

NOTA Gebu

Onderwerp: Ondertekening Student Exchange Agreement met de Chinese partneruniversiteiten

Status	werkdocument
Toegang na definitieve goedkeuring	leden van de hele universitaire gemeenschap
Document voor	goedkeuring door Gemeenschappelijk Bureau
Redacteur	Vicky Wandels
Gebu-lid	Bart De Moor
Probleemstelling	<p>In 2012 werd een Memorandum of Understanding ondertekend met een aantal nieuwe partneruniversiteiten in China:</p> <ul style="list-style-type: none"> - Peking University, Beijing - Fudan University, Shanghai - Shanghai Jiao Tong University, Shanghai - East China Normal University, Shanghai <p>Deze akkoorden omvatten de afspraak tot uitwisseling van vijf studenten per jaar. Voor deze uitwisseling van start kan gaan en de call gelanceerd kan worden, moeten nog modaliteiten voor deze uitwisseling vastgelegd worden in een Student Exchange Agreement als addendum bij het algemene Memorandum of Understanding. (Gebu 853 - Doc.nr. M.8.2) In deze modaliteiten wordt het belang van reciprociteit onderstreept.</p> <p>Daarnaast werd in oktober 2012 het bestaande Memorandum of Understanding met Tsinghua University verlengd voor een periode van vijf jaar. Met Tsinghua University werd op hetzelfde moment ook een verlenging van het oude Student Exchange Agreement ondertekend. (Gebu 863 - Doc.nr. M.6.7)</p> <p>International Office wil de mobiliteit van Leuvense studenten stimuleren door het aanbieden van 10 beurzen per jaar voor uitwisselingsstudenten die naar één van deze vijf partneruniversiteiten willen gaan. Beurzen omvatten terugbetaling van de vlucht (tot €1.000 in economy) en een maandelijkse toelage van €200 (forfaitair).</p>
Voorstel oplossing	<p>Ondertekening van een Student Exchange Agreement (als Addendum bij het centrale Memorandum of Understanding) met</p> <ul style="list-style-type: none"> - Peking University, Beijing - Fudan University, Shanghai - Shanghai Jiao Tong University, Shanghai - East China Normal University, Shanghai
Voorstel beslissing	<p>Het Gebu beslist:</p> <p>Een Student Exchange Agreement met de vier nieuwe Chinese partneruniversiteiten te ondertekenen dat de modaliteiten voor de uitwisseling van vijf studenten per jaar bepaalt.</p>



Inhoudelijke implicaties	<i>Onderwijs:</i> Uitwisseling van vijf studenten per jaar met vier nieuwe Chinese partneruniversiteiten
	<i>Onderzoek:</i> n/a
	<i>N.:</i>
Praktische implicaties	<i>Financieel:</i> n/a
	<i>Personeel:</i> n/a
	<i>Ruimte:</i> n/a
	<i>ICT:</i> n/a
	<i>N.:</i>
Beslissing	Gebu 872 d.d. 19.02.2013:
Volgende stap	Rondvraag binnen de universiteit: welke programma's zijn bereid Chinese uitwisselingsstudenten te ontvangen Lanceren van een call voor Leuvense studenten om op uitwisseling te gaan naar Beijing of Shanghai
Communicatie na definitieve goedkeuring	Brede communicatie via interne en externe kanalen. <i>Intern:</i> Lanceren van de call en rondvraag binnen de universiteit.
	<i>Extern:</i> Uitzenden van het Student Exchange Agreement naar de Chinese partneruniversiteiten voor ondertekening
Contactpersoon	Vicky Wandels

AAN prof. dr. Bart De Moor
VAN Vicky Wandels
DATUM 12 februari 2013
C.C.

NOTA

AANTAL BLZ.

Achtergrondnota: Ondertekening van een Student Exchange Agreement met de Chinese partneruniversiteiten

Ondertekende akkoorden

In 2012 werd een nieuw Memorandum of Understanding ondertekend met vier Chinese partneruniversiteiten:

- Peking University, Beijing
- Fudan University, Shanghai
- Shanghai Jiao Tong University, Shanghai
- East China Normal University, Shanghai

Daarnaast werd het bestaande Memorandum of Understanding met Tsinghua University verlengd. Als algemeen kenmerk werd het principe van reciprociteit gehanteerd.

