

**Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2019-2021]²
between institutions from
Programme and Partner Countries³**

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city⁵	Contact details⁶ (email, phone)	Website (eg. of the course catalogue)
L.B. Goncharov Kazakh Auto Road Institute - KAZADI	ALMATY	Askat Kabashev, Vice-Rector of strategic development Sholpan Bekmukhanbetova, Vice-Rector of	kazadi@kazadi.kz

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

		International Affairs Email: Sholpan.bekmukhanbetova@kazadi.kz	
Howest, de Hogeschool West-Vlaanderen Howest, University of Applied Sciences	B KORTRIJ03	Director of Howest International Affairs Ms Isabelle Pertry Address: Marksesteenweg 58, B-8500 Kortrijk Email: international.office@howest.be Tel: +32 56 24 12 90	www.howest.be https://www.howest.be/en/education
		Departmental contact person: Mr Frederik D'Hulster Ms Claudia Eeckhout Mail: Frederik.dhulster@howest.be Frederik.DHulster@howest.be mailto:Claudia.eeckhout@howest.be	<u>Course catalogue:</u> http://app.howest.be/bamaflex/ectssearch.aspx

B. Mobility numbers⁷ per academic year

[Paragraph to be added, 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 or city of the sending institution]	TO [Erasmus code or city 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
Almaty	B KORTRIJ03	Conform Project		1 st or 2 nd	5 x 5 months	/

⁷ 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>)

		Proposal				
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[*Optional: subject area code & name and study cycle are optional.]

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 KORTRIJ03	Almaty	0688	Information and Communication Technologies (ICTs), interdisciplinary programmes	3 x 7 days	/
Almaty	B KORTRIJ03	0688	Information and Communication Technologies (ICTs), interdisciplinary programmes	/	6 x 16 days

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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B1]

⁸ 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>

					<i>d level: B2]</i>
ALMATY			English		B2
B KORTRIJ03		English	Dutch	B2: www.howest.be/languageexpectations	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.

- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

- The Howest campuses are suitable to welcome students and staff with disabilities.
- Howest will transfer 80% of the granted Erasmus+ support for travel and for subsistence to the mobile participants from KAZADI after receiving the signed Grant Agreement between Howest and the participant. The remaining 20% will be transferred to the participant after completion of the mobility, of the final report and after submission of the documents required in the Grant Agreement.
- The mobile participants will settle the travel, accommodation and subsistence bills themselves. They will receive organizational assistance for their travel and accommodation arrangements by the sending and receiving institutions.
- HOWEST & KAZADI will strive for an equal balance in gender and age/experience levels among the staff members to be exchanged over the two years.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
B KORTRIJ03	1st May	30 October

2. The receiving institution will send its decision within **4** weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **4** weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The partner institutions may modify this Agreement. The modifications will be made in a written form, in a document that will be signed by both partner institutions.

The partner institutions may decide to terminate this Agreement in which case the termination shall enter into force 3 months, at the earliest, after the termination agreement has been signed by both parties.

In the event of unilateral termination, a notice of at least one academic year should be given.

In both cases, the termination of the Agreement should be made in a written form. Also, the termination will not have effect on the activities which were contracted before the termination agreement signing has taken place.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

KAZADI

Not applicable: only mobility from KAZADI to HOWEST

Howest, University of Applied Sciences

The Transcript issued by Howest contains both the Howest and the ECTS grades. The Howest (and Flemish) grading system is based on evaluations out of 20 points. 10/20 is the pass score. A 16/20 is considered excellent in Flanders, and students obtaining results of 18/20 are rather exceptional.

Grading table

ECTS grade	% of successful students normally achieving the grade	Definition	Howest grade on /20
A	10	EXCELLENT- outstanding performance with only minor errors	16/20 and more
B	25	VERY GOOD- above the average standard but with some errors	14/20 & 15/20
C	30	GOOD- generally sound work with a number of notable errors	12/20 & 13/20
D	25	SATISFACTORY- fair but with significant shortcomings	11/20
E	10	SUFFICIENT- performance meets the minimum criteria	10/20
FX	-	FAIL- some work required before the credit can be awarded	8/20 & 9/20
F	-	FAIL- considerable further work is required	7/20 and less

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 or city]	Contact details (email, phone)	Website for information
ALMATY	Sholpan Bekmukhanbetova, Vice-Rector of International Affairs Email: Sholpan.bekmukhanbetova@kazadi.kz +77272762086	Belgian citizens are allowed to be in Kazakhstan without visa till 30 days. The details of issuing of the student visa will be added on website soon.
B KORTRIJ0 3	international.office@howest.be	STUDENTS: http://www.studyinlanders.be/en/preparing-your-stay/visa-requirements/ https://www.howest.be/ application STAFF: https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Travel_for_professional_reasons.aspx

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 or city]	Contact details (email, phone)	Website for information
ALMATY	Sholpan Bekmukhanbetova, Vice-Rector of International Affairs Email: Sholpan.bekmukhanbetova@kazadi.kz +77272762086	All of the outgoing Kazadi staff members and students will have the compulsory Medical Insurance for Tourists (aim: internship or student), covering also physical accidents and medical transportation costs, during school related activities and private time.
B KORTRIJ 03	International.office@howest.be	STUDENTS INCOMING SEE: www.howest.be/insurance + Howest will provide an extension of our liability insurance providing coverage for activities in the participant's private time. STAFF outgoing and incoming: All outgoing and incoming Howest staff are fully insured by Howest for physical accidents, civil liability and travel assistance, including repatriation of corps. Each outgoing staff member also has a complete health insurance as a part of the compulsory Belgian

		health insurance system.
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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 or city]	Contact details (email, phone)	Website for information
B KORTRIJ 03	stuvo@howest.be	https://www.howest.be/en/study/internationalisering/exchange-study-at-howest#Accommodation-incoming-exchange-student

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature⁹
ALMATY	Askat Kabashev, Vice-Rector of strategic development	01/10/2019	
B KORTRIJ 03	Ms Isabelle Pertry Director of Howest International Affairs	01/10/2019	

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation