Erasmus regulations of the KU LEUVEN Institute of Philosophy (HIW)

Valid as from academic year 2015-2016

1 Outgoing student mobility

1.1 Scope

This part of the regulations applies to outgoing Bachelor, Master and Research Master students. It does not apply to outgoing Erasmus mobility during a Doctoral training.

1.2 Partner institutions

- The list of Erasmus partners is published on the webpage ‘International student mobility’ of the HIW: http://hiw.kuleuven.be/eng/erasmus/outgoing
- The institute will not enter into new contracts upon request of students.

1.3 Period

- A study abroad period at one of the partner institutions is possible during the 2\textsuperscript{nd} or 3\textsuperscript{rd} phase of the Bachelor of Philosophy, during the Master of Philosophy or during the 1\textsuperscript{st} stage of the 2-year Research Master of Philosophy. In principle a study abroad period during the abridged Bachelor is not possible, but the exchange coordinator can exceptionally allow that a limited part of the program is followed at a foreign institution. A student who did a study abroad period within the framework of Erasmus during the Bachelor can do so again in the Master. A study abroad period is not possible during the abridged Research Master (60 ECTS) or during the MPhil.
- The duration of the stay at the host institution is one semester and the exchange is possible during the first (autumn) or second (spring) semester.

1.4 Requirements

1.4.1 Minimum requirements

The tables below contain the minimum requirements to take part in the Erasmus program. A distinction is made between the conditions to apply (the criteria that have to be fulfilled by the student to be able to start an application) and the conditions for departure (the criteria that have to be fulfilled by the student to get the final approval for departure).

The idea is that a student can only go for a study abroad period under the condition that (a) s/he successfully completed a certain part of the program at the HIW and (b) s/he has sufficient study progress.
Table 1: Exchange during the (regular) Bachelor program

<table>
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<tr>
<th>Conditions to apply</th>
<th>Conditions for departure</th>
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| **Students who are enrolled for the first time in the 1st Bachelor phase and want to do an exchange in the 2nd phase.** | Exchange during the 1st semester: 100% CSE after the second exam period (June) or a tolerance for all failed courses  
Exchange during the 2nd semester: 100% CSE at the latest after the third exam period (September) or a tolerance for all failed courses |
| - Full-time program (min. 54 sp in ISP)  
- 100% study-efficiency or maximum one tolerable fail grade after the 1st exam period (January). | |
| **All other Bachelor students** | Exchange during the 1st semester: 100% CSE after the second exam period (June)  
Exchange during the 2nd semester: 100% CSE at the latest after the third exam period (September) or a tolerance for all failed courses |
| - at least 60% cumulative study-efficiency (CSE) after the first exam period (January)  
- having passed all 1st semester courses of the 1st phase or maximum one tolerable failed grade. | |

Table 2: Exchange in the (initial) Master program or the 2-year Research Master program

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<tr>
<th>Conditions to apply</th>
<th>Conditions for departure</th>
</tr>
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</table>
| - Having followed the regular or abridged program Bachelor of Philosophy at KU Leuven  
- at least 60% cumulative study-efficiency (CSE) in the Bachelor | Exchange during 1st semester: 100% CSE in the Bachelor after the second exam period (June)  
Exchange during the 2nd semester: 100% CSE in the Bachelor after the third exam period (September) |

1.4.2 Exceptions

Upon motivated request, the Erasmus coordinator can exceptionally allow a student to go on Erasmus although s/he doesn’t meet the requirements.

1.4.3 Additional criteria

When a student has not passed, nor can apply a tolerance for all courses that s/he had booked in the ISP during the year of the application, the exchange coordinator will take a decision about the final approval based on the individual file. Elements taken into account are: study progress; study results; the number and type of courses the student did not pass (required/elective) and whether the failed courses are offered every academic year; remaining chances to enroll, etc.
1.5 **Language requirements**

- The student has to sufficiently master the language of instruction of the host institution.
- If requested by the host institution, the student needs to attest the required level of language proficiency.