In deze Memoranda werd bepaald dat KU Leuven en de Chinese partner een aantal studenten per jaar zullen uitwisselen. In principe werd afgesproken dat er vijf studenten per universiteit per jaar zullen uitgewisseld worden. Deze uitwisseling zal van start gaan tijdens het tweede semester van het academiejaar 2013-2014 met een call for applications begin volgend academiejaar (deadline 15 november).

Het Memorandum of Understanding maakt geen concrete afspraken over deze studentenuitwisseling dus er moet een Student Exchange Agreement als Addendum bij het algemene Memorandum of Understanding ondertekend worden dat de modaliteiten van deze uitwisseling vastlegt. Concreet gaat het om volgende akkoorden:

- Peking University:
Addendum to the Memorandum of Understanding between Katholieke Universiteit Leuven and Peking University: Student Exchange Agreement
looptijd van drie jaar met start van de uitwisseling in het academiejaar 2013-2014
- Fudan University:
Addendum to the Memorandum of Understanding between Katholieke Universiteit Leuven and Fudan University: Student Exchange Agreement
looptijd van drie jaar met start van de uitwisseling in het academiejaar 2013-2014
- Shanghai Jiao Tong University:
Addendum to the Memorandum of Understanding between Katholieke Universiteit Leuven and Shanghai Jiao Tong University: Student Exchange Agreement
looptijd van drie jaar met start van de uitwisseling in het academiejaar 2013-2014

- East China Normal University:
Addendum to the Memorandum of Understanding between Katholieke Universiteit Leuven and East China Normal University: Student Exchange Agreement
looptijd van drie jaar met start van de uitwisseling in het academiejaar 2013-2014

Deze akkoorden werden juridisch nagekeken.

Met Tsinghua University werd op 22 oktober 2012 reeds een Student Exchange Agreement ondertekend. Dit akkoord heeft net als het centrale Memorandum of Understanding met Tsinghua een looptijd van vijf jaar. Verdere afspraken met Tsinghua zullen per mail gemaakt worden.

Beursmogelijkheden

KU Leuven wil de mobiliteit van Leuvense studenten stimuleren door het aanbieden van 10 beurzen per jaar voor uitwisselingsstudenten die naar één van deze vijf partneruniversiteiten willen gaan. Beurzen omvatten terugbetaling van de vlucht (tot €1.000 in economy) en een maandelijkse toelage van €200 (forfaitair).

Andere beursmogelijkheden voor Leuvense studenten die naar China willen gaan zijn:

- De taalverrijkingsbeurzen van de Chinese Overheid. Op dit moment dienen hoofdzakelijk studenten sinologie een aanvraag in voor dit type van beurs (25 beurzen beschikbaar voor KU Leuven studenten). De beurs kan enkel gebruikt worden voor taal- en regiostudies.
<http://www.kuleuven.be/studenten/buitenland/sinjap.html#china>
- De beurzen voor uitwisselingsstudenten van de Chinese Mission to the EU (200 beurzen beschikbaar voor Europese studenten)
<http://www.kuleuven.be/studenten/buitenland/sinjap.html#eubeurzen>

Studenten die geselecteerd worden voor een beurs van het International Office kunnen deze beurs enkel ontvangen indien ze niet tegelijk geselecteerd werden voor een andere vorm van financiering.

Procedure

Zodra de draft van het Student Exchange Agreement werd goedgekeurd zal dit verstuurd worden naar de Chinese partneruniversiteiten. Tegelijk krijgen zij het aanbod van KU Leuven doorgestuurd: Chinese masterstudenten kunnen een aanvraag indienen voor een uitwisseling in de initiële masterprogramma's van KU Leuven. Er zal ook een mail verstuurd worden naar de programmadirecteurs waarin zij geïnformeerd worden over de beleidsbeslissing studenten van de partneruniversiteiten op uitwisseling te laten komen en vakken te laten volgen van de initiële masterprogramma's. Zij voeren wel de evaluatie van de dossiers uit en beslissen de studenten al dan niet toe te laten.

De collega's van het International Office van de partneruniversiteiten worden ook gevraagd een vakkenlijst door te sturen van hun instelling (Engelstalige vakken die KU Leuven uitwisselingsstudenten kunnen volgen). Deze vakkenlijsten worden doorgestuurd naar onze liaisons, erasmuscoördinatoren en programmadirecteurs zodat zij kunnen nagaan of er een vakkenpakket kan samengesteld worden voor hun studenten. Zij zullen ook informatie krijgen van International Office over de equivalentie van de vakken (Chinese credits ten opzichte van ECTS credits).

Het is de bedoeling een duidelijk uitwisselingsaanbod voor onze studenten te formuleren tegen 1 mei 2013.

Bijlage: Sjabloon bilaterale overeenkomst voor indiening bij Gebu

Bilateraal akkoord tussen KU Leuven en Peking University

Dossier/gebu-nr :

<u>Betrokken niveau:</u>	universiteitsbreed
<u>Vakgebied:</u>	universiteitsbreed
<u>Soort akkoord:</u>	Memorandum of Understanding
<u>Verantwoordelijke voor Academische opvolging:</u>	vicerector De Moor
<u>Verantwoordelijke voor Administratieve opvolging:</u>	Vicky Wandels
<u>Ondertekenaar van de akkoordtekst:</u>	rector
<u>Duur samenwerking:</u>	3 jaar
<u>Focus van de samenwerking:</u>	mobiliteit: uitwisseling van 5 studenten op masterniveau per partner
<u>Financieel (voorziene budgetten):</u>	stimuleringsfonds International Office
<u>Andere participerende instellingen/instanties:</u>	Peking University



KU LEUVEN

**ADDENDUM TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN:**

**Katholieke Universiteit Leuven
Leuven (Belgium)**

and

**Peking University
Beijing (P.R. China)**

STUDENT EXCHANGE AGREEMENT

1. Definitions

In this agreement unless the context implies otherwise; “exchange” shall mean a one-for-one exchange of students from each university; “exchange students” shall mean students participating in the student exchange program implemented herein; “home institution” shall mean the university at which the student intends to graduate; “host institution” shall mean the university which has agreed to receive the exchange students from the home institution.

2. Number of Students

Commencing with the second semester of the 2013/2014 academic year, and in each succeeding year during the term of this Memorandum, each institution shall annually nominate five (5) full-year Master students as exchange students to the partner institution. Both parties have agreed to exchange two (2) full-year Master students in an initial period of one year.

Either party may send Master students for one semester or a full academic year. Two students enrolling for one semester each will be equivalent to one student enrolling for one year.

Both parties will review the program annually to maintain a well-balanced exchange.

3. Selection of participants

The home institution will screen its applicants for the student exchange program in accordance with the home institution’s program regulations and the host institution’s entry standards. The home institution will send the applications to the host institution by the date specified by the host institution. The host institution reserves the right to make final judgement on the admission of students nominated for the student exchange program.

- a) Coursework exchange students shall enrol in an academic program at the host institution, developed in consultation between the home and the host institution, as full time, non-degree status students at a level, undergraduate or graduate, determined by the host institution. The host institution reserves the right to exclude students from restricted enrolment programs.
- b) Exchange students applying for admission at KU Leuven must upload a Learning Agreement for min. 23 ECTS and max. 33 ECTS credits per semester with their application. Exchange



students applying for admission at the partner university must upload a Learning Agreement for 15 Chinese credits per semester with their application. Students who want to do their master thesis research at the partner university need to upload a letter of commitment of their co-supervisor at the host university with their application.

- c) The acceptance of a graduate research student is subject to the availability of the host supervisor and resources.
- d) Exchange students must have completed at least two years of higher education prior to commencing studies at the host institution. Only students who have completed their four year Bachelor programme in China can apply for courses taught in the Initial Master programme at KU Leuven.
- e) Students applying for an exchange place in the undergraduate program at Tsinghua should pass Band Six of the HSK Examination (Chinese Language Level Examination), except students who have studied Chinese Language for at least two years at KU Leuven or have classes in English at Tsinghua.
- f) Students applying for an exchange place to follow courses in the Bachelor or Initial Master program at KU Leuven should submit results of an internationally recognised English proficiency test (TOEFL or IELTS) at the time of application. Students applying for a research stay (f.e. in the framework of their master thesis) do not have to submit a TOEFL or IELTS; their KU Leuven supervisor decides about admission and will possibly request to test their English proficiency through a skype interview.
- g) Upon completion of the year or semester at the host institution, the exchange students must return to the home institution unless an extension of stay has been approved by both parties.

