

Erasmus+ Programme

Inter-institutional agreement 2014-2021

Higher Education Institutions

| Between the following Institutions | Contact details institutional coordinator | Name and details departmental coordinators | Relevant websites |
|---|--|---|--|
| VU University Amsterdam Erasmus code: NL AMSTERD02 | Ellen Mooijman, Institutional Erasmus coordinator VU International Office Non Degree Mobility Unit De Boelelaan 1105 1081 HV AMSTERDAM The Netherlands internationalrelations@vu.nl | Nicole Prins, Erasmus coordinator Northern Europe internationalrelations@vu.nl Tel +31 (0)20 598 3272 Job Mulder Erasmus coordinator Southern Europe internationalrelations@vu.nl Tel +31 (0)20 598 8990 | www.vuamsterdam.com www.vu.nl/exchange |
| University of Tromsø N TROMSO01 | Reidun Sundstrøm Institutional Erasmus coordinator Tel +47 776 23286 International Office international@uit.no | Tine Haagensen International coordinator tine.m.hagensen@uit.no Tel +47 776 44009 Jan Fuglestad Administrative contact at the Department of Computer Science jan.fuglestad@uit.no Tel +47 776 44056 | www.uit.no |

The institutions named above 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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

Mobility numbers per academic year – Student mobility

| FROM Erasmus code | TO Erasmus code | Subject code & area | | Study cycle | Student Mobility Student numbers and total months |
|----------------------|--------------------|---------------------|-----------------------------------|----------------|---|
| NL AMSTERD02 | N TROMSO01 | 48 | Computer & Information Science | 1, 2 | 4x5 (20) |
| N TROMSO01 | NL AMSTERD02 | 48 | Computer & Information Science | 1, 2 | 4x5 (20) |

Mobility numbers per academic year – Staff mobility

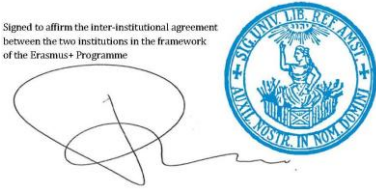

| FROM Erasmus code | TO Erasmus code | Subject code & area | | Teaching | Training |
|----------------------|--------------------|---------------------|-----------------------------------|--|----------|
| | | | | Total number of days of teaching periods or average duration | |
| NL AMSTERD02 | N TROMSO01 | 48 | Computer & Information Science | TBD | TBD |
| N TROMSO01 | NL AMSTERD02 | 48 | Computer & Information Science | TBD | TBD |

The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

Further requirements and information for each institution are included in Annex 1 and Annex 2 to this Agreement (“Institutional fact sheets”). These annexes are an integral part of this Agreement. Both institutions agree to send an update of the institutional information to the other party if significant changes occur.

Signatures of the Institutions *(legal representatives)*

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

| Institution [Erasmus code] | Name, function | Date | Signature |
|-------------------------------|--|------------|---|
| NL AMSTERD02 | Mr. Frans A.M. Snijders, Director VU International Office | 03/03/2014 | <div>Signed to affirm the inter-institutional agreement between the two institutions in the framework of the Erasmus+ Programme</div>  |
| N TROMSO01 | Reidun Sundstrøm Erasmus Inst. coordinator | |  |

Annex 1. to Erasmus+ Programme Inter-institutional agreement (sections C-F)

Factsheet VU University Amsterdam

Institutional Information

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|---------------------------|---|
| Name of Institution | VU University Amsterdam (Vrije Universiteit Amsterdam) |
| Erasmus Code | NL AMSTERD02 |
| Address | De Boelelaan 1105, 1081 HV Amsterdam The Netherlands |
| Institutional coordinator | Ellen Mooijman (<i>contact via Erasmus coördinators</i>) |
| Erasmus contacts | Nicole Prins, Erasmus coordinator Northern Europe Job Mulder, Erasmus coordinator Southern Europe VU International Office, Non-degree mobility unit |
| Telephone | +31 (0)20 598 3272 (Nicole Prins) +31 (0)20 598 8990 (Job Mulder) |
| Website | www.vuamsterdam.com www.vu.nl/exchange |
| E-mail | Internationalrelations@vu.nl |

Semester data and application procedure

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| Academic year | <p>The academic year runs from start September to end of June and is divided into semester 1 (Fall) and semester 2 (Spring).</p> <p>Arrival days, orientation and introduction programme are scheduled during the last 2 weeks of August (semester 1) or the Friday before the start of semester 2. Exchange students are expected to attend the orientation and introduction programme.</p> <p>2014-2015 Semester 1: 01/09/2014-30/01/2015 Semester 2: 02/02/2015-26/06/2015</p> <p>2015-2016 Semester 1: 31/08/2015-29/01/2016 Semester 2: 01/02/2016-24/06/2016</p> |
|---------------|--|

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| Nomination deadline | <p>Nominations can be sent to: internationalrelations@vu.nl</p> <p>Deadlines for nominations (<i>please note that we prefer to receive nominations as early as possible!</i>):</p> <ul style="list-style-type: none"> • 1 April (Semester 1 or full academic year) • 1 October (Semester 2) <p>A confirmation e-mail will be sent to the nominated student after the nomination deadline to inform the student about eligibility and the (online) application procedure. The home university will receive a copy of the e-mail.</p> |
| Application procedure | <p>Nominated students need to apply through the online application system of VU University. The web link to the online application system will be communicated to nominated students only.</p> <p>Students should finalize the online application procedure before:</p> <ul style="list-style-type: none"> • 15 April (Semester 1 or full academic year) • 15 October (Semester 2) |
| Relevant email and website | <p>General: www.vu.nl/exchange</p> <p>E-mail: incoming@vu.nl</p> |