1.6 **Application procedure**

- At the latest on February, 28th of the academic year prior to the exchange the student starts the application through KU Loket ‘Application Study Abroad period’.
- The student can submit multiple applications (maximum 3), for several destinations. In that case s/he indicates the order of preference.
- With the application the student uploads a certificate or another document to describe his/her knowledge of the language of instruction at the host university. In case that s/he doesn’t have any prior knowledge at that time s/he will describe the willingness to learn the language and how s/he plans to do so.

1.7 **Selection**

- In the course of March the exchange coordinator will review all the applications. Selection is based on the admission requirements and an estimation on the chances of success based on the study progress and study results. In case of a positive evaluation the student will be nominated at the host institution in question.
- In case it occurs that there are more candidates for a certain host university than available positions a ranking will be made based on the following criteria: (a) study progress; (b) study results; (c) knowledge of the language of instruction or concrete efforts to learn the language; (d) academic motivation for a stay at this partner institution. In this case a motivation letter may be requested.
- For students in the first phase, the exchange coordinator will take the final decision after the second exam period (exchange in 1st semester), or after the third exam period (exchange in the 2nd semester).

1.8 **Enrollment**

- The student follows the application procedure of the host institution and takes their deadlines into account. S/he will receive the necessary information from the host institution after the nomination.
- The student **enrolls at KU Leuven** for the Bachelor of Philosophy, Master of Philosophy or 2-year Research Master of Philosophy. The exchange student remains a student of KU Leuven and will not pay extra tuition money at the host institution.
- A student who only has to complete a limited number of credits in order to obtain the Bachelor’s degree and who already wants to take some courses of the Master program (be it at the host institution and/or in Leuven) enrolls for both the Bachelor program and the Master program of Philosophy at KU Leuven.

1.9 **Completing and registering the individual study program (ISP)**

- The student follows at least 10 and at most 36 study points at the host institution.
- **At least half** of the courses followed at the host institution must be **philosophical courses**.
- The regulations of the KU Leuven Bachelor, Master or Research Master program are to be seen as reference when completing and approving the individual exchange program.
  - Compulsory courses that the student does not follow in Leuven have to be replaced by equivalents at the host institution. (Equivalents of compulsory courses that are taught in Leuven in the second semester can be taken at the host institution in the first semester and vice versa).
  - Electives can be chosen from the course offering at the host institution, as long as the ISP complies with the rules regarding the balance of the philosophical versus non-philosophical courses.
  - If the host institutions courses have more credits than their equivalents in Leuven the extra acquired study points can be taken into account for the elective part of the ISP.
  - Exceptionally one large course at the host institution can cover multiple requisites of the program (for example in the Bachelor: one course where texts of a modern philosopher are analyzed and where active work forms are used such as seminar, presentation, assignments can count as Historical Course and as a Seminar).

As soon as possible the student submits to the exchange coordinator all relevant information on the courses that s/he wants to follow at the host institution: title, goals, content, work forms, examination method, amount of contact hours, number of ECTS-credits/study points; s/he also formulates proposals with respect to the equivalencies and how to fit the foreign courses into the program of Leuven. The exchange coordinator decides on the acceptance of all proposed equivalencies.
- Language courses that the student follows at the host institution cannot be recognized as part of the ISP of the Bachelor or Master programme.
- Before the start of the study period abroad the student must submit a Learning Agreement to the Institute of Philosophy, using the form that can be found on the website of the Institute. The Learning Agreement contains both a list of the courses that will be followed at the host university and a list of the KU Leuven courses that will be replaced by the former. The Learning Agreement must be signed by the student, the responsible person at the host university and the HIW exchange coordinator.
- At the latest on the third Wednesday of the academic year the student sends his/her ISP via KU Loket. S/he will indicate in the ISP which courses will be exchanged.
- Until 5 weeks after the start of the semester, the student can submit a request to make a change to the Learning Agreement. The form for the Learning Agreement contains a special section where the student can indicate which course(s) s/he would like to drop and/or add. Whenever the Learning Agreement is changed it must be approved again by each of the three parties.