4. Responsibilities of Peking University

Peking University will agree to accept the prescribed number of exchange students, to enrol them as full time, non-degree students for the academic year or for one semester only. Peking University will assist the KU Leuven exchange students, as far as possible, in arranging accommodation; and will provide appropriate assistance in matters of health, language and local custom that may arise.

At the end of each academic program Peking University will send to KU Leuven an official transcript of credits for each exchange student from KU Leuven studying at Peking University.

5. Responsibilities of KU Leuven

KU Leuven will agree to accept the prescribed number of exchange students, to enrol them as full time, non-degree students for the academic year or for one semester only. KU Leuven will assist the Peking University exchange students in arranging accommodation and will provide appropriate assistance in matters of health, language and local custom that may arise.

At the end of each academic semester, KU Leuven will send Peking University an official transcript of credits for each exchange student from Peking University studying at KU Leuven.



6. Responsibilities of Exchange Students

Exchange students will be responsible for:

- a) Applying for and Obtaining the appropriate visa (host university to provide necessary documents);
- b) Complying with the same academic and disciplinary regulations as other students attending the host university, in addition to adhering to the home university's standards of conduct.

7. Finances

All exchange students must register/enrol and pay tuition and other fees to the home institution. They will not be required to pay any tuition fees, examination fee or other fees to the host institution.

The host institution makes reasonable efforts to assist in finding adequate housing at a moderate cost for the visiting exchange students and meets the costs of their medical insurance.

Exchange students will be responsible for:

- a) Travel and housing expenses;
- b) Medical insurance and medical expenses not covered by the insurance;
- c) Textbooks, clothing and personal expenses;
- d) Passport and visa costs;
- e) Non-compulsory incidental fees;
- f) All other debts incurred during the period of exchange.

8. Terms of Renewal, Amendment, and Termination

This agreement shall remain in force for a period of three (3) years from the date of the last signature, with the understanding that it may be terminated by either party giving six months notice to the other party in writing. The event of termination will not affect participants from completing their activities at the host institution.

This agreement may only be renewed if, after a review process between the parties, the parties agree in writing to renew it. This agreement may be amended by the exchange of letters between the two parties. Such amendments, once approved by both parties, will become part of this agreement.



Executed as an Agreement

Signed in two original copies,

For Peking University:

.....

Professor dr. Zhou Qifeng
President
Peking University

Date:

For KU Leuven:

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Professor dr. Mark Waer
Rector
KU Leuven

Date:

Bijlage: Sjabloon bilaterale overeenkomst voor indiening bij Gebu

Bilateraal akkoord tussen KU Leuven en Fudan University

Dossier/gebu-nr :

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<u>Vakgebied:</u>	universiteitsbreed
<u>Soort akkoord:</u>	Memorandum of Understanding
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<u>Verantwoordelijke voor Administratieve opvolging:</u>	Vicky Wandels
<u>Ondertekenaar van de akkoordtekst:</u>	rector
<u>Duur samenwerking:</u>	3 jaar
<u>Focus van de samenwerking:</u>	mobiliteit: uitwisseling van 5 studenten op masterniveau per partner
<u>Financieel (voorziene budgetten):</u>	stimuleringsfonds International Office
<u>Andere participerende instellingen/instanties:</u>	Fudan University



The logo of KU Leuven, consisting of the text 'KU LEUVEN' in white capital letters on a dark blue rectangular background.

**ADDENDUM TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN:**

**Katholieke Universiteit Leuven
Leuven (Belgium)**

and

**Fudan University
Shanghai (P.R. China)**

STUDENT EXCHANGE AGREEMENT

1. Definitions

In this agreement unless the context implies otherwise; “exchange” shall mean a one-for-one exchange of students from each university; “exchange students” shall mean students participating in the student exchange program implemented herein; “home institution” shall mean the university at which the student intends to graduate; “host institution” shall mean the university which has agreed to receive the exchange students from the home institution.

2. Number of Students

Commencing with the second semester of the 2013/2014 academic year, and in each succeeding year during the term of this Memorandum, each institution shall annually nominate five (5) full-year Master students as exchange students to the partner institution, unless this number is varied by mutual agreement.

Either party may send Master students for one semester or a full academic year. Two students enrolling for one semester each will be equivalent to one student enrolling for one year.

