the relevant lecturers and work out an alternative arrangement,

o once the alternative exam arrangement has been worked out, the Faculty Administration informs the student, the relevant lecturers, the Dean and the exchange coordinator by e-mail.

o The relevant Examination Board deliberates and the Chairman of the Examination Board proclaims the student no later than the last working day of the pre-exam study week.

**Special measure 3:** When scheduling the re-exam, all reasonable efforts must be made to allow for a realistic time span between the re-exam abroad and any other (re-)exams at the home institution.

4. The student sends a request to the Dean (and puts the Chair of the Commission or an equivalent function, and his or her exchange coordinator, in cc.) in order to take the original replaced course during a second session.

**Special measure 1:** If two or more exchange courses combined constitute one course at the VUB, then this special measure can only be applied if results are achieved for all of these exchange courses, either in the first or the second exam period.

**Special measure 2:** This solution is permitted only subject to a detailed justification being provided. In practice, this means that the student has to submit original supporting documents to the exchange coordinator from which it appears that the possible scenarios sub b. 4. are not feasible.

5. As soon as the result of the re-exam is known, the exchange coordinator will convert it, if applicable, and forward it to the Faculty Administration.

6. The student completes and submits the experience document to his/her exchange coordinator.

c. The student returns earlier than expected due to unforeseen circumstances
1. If the student has to return to the home institution due to unforeseen circumstances, he/she must, in accordance with the relevant provisions, submit a medical or legal certificate to be able to claim (part of) the scholarship.

2. If the student returns before October 15th / February 27th, the Learning Agreement can still be modified and the student can as yet take up the course to be replaced. If the student returns after 15 October/27 February, he or she sends a request to the Dean and in consultation with the Chair of the Commission or an equivalent function, the holders of the courses in question and the faculty secretariat employees, to the extent possible, the student will be registered for the replaced course. If one or more courses are subject to continuous evaluation, the student has to wait for the decision regarding his/her file, which will be communicated by the Dean.

d. Due to circumstances, the student does not take part in an exam abroad

1. If the student decides, or due to circumstances is obliged not to take part in an exam abroad, he or she must immediately inform his or her exchange coordinator and the Chair of the Commission or an equivalent function.

2. After the return of the student, the exchange coordinator will immediately draw up a remedial procedure (see point 1.1.1.10.b).
1.1.2 Incoming mobility

1. During November and June (respectively for the second semester and the first semester of
the subsequent academic year), the SAC sends the registrations which have arrived to
separate courses. The Chair of the Commission or an equivalent function will discuss the
admissibility of the dossiers with the members of the Commission and will evaluate them in
CALI.

For this the following are taken into account:

- The compatibility of the selected courses
- The number of ECTS that the study programme contains. Ideally this fluctuates
  between 15 ECTS and 35 ECTS, like for the outgoing students.
- The correct filling in of the remaining fields in the Learning Agreement. If data is
  missing, the exchange coordinator informs his or her colleague at the partner
  institution and he or she must put the Chair of the Commission or an equivalent
  function in cc.

2. At the start of the academic year, the exchange coordinators make an agreement with the
incoming students, provide them with information about the courses, and evaluate together
with them the Learning Agreement. If modifications need to be made, they ensure that the
student sends the Exceptional Changes during the Mobility form in good time to the SAC,
putting the coordinator and the home institution in cc.

3. The exchange coordinator sends the definitive Learning Agreements, also via the
appropriate form (see Annex 2), to the faculty administration, for the attention of Mr Erwin
Cassiman). The guidelines must be observed with the greatest care.

4. The Commission will, wherever possible, try to pair each incoming student with a buddy, i.e.
a student from the same programme, who will guide the incoming student.

5. The FACIR invites incoming students, buddies and exchange coordinators for an informal
drink at the start of the semester.

6. After the mobility, the SAC sends the points sheet of the students to the home institution via
DHL. The student also receives a digital copy.
1.1.3 Internships
1.1.3.1 Outgoing internship mobility

The following procedure and the calendar included in it is a variant of the Erasmus+ study mobility procedure.

*In some cases, for example for the internship in the context of the master thesis within the one-year Manama Archiving and the MA Journalism and the MA Translation, derogations can be made with a motivated request, and on condition of the approval of the exchange coordinator and the internship promoter.*

1. Information (November - December)

1. Students who want to do an internship within Erasmus+ must contact the exchange coordinator and the internship coordinator of their course as quickly as possible during the academic year preceding their mobility. The coordinators and lecturers of internship subjects inform interested students about the internship possibilities within their programme at the faculty information meeting on student mobility.

Students who are enrolled in the one-year MA Journalism must contact the exchange coordinator and the internship coordinator of the their course as quickly as possible after the start of the academic year.

2. International internships under Erasmus+ are governed not only by the conditions of the Erasmus+ programme but also by the general university and faculty regulations relating to internships, both for internships within a course and for internships outside a course.

2. Deciding on internship destination (December)

1. On the basis of a candidature form for internships, the student must submit his or her candidature as quickly as possible for an international internship. This form must include, among other things, a justification, the situation of the internship within the programme (without or outside a course), the proposed timing of the internship and the approval by the internship promoter within the VUB programme.