Recommended language skills

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| Language of instruction | Dutch and English |
| Level of English required for students mobility | <p>B2 (Toefl IBT at least 92, IELTS 6.5)</p> <p><i>English language proficiency is the responsibility of the visiting student. Students can be rejected for courses if they do not meet the above mentioned level of English proficiency.</i></p> <p><i>Proof of English language proficiency (by means of a Toefl or IELTS test result) is mandatory for students participating in courses at Master's level. Exempted are students who have completed or are enrolled at home in a fully English-taught programme (secondary school/Bachelor's/Master's)</i></p> |
| Level of English required for teaching staff | C1 (Toefl IBT at least 110, IELTS 7.5) |
| Level of Dutch required (for courses in Dutch only) | <p>C1 (advanced level, NT2)</p> <p><i>Proof of Dutch language proficiency is mandatory for visiting students who wish to participate in courses taught in Dutch.</i></p> |

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

Course information and grading

| Courses | Course information can be found on the central website for Exchange programmes (link). Bachelor's exchange students are allowed to participate in all courses available for Bachelor's exchange students provided they meet the entry requirements of the course. | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|---------|------------|---------|-----|---|--------|-----|---|-----|-----|---|---|-----|---|-----|-----|---|---|--|---|-------|
| Transcript of records | A transcript of records will be issued and sent to the home institution approximately 5 weeks after the last assessment period. | | | | | | | | | | | | | | | | | | | | | |
| Grading | <p>The Dutch grading scale is from 1 through to 10, where 1 is the lowest and 10 the highest grade. A student passes with a grade 6.0 or higher and fails with a grade 5.0 or lower. On average 75% of the students who pass have a grade between 6.5 and 7.5. Less than 5% of the students get a grade 9. Less than 1% get a 10.</p> <table><tr><th>ECTS %</th><th>ECTS grade</th><th>Cijfers</th></tr><tr><td>10%</td><td>A</td><td>8 - 10</td></tr><tr><td>25%</td><td>B</td><td>7,5</td></tr><tr><td>30%</td><td>C</td><td>7</td></tr><tr><td>25%</td><td>D</td><td>6,5</td></tr><tr><td>10%</td><td>E</td><td>6</td></tr><tr><td></td><td>F</td><td>0 - 5</td></tr></table> <p>More information on Dutch grading and conversion can be found on the website of the Nuffic: www.nuffic.nl</p> | ECTS % | ECTS grade | Cijfers | 10% | A | 8 - 10 | 25% | B | 7,5 | 30% | C | 7 | 25% | D | 6,5 | 10% | E | 6 | | F | 0 - 5 |
| ECTS % | ECTS grade | Cijfers | | | | | | | | | | | | | | | | | | | | |
| 10% | A | 8 - 10 | | | | | | | | | | | | | | | | | | | | |
| 25% | B | 7,5 | | | | | | | | | | | | | | | | | | | | |
| 30% | C | 7 | | | | | | | | | | | | | | | | | | | | |
| 25% | D | 6,5 | | | | | | | | | | | | | | | | | | | | |
| 10% | E | 6 | | | | | | | | | | | | | | | | | | | | |
| | F | 0 - 5 | | | | | | | | | | | | | | | | | | | | |
| Relevant email and website | <p>Courses: http://www.vu.nl/en/programmes/exchange-programmes/study-guide/index.asp</p> <p>Credits: http://www.vu.nl/en/programmes/studying-at-vu/semesters-and-credits/index.asp</p> <p>E-mail: incoming@vu.nl</p> | | | | | | | | | | | | | | | | | | | | | |

Services

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| Welcoming programme | VU University offers international students a Welcome and orientation programme before the start of each academic semester. The programme consists of social activities, information about registration at the municipality, sports and cultural facilities for students, ICT, opening a bank account, etc. Students are strongly advised to attend this Welcome programme. |
| Dutch language courses | Students can take Dutch language courses at the Department of Dutch as a Second Language (link) |
| English language courses | No English language courses for exchange students are offered |
| Studying at VU with a disability | VU University has good facilities for students with a disability. For more information the student can contact the VU International Office at incoming@vu.nl |
| Student counselling | For issues such as study progress, motivation, family matters, adjusting to life in the |

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| | Netherlands, discrimination, disputes with lecturers, students can contact one of the student advisors. More information can be found on the website of VU University (link). |
| Accommodation | <p>Exchange students can apply for student housing through the central International Office of VU University. A handling fee is required for this service. Students will be informed about the procedure after uploading their application package. Housing cannot be guaranteed.</p> <p>Deadline for confirming accommodation and payment of the handling fee for housing is June 1 (semester 1) and December 1 (semester 2).</p> <p>Staff can apply for housing directly through the housing department of the IO: accommodation@vu.nl</p> |
| Visa | <p>VU University Amsterdam will apply for a visa and/or a residence permit on behalf of the exchange student or staff member (if necessary). Students will be informed about the procedure after uploading their application package. More information about visa requirements can be found here (link).</p> <p>Staff can contact: immigration@vu.nl</p> |
| Insurance | <p>Health insurance is mandatory for all students and visiting staff.</p> <p>EU citizens can apply for an EU Health Insurance Card (EHIC). Non-EU citizens need to arrange their own private health insurance. VU University recommends students and visiting staff insurance company AON (though students and visiting staff have the possibility to select their own insurance that will cover their stay in the Netherlands).</p> |
| Relevant website | <p>More information can be found on the website:</p> <p>www.vuamsterdam.com</p> <p>www.vu.nl/exchange</p> |