Both parties will review the program annually to maintain a well-balanced exchange.

3. Selection of participants

The home institution will screen its applicants for the student exchange program in accordance with the home institution’s program regulations and the host institution’s entry standards. The home institution will send the applications to the host institution by the date specified by the host institution. The host institution reserves the right to make final judgement on the admission of students nominated for the student exchange program.

- a) Coursework exchange students shall enrol in an academic program at the host institution, developed in consultation between the home and the host institution, as full time, non-degree status students at a level, undergraduate or graduate, determined by the host institution. The host institution reserves the right to exclude students from restricted enrolment programs.



- b) Exchange students applying for admission at KU Leuven must upload a Learning Agreement for min. 23 ECTS and max. 33 ECTS credits per semester with their application. Exchange students applying for admission at the partner university must upload a Learning Agreement for 15 Chinese credits per semester with their application. Students who want to do their master thesis research at the partner university need to upload a letter of commitment of their co-supervisor at the host university with their application.
- c) The acceptance of a graduate research student is subject to the availability of the host supervisor and resources.
- d) Exchange students must have completed at least two years of higher education prior to commencing studies at the host institution. Only students who have completed their four year Bachelor programme in China can apply for courses taught in the Initial Master programme at KU Leuven.
- e) Students applying for an exchange place in the undergraduate program at Tsinghua should pass Band Six of the HSK Examination (Chinese Language Level Examination), except students who have studied Chinese Language for at least two years at KU Leuven or have classes in English at Tsinghua.
- f) Students applying for an exchange place to follow courses in the Bachelor or Initial Master program at KU Leuven should submit results of an internationally recognised English proficiency test (TOEFL or IELTS) at the time of application. Students applying for a research stay (f.e. in the framework of their master thesis) do not have to submit a TOEFL or IELTS; their KU Leuven supervisor decides about admission and will possibly request to test their English proficiency through a skype interview.
- g) Upon completion of the year or semester at the host institution, the exchange students must return to the home institution unless an extension of stay has been approved by both parties.

4. Responsibilities of Fudan University

Fudan University will agree to accept the prescribed number of exchange students, to enrol them as full time, non-degree students for the academic year or for one semester only. Fudan University will assist the KU Leuven exchange students, as far as possible, in arranging accommodation; and will provide appropriate assistance in matters of health, language and local custom that may arise.

At the end of each academic program Fudan University will send to KU Leuven an official transcript of credits for each exchange student from KU Leuven studying at Fudan University.

5. Responsibilities of KU Leuven

KU Leuven will agree to accept the prescribed number of exchange students, to enrol them as full time, non-degree students for the academic year or for one semester only. KU Leuven will assist the Fudan University exchange students in arranging accommodation and will provide appropriate assistance in matters of health, language and local custom that may arise.

At the end of each academic semester, KU Leuven will send Fudan University an official transcript of credits for each exchange student from Fudan University studying at KU Leuven.



6. Responsibilities of Exchange Students

Exchange students will be responsible for:

- a) Applying for and Obtaining the appropriate visa (host university to provide necessary documents);
- b) Complying with the same academic and disciplinary regulations as other students attending the host university, in addition to adhering to the home university's standards of conduct.

7. Finances

All exchange students must register/enrol and pay tuition and other fees to the home institution. They will not be required to pay any tuition fees, examination fee or other fees to the host institution.

The host institution makes reasonable efforts to assist in finding adequate housing at a moderate cost for the visiting exchange students and meets the costs of their medical insurance.

Exchange students will be responsible for:

- a) Travel and housing expenses;
- b) Medical insurance and medical expenses not covered by the insurance;
- c) Textbooks, clothing and personal expenses;
- d) Passport and visa costs;
- e) Non-compulsory incidental fees;
- f) All other debts incurred during the period of exchange.

8. Terms of Renewal, Amendment, and Termination

This agreement shall remain in force for a period of three (3) years from the date of the last signature, with the understanding that it may be terminated by either party giving six months notice to the other party in writing. The event of termination will not affect participants from completing their activities at the host institution.

This agreement may only be renewed if, after a review process between the parties, the parties agree in writing to renew it. This agreement may be amended by the exchange of letters between the two parties. Such amendments, once approved by both parties, will become part of this agreement.