1.10 Bachelor’s Paper, Master’s Thesis and Research Paper

- The Bachelor’s Paper cannot be exchanged. For students that do an exchange during the third phase of the Bachelor an adapted arrangement will be made.
- The Master’s Thesis cannot be exchanged and is always guided by a professor or postdoc of the HIW. Students that participate in the Erasmus program also respect the requested progress reports and their deadlines. The Master’s Thesis is submitted and evaluated in Leuven.
- The Research Paper in the 1st stage of the 2-year Research Master cannot be exchanged and is always guided by a professor or postdoc of the HIW. The Research Paper is submitted and evaluated in Leuven.
1.11 Exam results
- The student is co-responsible for the timely communication of the exam results. S/he makes sure that the exam results obtained at the host institution reach the HIW at the latest 5 days before the deliberation. S/he can ask the host institution to send the results directly to the student secretariat of the HIW via e-mail or regular post. Or s/he can bring an official transcript personally to the student secretariat. In case results are being announced through a website of the host institution s/he can also log into that website under the supervision of the student secretary. Results that reach the HIW after the deadline will be processed in the next exam period.
- The exam results obtained at the host institution will be translated to the Leuven grading scale. The student can consult the conversion table via the HIW webpage for outgoing Erasmus students.

1.12 Re-take exams
- The general rule is that the student does a re-take exam at the host institution according the modalities determined by that institution.
- The program director of the HIW can exceptionally allow that re-take exams of an equivalent course are done in Leuven.

1.13 Correspondence with the home institution
- The HIW uses the KU Leuven e-mail address for all communication with the student. Outgoing exchange students have to check this mail account regularly.

1.14 Report
- After the exchange period the student delivers a report to the HIW about his/her experiences at the host institution. The form provided by the Faculty will be used for this report. This information will be used to inform future exchange students and to evaluate the agreements with the partner universities.

2 Incoming student mobility

2.1 General condition
- The HIW only accepts students from institutions with whom the HIW has a valid contract. It is not possible to come to the HIW as an exchange student through a contract with another faculty of the KU Leuven.

2.2 Language requirements
- The student has to have an adequate proficiency of the language of instruction (Dutch or English).
2.3 Completion and registration of the study program

- Students follow a package of at least 10 and at most 36 credits per semester. The minimum doesn’t apply for incoming doctoral students; they can, but or not obligated to, follow courses at the HIW next to their research work.
- At least half of this package needs to consist of philosophical courses, offered by the HIW.
- Students can only take courses on their study level during the exchange. Bachelor students cannot take Master courses. The research seminars from the Research Master of Philosophy programme can only be followed by students from the 2nd phase of a research Master and by doctoral students.
- Students can only take courses as a whole, as described in the program guide. It is for example not possible to do half of a year course for less credits. Neither can the amount of credits of a course be extended by adding an extra assignment.
- The Institute of Philosophy does not provide supervision or guidance for individual thesis work and thus it cannot award credits for thesis research done at our Faculty. The institute of Philosophy cannot provide any attestation of any kind for thesis work, nor can thesis research be included in the Learning Agreement.
- A the latest on the third Wednesday of the semester in which students start their studies at the HIW, the students register their individual study program (ISP) via KU Loket. For courses that are evaluated by an exam in the exam period the student chooses an exam time in his/her individual exam schedule (IES).
  The content of the ISP has to be the same as the content of the Learning Agreement.

2.4 Exams

- Students can only take exams of courses that are booked in their ISP. The transcript contains all courses from the ISP, including the failed courses and the ones for which the student did not take the exam.
- All exams will take place during the regular exam periods (1st semester courses: January; 2nd semester courses: June; re-take exams: mid August till the first week of September). The student will respect the exam schedule that has been determined beforehand. Earlier (re-take) exams will not be organized.
- The exam type of each course is stipulated in the online course descriptions, the so-called ECTS-fiches. No deviations from these determined exam types will be allowed.
- The exams are subject to the Regulations on Education and Examinations of the KU Leuven: http://www.kuleuven.be/education/regulations/

2.5 Announcement of the exam results

- The students will be able to see their results through their ‘Study Progress File’ in KU Loket some hours after the proclamation (dates and times announced on the HIW website).
- The student secretariat of the HIW will send an official transcript by e-mail after the proclamation.