

Student Exchange Agreement between Université catholique de Louvain, Belgium And City University of Hong Kong, HKSAR, People Republic of China

The institutions named below agree to cooperate for the exchange of students according to the principles and conditions below. They commit to respect them 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. The present bilateral agreement will be valid during the academic years 2015-2016 to 2019-2020 unless either side terminates the agreement in writing at the latest by October 1st for activities taking place during the following (n+1) academic year.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details	Website
Université catholique de Louvain (UCL) Ecole Polytechnique de Louvain	B LOUVAIN01	<i>Academic Coordinator : Prof. Sophie Demoustier, Vice Dean International Relations – sophie.demoustier@uclouvain.be</i> <i>Contact person : Mrs. Emmanuelle Brun Student Mobility Coordination emmanuelle.brun@uclouvain.be</i> Ecole Polytechnique de Louvain - 1, rue Archimède, 1348 Louvain-la-Neuve, BELGIUM	www.uclouvain.be/ects http://www.uclouvain.be/epl.html
Central office: Administration des relations internationales, Place de l'Université 1, bte L0.01.06, B-1348 Louvain-la-Neuve, Belgium, tél. +32-10-47.81.32 (fax 40.75), erasmus@uclouvain.be			
City University of Hong Kong (CityU) Department of Electronic Engineering	CityU	<i>Academic Coordinator: Dr Eric Wong, Student Exchange Coordinator – eewong@cityu.edu.hk</i> <i>Contact person: Ms Jenny Lim Student Exchange Coordination lhyjenny@cityu.edu.hk</i> Department of Electronic Engineering City University of Hong Kong 83, Tat Chee Avenue Kowloon Tong, Kowloon, HKSAR, People's Republic of China	www.ee.cityu.edu.hk

B. Mobility numbers per academic year

Basic principles

- Student exchange shall be on a one-to-one academic exchange basis with up to 4 semester-long places each year. Students must have completed a minimum of one year study prior enrolment in the exchange program.
- Exchange students shall enroll as full-time, "not-for-degree" students and are exempt from application and tuition fees at the host institution.
- The exchange covers at least one semester and up to one academic year. During this period the student is required to attend a number of courses and seminars corresponding to the normal workload at the host institution.
- Prior to the departure to the host institution, a *Learning Agreement* is drawn up for each individual student. Upon the basis of the courses available in the host department, this agreement sets out the details of the study programme, including the credits to be achieved. It is signed by the student and the academic coordinator both in the home and host institution.
- Any changes to the *Learning Agreement* are agreed in writing as soon as they occur.
- The student is assessed by the host institution, who will deliver to the academic coordinator of the home institution a *Transcript of Records*, listing the credits and grades achieved.
- In accordance with the *Learning Agreement*, the home institution will give full academic recognition for the credits achieved in the host institution subject to the criteria as set for the transfer.
- Bachelor students from partner institutions where the bachelor programme is spread over 4 years are allowed to come for mobility at Louvain School of Engineering, provided that they follow courses in the Master programmes (first year of master programme is equivalent to the fourth year in CityU's bachelor degree curriculum; master courses identified for B LOUVAIN01 are basically equivalent to CityU's Level 3 courses). Please note that there are almost no English-based courses provided at Bachelor level at Louvain School of Engineering.
- Exchange students shall pay tuition and any other study-related fees to their home institution. Tuition and registration fees in the host institution are waived for the student taking part in the exchange programme, provided he/she is enrolled at the home institution. Students enrolling at the host institution towards a degree fall outside of the scope of the present agreement, and shall be subject to all regular registration fees. Participation in an exchange under this Agreement does not give rise to any rights of subsequent transfer to the regular degree programs of the host institution.

10. The selection of exchange students is carried out by the home institution on the basis of academic merit and suitability, to undertake a period of study abroad, subject to acceptance by the host institution under normal admission procedures.
11. If the host institution rejects any proposed candidates, the home institution may nominate suitable candidates for consideration.
12. Apart from the tuition and registration fee at the host institution, all other costs will be borne by the student, including travelling expenses, accommodation, living costs and health insurance. The host institution shall bear no responsibility for providing funds to any exchange student for any purpose.
13. Exchange students shall abide by the laws of the country or territory of the host institution and the rules and regulations of the host institution.
14. All exchange students must have adequate health insurance coverage. They may be required to produce a letter from their insurance company certifying this when registering at the host institution. Exchange students attending CityU are required to purchase their own insurance policy (which shall include but not limited to travel and health/medical insurance with worldwide protection) before they arrive at Hong Kong.
15. Each individual student is responsible for obtaining his/her visa, passport, and other necessary personal travel documents in time. The host institution will provide him/her with the appropriate documents.
16. Both parties will assist exchange students in arranging accommodation. On-campus accommodation shall be provided subject to availability but is not guaranteed. Both parties will also provide appropriate assistance in matters of health, language and local custom that may arise.
17. This Agreement is made in a set of two. Each party will keep one copy. This Agreement will be subject to revision or modification by mutual consent given in writing.
18. The termination or expiry of the Agreement shall allow for any participating exchange students who have commenced study at either institution by the date of the termination or expiry to complete their approved course of study.

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility	
		code	name		Studies	Traineeships
B LOUVAIN01	CityU	0714	Electronics and automation *	2 nd (Master)	2 x 5 = 10 months (max. per year)	
		0714	Electronics and automation *	3 rd (PhD)	2 x 5 = 10 months (max. per year)	
CityU	B LOUVAIN01		Electronic Engineering (Information Engineering, Computer Engineering, Electronic and Communication Engineering)	Undergraduate Year 3 - 4	4 x 5 = 20 months (max. per year)	

* Incoming UCL students may be allowed to choose courses in other fields, subject to quota availability and endorsement of other offering departments. However, more courses are expected to be taken in the Department of Electronic Engineering.

C. Recommended language skills

The sending 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	Language (s) of instruction	For more details	Recommended language of	
			Student Mobility	
B LOUVAIN01	FR/EN	www.uclouvain.be/en-exchange-language	B1/B2	
CityU	EN	http://www.admo.cityu.edu.hk/exchange_visiting/exchange/	TOEFL score ≥ 79 (on the Internet-based test); IELTS overall band score ≥ 6.5; Germany Abitur: minimum grade 10 in English	

D. Additional requirements (if applicable)



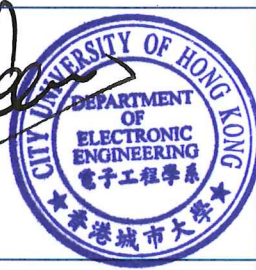


E. Calendar

Receiving	Autumn term	Spring term
B LOUVAIN01	Final date for applications: May 31st	Final date for applications: November 30th
	1. Applications should be sent to the contact person at the faculty level, cf. www.uclouvain.be/en-exchange-application 2. UCL faculty will send its decision a.s.a.p. and no later than 4 weeks after receiving the application 3. A Transcript of Records will be issued no later than 2 weeks after the official assessment period has finished	
CityU	Final date for applications: April 30th	Final date for applications: October 15th
	1. Applications should be sent to the contact person at the department level, http://www.admo.cityu.edu.hk/exchange_visiting/exchange/ 2. CityU faculty will send its decision a.s.a.p. and no later than 4 weeks after receiving the application 3. A Transcript of Records will be issued no later than 3 weeks after the assessment period has finished	

F. Information

About	B LOUVAIN	CityU
	(for up to date contact details, see web pages)	
Grading system	www.uclouvain.be/en-ects-grading	http://www6.cityu.edu.hk/arro/content.asp?cid=168#gradetable
Credit conversion system	(if applicable, a distinction can be made between Bachelor and Master levels) A full-time academic year at B LOUVAIN01 represents a workload of 60 ECTS credits. A full-time semester at CityU represents a workload of 12-18 credits. 1 ECTS credit (B LOUVAIN01) = 0.625credit(s) (CityU)	
Visa	www.uclouvain.be/en-visa	http://www.cityu.edu.hk/meao/ies_introduction.htm
Insurance	www.uclouvain.be/assurances	
Housing	www.uclouvain.be/en-logement	
Special needs	www.uclouvain.be/en-aide-handi	

G. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature
Executed for and on behalf of			
B LOUVAIN01	Prof. Michel Verleysen Dean Ecole Polytechnique de Louvain	April 28 2015	
CityU	Prof K F Man Head Department of Electronic Engineering City University of Hong Kong	15 May 2015	 
	Endorsed by (CityU): Prof Hong Yan Dean College of Science and Engineering City University of Hong Kong	19 MAY 2015	 



Ecole Polytechnique
1, rue Archimède
1348 Louvain-la-Neuve (Belgique)

¹ B LOUVAIN01: departmental agreements will be signed by the Dean. To be valid during the next academic year, they are to be registered at the UCL International Office at the latest by November 30th of the preceding academic year.
² Scanned signatures are accepted