Executed as an Agreement

Signed in two original copies,

For East China Normal University:

For KU Leuven:

.....

.....

Professor dr. Yang Yuliang
President
Fudan University

Professor dr. Mark Waer
Rector
KU Leuven

Date:

Date:

Bijlage: Sjabloon bilaterale overeenkomst voor indiening bij Gebu

Bilateraal akkoord tussen KU Leuven en Shanghai Jiao Tong University

Dossier/gebu-nr :

<u>Betrokken niveau:</u>	universiteitsbreed
<u>Vakgebied:</u>	universiteitsbreed
<u>Soort akkoord:</u>	Memorandum of Understanding
<u>Verantwoordelijke voor Academische opvolging:</u>	vicerector De Moor
<u>Verantwoordelijke voor Administratieve opvolging:</u>	Vicky Wandels
<u>Ondertekenaar van de akkoordtekst:</u>	rector
<u>Duur samenwerking:</u>	3 jaar
<u>Focus van de samenwerking:</u>	mobiliteit: uitwisseling van 5 studenten op masterniveau per partner
<u>Financieel (voorziene budgetten):</u>	stimuleringsfonds International Office
<u>Andere participerende instellingen/instanties:</u>	Shanghai Jiao Tong University



**ADDENDUM TO THE
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BETWEEN:**

**Katholieke Universiteit Leuven
Leuven (Belgium)**

and

**Shanghai Jiao Tong University
Shanghai (P.R. China)**

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2. Number of Students

Commencing with the second semester of the 2013/2014 academic year, and in each succeeding year during the term of this Memorandum, each institution shall annually nominate five (5) full-year Master students as exchange students to the partner institution, unless this number is varied by mutual agreement.

Either party may send Master students for one semester or a full academic year. Two students enrolling for one semester each will be equivalent to one student enrolling for one year.

Both parties will review the program annually to maintain a well-balanced exchange.

3. Selection of participants

The home institution will screen its applicants for the student exchange program in accordance with the home institution’s program regulations and the host institution’s entry standards. The home institution will send the applications to the host institution by the date specified by the host institution. The host institution reserves the right to make final judgement on the admission of students nominated for the student exchange program.

- a) Coursework exchange students shall enrol in an academic program at the host institution, developed in consultation between the home and the host institution, as full time, non-degree status students at a level, undergraduate or graduate, determined by the host institution. The host institution reserves the right to exclude students from restricted enrolment programs.



KU LEUVEN

- b) Exchange students applying for admission at KU Leuven must upload a Learning Agreement for min. 23 ECTS and max. 33 ECTS credits per semester with their application. Exchange students applying for admission at the partner university must upload a Learning Agreement for 15 Chinese credits per semester with their application. Students who want to do their master thesis research at the partner university need to upload a letter of commitment of their co-supervisor at the host university with their application.
- c) The acceptance of a graduate research student is subject to the availability of the host supervisor and resources.
- d) Exchange students must have completed at least two years of higher education prior to commencing studies at the host institution. Only students who have completed their four year Bachelor programme in China can apply for courses taught in the Initial Master programme at KU Leuven.
- e) Students applying for an exchange place in the undergraduate program at Tsinghua should pass Band Six of the HSK Examination (Chinese Language Level Examination), except students who have studied Chinese Language for at least two years at KU Leuven or have classes in English at Tsinghua.
- f) Students applying for an exchange place to follow courses in the Bachelor or Initial Master program at KU Leuven should submit results of an internationally recognised English proficiency test (TOEFL or IELTS) at the time of application. Students applying for a research stay (f.e. in the framework of their master thesis) do not have to submit a TOEFL or IELTS; their KU Leuven supervisor decides about admission and will possibly request to test their English proficiency through a skype interview.
- g) Upon completion of the year or semester at the host institution, the exchange students must return to the home institution unless an extension of stay has been approved by both parties.

4. Responsibilities of Shanghai Jiao Tong University

Shanghai Jiao Tong University will agree to accept the prescribed number of exchange students, to enrol them as full time, non-degree students for the academic year or for one semester only. Shanghai Jiao Tong University will assist the KU Leuven exchange students, as far as possible, in arranging accommodation; and will provide appropriate assistance in matters of health, language and local custom that may arise.

At the end of each academic program Shanghai Jiao Tong University will send to KU Leuven an official transcript of credits for each exchange student from KU Leuven studying at Shanghai Jiao Tong University.

5. Responsibilities of KU Leuven

KU Leuven will agree to accept the prescribed number of exchange students, to enrol them as full time, non-degree students for the academic year or for one semester only. KU Leuven will assist the Shanghai Jiao Tong University exchange students in arranging accommodation and will provide appropriate assistance in matters of health, language and local custom that may arise.



KU LEUVEN

At the end of each academic semester, KU Leuven will send Shanghai Jiao Tong University an official transcript of credits for each exchange student from Shanghai Jiao Tong University studying at KU Leuven.

6. Responsibilities of Exchange Students

Exchange students will be responsible for:

- a) Applying for and Obtaining the appropriate visa (host university to provide necessary documents);
- b) Complying with the same academic and disciplinary regulations as other students attending the host university, in addition to adhering to the home university's standards of conduct.

7. Finances

All exchange students must register/enrol and pay tuition and other fees to the home institution. They will not be required to pay any tuition fees, examination fee or other fees to the host institution.

The host institution makes reasonable efforts to assist in finding adequate housing at a moderate cost for the visiting exchange students and meets the costs of their medical insurance.

Exchange students will be responsible for:

- a) Travel and housing expenses;
- b) Medical insurance and medical expenses not covered by the insurance;
- c) Textbooks, clothing and personal expenses;
- d) Passport and visa costs;
- e) Non-compulsory incidental fees;
- f) All other debts incurred during the period of exchange.

8. Terms of Renewal, Amendment, and Termination

This agreement shall remain in force for a period of three (3) years from the date of the last signature, with the understanding that it may be terminated by either party giving six months notice to the other party in writing. The event of termination will not affect participants from completing their activities at the host institution.

This agreement may only be renewed if, after a review process between the parties, the parties agree in writing to renew it. This agreement may be amended by the exchange of letters between the two parties. Such amendments, once approved by both parties, will become part of this agreement.



Executed as an Agreement

Signed in two original copies,

For Shanghai Jiao Tong University:

For KU Leuven:

.....

.....

Professor dr. Zhang Jie
President
Shanghai Jiao Tong University

Professor dr. Mark Waer
Rector
KU Leuven

Date:

Date:

Bijlage: Sjabloon bilaterale overeenkomst voor indiening bij Gebu

Bilateraal akkoord tussen KU Leuven en East China Normal University

Dossier/gebu-nr :

<u>Betrokken niveau:</u>	universiteitsbreed
<u>Vakgebied:</u>	universiteitsbreed
<u>Soort akkoord:</u>	Memorandum of Understanding
<u>Verantwoordelijke voor Academische opvolging:</u>	vicerector De Moor
<u>Verantwoordelijke voor Administratieve opvolging:</u>	Vicky Wandels
<u>Ondertekenaar van de akkoordtekst:</u>	rector
<u>Duur samenwerking:</u>	3 jaar
<u>Focus van de samenwerking:</u>	mobiliteit: uitwisseling van 5 studenten op masterniveau per partner
<u>Financieel (voorziene budgetten):</u>	stimuleringsfonds International Office
<u>Andere participerende instellingen/instanties:</u>	East China Normal University



**ADDENDUM TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN:**

**Katholieke Universiteit Leuven
Leuven (Belgium)**

and

**East China Normal University
Shanghai (P.R. China)**

STUDENT EXCHANGE AGREEMENT

1. Definitions

In this agreement unless the context implies otherwise; “exchange” shall mean a one-for-one exchange of students from each university; “exchange students” shall mean students participating in the student exchange program implemented herein; “home institution” shall mean the university at which the student intends to graduate; “host institution” shall mean the university which has agreed to receive the exchange students from the home institution.

2. Number of Students

Commencing with the second semester of the 2013/2014 academic year, and in each succeeding year during the term of this Memorandum, each institution shall annually nominate five (5) full-year Master students as exchange students to the partner institution, unless this number is varied by mutual agreement.

Either party may send Master students for one semester or a full academic year. Two students enrolling for one semester each will be equivalent to one student enrolling for one year.

Both parties will review the program annually to maintain a well-balanced exchange.

3. Selection of participants

The home institution will screen its applicants for the student exchange program in accordance with the home institution’s program regulations and the host institution’s entry standards. The home institution will send the applications to the host institution by the date specified by the host institution. The host institution reserves the right to make final judgement on the admission of students nominated for the student exchange program.