Additional remark: within the Master's course Translation, the foreign internship must coincide with the period of the home country internships.
2. Evaluation procedure of application files: same as for study mobility Erasmus+.

3. Compiling a sample programme (deadline 10 February) and start of online procedure

1. In consultation with the internship promoter, the student contacts the internship institution abroad to discuss the substantive and practical arrangements for the internship.
2. On the basis of this, two forms are drawn up which determine the internship agreement. a) the student and the internship promoter draw up in advance for every foreign internship, just like for home country internships, an internship agreement between the VUB and the partner institution, in accordance with the VUB Career Center templates provided for this purpose.
   b) in the second instance, the student also fills in the available template Learning Agreement Erasmus+ Traineeship.

3. The student forwards both completed forms to the exchange coordinator, who will evaluate this provisional programme by checking the following:
   - formal compatibility (ECTS credits)
   - conceptual compatibility (course sheets attached by the student)
   - feasibility of the programme

4. Online procedure SAC (CALI)
   Same as for study mobility.

5. Online procedure host institution (May-June)
   Same as for study mobility.

6. Selection after first exam session (June-July)

7. Selection after second exam session (August)
   By way of derogation from study mobility: after the first and second exam period it is each time verified if
   - the student has passed a sufficient number of subjects to qualify for Erasmus+ mobility
   - the student will be able to enrol for the course within which the internship could take place

8. Modification and submission of Learning Agreement
Same as for study mobility.

9. Administration upon return
1. The student hands the evaluation documents set out in the internship agreement and the *Learning Agreement* (such as internship certificate or personal internship report) to the internship promoter, who, in case of an internship within a course, is responsible for the grading of the internship in electronic or paper format.
2. The student hands the *Arrival and Departure* document in electronic or paper format to the *exchange coordinator*.
3. The student completes and submits the experience document to the *exchange coordinator*.
2. Staff mobility

2.1 Outgoing mobility
1. Every lecturer or researcher who is planning a stay abroad in the context of an Erasmus+ project, is requested to indicate this in advance to the Chair of the Commission or an equivalent function. In order to call on a Erasmus+ Key Action 1 Staff Mobility Scholarship, attention must be given to the annual call (October – November) and a dossier must be submitted with the FACIR which contains the following elements:
   - destination
   - period and duration of the stay
   - description and justification of the planned activities (lessons, seminars, research activities, discussions according to Erasmus+ agreements)

2. The Chair of the Commission or an equivalent function will make the necessary forms and guidelines available and will put the point on the agenda of the next Faculty council.
3. On termination of the stay, a copy of all forms is handed to the Chair of the Commission or an equivalent function.
4. On termination, the departing lecturer hands the original dossier to the IRMO and a digital copy of the full dossier (including any costs incurred) to the Chair of the Commission or an equivalent function.
5. The Chair of the Commission or an equivalent function keeps an overview of all outgoing mobility in an accurate manner. as these data are not collected at central level.

2.2 Incoming mobility
1. The receiving lecturer informs the Chair of the Commission or an equivalent function in advance about the arrival of the guest lecturer in question.
2. On termination, the receiving lecturer hands over a digital copy of the full dossier to the Chair of the Commission or an equivalent function.
3. The Chair of the Commission or an equivalent function keeps an overview of all incoming mobility in an accurate manner. as these data are not collected at central level.
3. Procedure for concluding new inter-institutional agreements

Inter-institutional agreements are concluded for a period of three years and extended only for a period of four years. Such an agreement can be cancelled unilaterally subject to a reasoned justification to be submitted to IRMO at least one year prior to the termination.

1. The Chairman of the Commission informs IRMO of the intention to conclude an agreement with a foreign partner. This request is accompanied by:
   - a reasoned justification
   - an initial approval in principle from the relevant partner institution
   - an approval by the Department Council
   - an approval by the Faculty Council (in exceptional cases this power is delegated to the Chairman of FACIR)

2. The Chairman of FACIR has the request placed on the agenda of the Council for International Policy.

In the event that an exceptional situation arises relating to the dossiers of incoming or outgoing students or lecturers, which are not covered by the text above, the joint decision of the Dean and the Chair of the FACIR shall apply.
**ANNEX 1: CONVERSION TABLE INTERNATIONAL EXCHANGES**

All VUB Departments MUST use this table when converting results for TSM students returning from an Erasmus+/Study Abroad exchange programme.

<table>
<thead>
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<th>Equivalent</th>
<th>Equivalent</th>
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## ANNEX 2: TEMPLATE LEARNING AGREEMENT EXCHANGE

COORDINATORS

Name of student:
Programme:
Name exchange coordinator:
International guest university:

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**ANNEX 3: TEMPLATE PROVISIONAL LEARNING AGREEMENT STUDENTS**

Name of student:

Course:

Name exchange coordinator:

International guest university:

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<th>Course(s) guest institution</th>
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ANNEX 4 : FORM ACKNOWLEDGEMENT STUDENTS

I, the undersigned, ................................................................................................................................................................................................................................................................., enrolled in the course ................................................................................................................................................................................................................................................................. (BA – MA) hereby declare to have taken note of the Internationalisation Procedures of the Faculty of Philosophy and Letters and hereby agree with the requirements and provisions as described in this text.

Signed for approval,

Name + signature

Date: