

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

Inter-institutional agreement 2023-2026 between institutions from Programme and Partner Countries

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 city	Contact details (email, phone)	Website (eg. of the course catalogue)
KU Leuven Belgium	B LEUVEN01	Institutional Coordinator: Ms Laura Lenssen laura.lenssen@kuleuven.be +32 16 377 377 Coordinator at Faculty of Arts Anna Boeles Rowland anna.boelesrowland@kuleuven.be +32 16 19 40 02	General: www.kuleuven.be/english/ KU Leuven Global: www.kuleuven.be/global Course catalogue: https://www.kuleuven.be/programmes/
Sunan Kalijaga State Islamic University Yogyakarta Indonesia	ID DEPOK01 922023413	Institutional Coordinator Dr. Witriani, M, Hum Director, Centre for Developing Cooperation and International Affairs (CDCIA) T: +62-274-512474 M: +62-85228019060 Email: io@uin-suka.ac.id witriani@uin-suka.ac.id	General: http://uin-suka.ac.id CDCIA: https://io.uin-suka.ac.id/ Graduate School: http://pps.uin-suka.ac.id

		Coordinator at Graduate School Ahmad Rafiq, M.A., Ph.D Vice Director of Graduate School T: +62-274-519709 M: +62-8156888069 ahmad.rafiq@uin-suka.ac.id	
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B. Mobility numbers per 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] ¹	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods Both for Studies (SMS) and Traineeships (SMT)
B LEUVEN01	ID DEPOK01 922023413	023	Arabic and Islamic Studies	1,2,3	3
ID DEPOK01 922023413	B LEUVEN01	023	Arabic and Islamic Studies	1,2,3	3

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 Both for Teaching (STA) and Training (STT)
B LEUVEN01	ID DEPOK01 922023413	023	Arabic and Islamic Studies	2

¹ ISCED codes: <http://uis.unesco.org/en/topic/international-standard-classification-education-isced>

ID DEPOK01 922023413	B LEUVEN01	023	Arabic and Islamic Studies	2
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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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B LEUVEN01	English	Dutch	B2	C1
ID DEPOK01 922023413	English	Bahasa Indonesia	English/TOEFL 525	

For more details on the language of instruction recommendations, see:

- **KU Leuven (B LEUVEN01)** : www.kuleuven.be/english/admissions/lang/lang-test
- **Sunan Kalijaga State Islamic University (ID DEPOK01 922023413)**: https://akademik.uin-suka.ac.id/downloads/2_uin-sunankalijaga_pedoman_akademik.pdf

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

² 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>

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

KU Leuven (B LEUVEN01)

- All practical information for incoming students (incl. application procedure) can be found on the Admissions Office website: www.kuleuven.be/admissions.
- KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website: www.kuleuven.be/welcome.
- A Dutch language course, free of charge for Erasmus+ students, is organised by the Leuven Language Institute:
www.ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php
- The university also offers support for students with disabilities:
www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html

Sunan Kalijaga State Islamic University (ID DEPOK01 922023413)

- Graduate School of UIN Sunan Kalijaga will select openly candidates among active students to join the program with minimum GPA 3,5 and TOEFL Score 525.
- The students should submit his/her CV, letter of intent, short research proposal, plus TOEFL Certificate
- The best student will be selected on the basis of the documents submitted and interview
- The selected student will be assisted in managing his/her departure to KU Leuven
- During his/her stay in KU Leuven the student will inform progress of his/her fellowship
- Upon returning home after finishing, the student should report his/her participation in whole program.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term	Spring Term
B LEUVEN01	Application deadline: 30 April Academic calendar: www.kuleuven.be/about/calendars	Application deadline: 1 October Academic calendar: www.kuleuven.be/about/calendars
ID DEPOK01 922023413	Application deadline: 25 April Academic calendar: https://pps.uin-suka.ac.id/id/page/prodi/3780-Calender-Academis-ITMS-	Application deadline: 17 October Academic calendar: https://pps.uin-suka.ac.id/id/page/prodi/3780-Calender-Academis-ITMS-

2. The receiving institution will send its decision within 12 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

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

KU Leuven (B LEUVEN01) :

- Grade distribution : www.kuleuven.be/english/education/ects/positioning
- ECTS Information Package : <https://www.kuleuven.be/english/education/ects>

Sunan Kalijaga State Islamic University (ID DEPOK01 922023413):

ITMS information : <https://pps.uin-suka.ac.id/id/page/prodi/3779-ITMS>

DIA information: <https://pps.uin-suka.ac.id/id/page/prodi/3778-DIA>

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
B LEUVEN01	Admissions Office: studentimmigration @kuleuven.be	www.kuleuven.be/english/life-at-ku-leuven/immigration-residence
ID DEPOK01 922023413	Centre for Developing Cooperation and International Affairs: io@uin-suka.ac.id	https://io.uin-suka.ac.id/

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
B LEUVEN01	Student Accounting and Mobility Unit: exchange-in@kuleuven.be	www.kuleuven.be/english/services/insurances
ID DEPOK01 922023413	International Office: io@uin-suka.ac.id	https://io.uin-suka.ac.id/

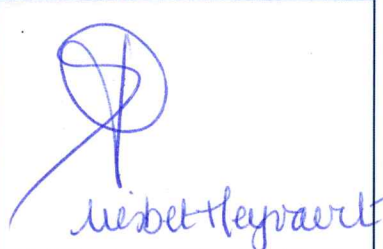
4. Housing

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 LEUVEN01	Housing Service: housing@kuleuven.be	www.kuleuven.be/housing
ID DEPOK01 922023413	Pascasarjana pps@uin-suka.ac.id	https://pps.uin-suka.ac.id/

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
B LEUVEN01	Prof. Liesbet Heyvaert Dean, Faculty of Arts	10.12.2024	
ID DEPOK01 922023413	Prof. Dr.Phil. Sahiron, M.A Director of Graduate School	10.12.2024	