- a) Coursework exchange students shall enroll in an academic program at the host institution, developed in consultation between the home and the host institution, as full time, non-degree status students at a level, undergraduate or graduate, determined by the host institution. The host institution reserves the right to exclude students from restricted enrolment programs.



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- b) Exchange students applying for admission at KU Leuven must upload a Learning Agreement for min. 23 ECTS and max. 33 ECTS credits per semester with their application. Exchange students applying for admission at the partner university must upload a Learning Agreement for 15 Chinese credits per semester with their application. Students who want to do their master thesis research at the partner university need to upload a letter of commitment of their co-supervisor at the host university with their application.
- c) The acceptance of a graduate research student is subject to the availability of the host supervisor and resources.
- d) Exchange students must have completed at least two years of higher education prior to commencing studies at the host institution.. Only students who have completed their four year Bachelor programme in China can apply for courses taught in the Initial Master programme at KU Leuven.
- e) Students applying for an exchange place in the undergraduate program at Tsinghua should pass Band Six of the HSK Examination (Chinese Language Level Examination), except students who have studied Chinese Language for at least two years at KU Leuven or have classes in English at Tsinghua.
- f) Students applying for an exchange place to follow courses in the Bachelor or Initial Master program at KU Leuven should submit results of an internationally recognised English proficiency test (TOEFL or IELTS) at the time of application. Students applying for a research stay (f.e. in the framework of their master thesis) do not have to submit a TOEFL or IELTS; their KU Leuven supervisor decides about admission and will possibly request to test their English proficiency through a skype interview.
- g) Upon completion of the year or semester at the host institution, the exchange students must return to the home institution unless an extension of stay has been approved by both parties.

4. Responsibilities of East China Normal University

East China Normal University will agree to accept the prescribed number of exchange students, to enrol them as full time, non-degree students for the academic year or for one semester only. East China Normal University will assist the KU Leuven exchange students, as far as possible, in arranging accommodation; and will provide appropriate assistance in matters of health, language and local custom that may arise.

At the end of each academic program East China Normal University will send to KU Leuven an official transcript of credits for each exchange student from KU Leuven studying at East China Normal University.

5. Responsibilities of KU Leuven

KU Leuven will agree to accept the prescribed number of exchange students, to enrol them as full time, non-degree students for the academic year or for one semester only. KU Leuven will assist the East China Normal University exchange students in arranging accommodation and will provide appropriate assistance in matters of health, language and local custom that may arise.



KU LEUVEN

At the end of each academic semester, KU Leuven will send East China Normal University an official transcript of credits for each exchange student from East China Normal University studying at KU Leuven.

6. Responsibilities of Exchange Students

Exchange students will be responsible for:

- a) Applying for and obtaining the appropriate visa (host university to provide necessary documents);
- b) Complying with the same academic and disciplinary regulations as other students attending the host university, in addition to adhering to the home university's standards of conduct.

7. Finances

All exchange students must register/enroll and pay tuition and other fees to the home institution. They will not be required to pay any tuition fees, examination fee or other fees to the host institution.

The host institution makes reasonable efforts to assist in finding adequate housing at a moderate cost for the visiting exchange students and meets the costs of their medical insurance. Exchange students will be responsible for:

- a) Travel and housing expenses;
- b) Medical insurance and medical expenses not covered by the insurance;
- c) Textbooks, clothing and personal expenses;
- d) Passport and visa costs;
- e) Non-compulsory incidental fees;
- f) All other debts incurred during the period of exchange.

8. Terms of Renewal, Amendment, and Termination

This agreement shall remain in force for a period of three (3) years from the date of the last signature, with the understanding that it may be terminated by either party giving six months notice to the other party in writing. The event of termination will not affect participants from completing their activities at the host institution.

This agreement may only be renewed if, after a review process between the parties, the parties agree in writing to renew it. This agreement may be amended by the exchange of letters between the two parties. Such amendments, once approved by both parties, will become part of this agreement.



Executed as an Agreement

Signed in two original copies,

For East China Normal University:

For KU Leuven:

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Professor dr. Chen Qun
President
East China Normal University

Professor dr. Mark Waer
Rector
KU Leuven

Date:

Date: