

## Inter-institutional agreement for higher education students and staff 2023/2028

The institutions named below agree to cooperate for the exchange of students and/or staff according to the principles and conditions below. USaint-Louis Bruxelles commits to respect the quality requirements of the Erasmus Charter for Higher Education<sup>1</sup> in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. It also commits to sound and transparent management of funds allocated to it through Erasmus+. The present bilateral agreement will be valid during the academic years 2023-2024 to 2027-2028 unless either side terminates the agreement in writing at the latest by September 1st for activities taking place during the following (n+1) academic year.

### A. Information about higher education institutions

The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#)<sup>2</sup>.

Name of the institution	Erasmus Code	Contact details	Website
<b>UCLouvain Saint-Louis Bruxelles</b>	B LOUVAIN01 (anciennement B BRUXEL02)	<b>Academic Coordinator</b> Prof. Alexandre Girard E-mail: <a href="mailto:international-slb@uclouvain.be">international-slb@uclouvain.be</a>	General: <a href="https://www.usaintlouis.be/sl/1048.html">https://www.usaintlouis.be/sl/1048.html</a>
		<b>Administrative Coordinator</b> Mme Isabelle De Clerck (head of international Office) E-mail: : <a href="mailto:international-slb@uclouvain.be">international-slb@uclouvain.be</a>	Course catalogue: <a href="https://www.usaintlouis.be/sl/3992.html">https://www.usaintlouis.be/sl/3992.html</a>
Central Office		International Office of the Campus Saint-Louis Bruxelles, 43 Bld du Jardin Botanique, 1000 Bruxelles – BELGIUM tél.+32 / (0)2 792 36 77 – <a href="mailto:international-slb@uclouvain.be">international-slb@uclouvain.be</a>	
<b>Universidad de Los Lagos</b>	CHI LAGOS	<b>Academic Coordinator</b> Prof. Hernán Delgado E-mail: <a href="mailto:hernan.delgado@ulagos.cl">hernan.delgado@ulagos.cl</a>	Generalidades: <a href="https://www.ulagos.cl">https://www.ulagos.cl</a>
		<b>Administrative Coordinator</b> Prof. Héctor Maturana Martínez (Director of the International Relations Office) Correo electrónico: <a href="mailto:rrii@ulagos.cl">rrii@ulagos.cl</a>	Facultades: <a href="https://www.ulagos.cl/acerca-ulagos/departamentosacademicos/">https://www.ulagos.cl/acerca-ulagos/departamentosacademicos/</a> Catálogo de cursos: <a href="https://admission.ulagos.cl/index.php/carreras">https://admission.ulagos.cl/index.php/carreras</a>
Central Office	International Relations Office, 1070 Cochrane Street, 3rd floor, Osorno – CHILE tel. +56 (64) 233 3501 – <a href="mailto:rrii@ulagos.cl">rrii@ulagos.cl</a>		

### B. Mobility numbers per academic year

During the exchange period the student is required to attend a number of courses and seminars corresponding to the normal workload at the host institution.

The partners agree to update the mobility data in the table below, whenever possible, by no later than the end of January in the preceding academic year (formally via an amendment or by exchanges of emails).

#### Student mobility

From	To	Subject area [ISCED]		Study Cycle	Number of mobility periods	
		code	name		Student mobility	Traineeships

<sup>1</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>2</sup> Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. Thus, both parties comply with the Commission implementing decision (EU) 2021/914 of 4 June 2021 on standard contractual clauses for the transfer of personal data to third countries pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council and fulfill Annexes I and II attached to this Agreement. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

<b>Universidad de Los Lagos</b>	<b>UCLouvain Saint-Louis Bruxelles</b>	0311 0310 0421	Economics Social and behavioural sciences, not further defined Law	1st	Total of 2 x 5 = 10 months	
<b>UCLouvain Saint-Louis Bruxelles</b>	<b>Universidad de Los Lagos</b>	0311 0310 0421	Economics Social and behavioural sciences, not further defined Law	1st	Total of 2 x 5 = 10 months	

<b>(Optional) additional information</b>	
<b>Universidad de Los Lagos</b>	It is hereby stated that the existing internal legislations of the Universidad de Los Lagos, on sexual harassment, violence and gender discrimination in the academic field, which will be applicable to students, is understood to be incorporated into this agreement, academics and/or third parties participating in activities organized or developed by the Universidad de Los Lagos, in accordance with Law 21.369. The aforementioned internal regulations are available on the institutional website <a href="https://www.ulagos.cl/prevencionacoso/">https://www.ulagos.cl/prevencionacoso/</a> .
<b>UCLouvain Saint-Louis Bruxelles</b>	

### Staff mobility

Both institutions agree to promote the exchange of teachers and researchers, in particular for short term teaching assignments.

From	to	Subject area [ISCED]		Number of mobility periods	
		code	name	Teaching	Training
<b>UCLouvain Saint-Louis Bruxelles</b>	<b>Universidad de Los Lagos</b>	0311 0310 0421	Economics Social and behavioural sciences, not further defined Law	1 x 1 week	1 x 1 week
<b>Universidad de Los Lagos</b>	<b>UCLouvain Saint-Louis Bruxelles</b>	0311 0310 0421	Economics Social and behavioural sciences, not further defined Law	1 x 1 week(s)	1 x 1 week

### C. Basic principles

UCLouvain must respect the Erasmus Charter for Higher Education and ensure that students are aware of their rights and obligations as defined in the [Erasmus Student Charter](#).

Both institutions commit to:

- Ensure that student and staff mobility for education or training purposes is based on an **individual learning agreement** for students and a mobility agreement for staff validated and signed in advance between the sending and receiving institutions or non-academic organisations and the mobile participant. The learning agreement sets out the details of the study programme, including the credits to be achieved.
- Any changes to the *agreement* are agreed in writing as soon as they occur.

Institutions commit to taking measures to ensure **recognition** of student and staff mobility upon their return, for activities satisfactorily completed, including:

- Provide incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.

- Provide staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

Partners commit to charge no additional **fees** to students in connection with the organisation or administration of their mobility period, 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. Students enrolling at the host institution towards a degree fall outside of the scope of the present agreement, and shall be subject to all regular registration fees.

All other costs will be borne by the student, including travelling expenses, living costs and health insurance.

All exchange students must have adequate **health insurance coverage**. They may be required to produce a letter from their insurance company certifying this when registering at the host institution.

Both institutions commit to the following **preparation and support measures**:

- Do outreach to participants with fewer opportunities to encourage their participation and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Provide assistance (and if applicable the required documents) related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Commit to encourage participants to act as ambassadors of the exchange programme and share their mobility experience, e.g. by providing information about the existence of alumni networks, inviting former participants in promotion activities, etc.

With respect to the sending institution:

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.

With respect to the receiving institution:

- Guide incoming mobile participants in finding accommodation.
- Inform mobile participants of cases in which insurance cover is not automatically provided.
- Inform about the existence of relevant infrastructure and provide support to incoming participants with fewer opportunities.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life.

Information and assistance can be provided by the contact points and information sources in the tables included in the present agreement.

#### D. Recommended language skills

Receiving institution	Language(s) of instruction	For more details	Recommended level	
			Student mobility	Staff mobility
UCLouvain Saint-Louis Bruxelles	FR/EN	See factsheet : <a href="https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf">https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf</a>	B2 for Law , B1 for other fields	B2
Universidad de Los Lagos	Español	Request file: <a href="mailto:movilidad.internacional@ulagos.cl">movilidad.internacional@ulagos.cl</a>	B2 for Law, B1 for other fields	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

#### E. Application procedure

Partners commit to running application and selection procedures for mobility activities that are fair, transparent, coherent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.

In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

Application and selection procedures are outlined in the respective websites and regularly updated, together with the contact details of the relevant department:

From	To	Contact details	Website
UCLouvain Saint-Louis Bruxelles	Universidad de Los Lagos	Cecilia Delgado: <a href="mailto:movilidad.internacional@ulagos.cl">movilidad.internacional@ulagos.cl</a>	<a href="https://rrii.ulagos.cl/ext-en-ul/">https://rrii.ulagos.cl/ext-en-ul/</a>
Universidad de Los Lagos	UCLouvain Saint-Louis Bruxelles	Camille George : incoming-slb@uclouvain.be	<a href="https://www.usaintlouis.be/sl/977.html">https://www.usaintlouis.be/sl/977.html</a>

## F. Selection criteria

	UCLouvain Saint-Louis Bruxelles	Universidad de Los Lagos (ULagos)
Academic requirements	See factsheet : <a href="https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf">https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf</a>	<a href="https://rrii.ulagos.cl/ext-en-ul/">https://rrii.ulagos.cl/ext-en-ul/</a>
CV	See factsheet : <a href="https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf">https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf</a>	<a href="https://rrii.ulagos.cl/ext-en-ul/">https://rrii.ulagos.cl/ext-en-ul/</a>
Motivation letter	See factsheet : <a href="https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf">https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf</a>	<a href="https://rrii.ulagos.cl/ext-en-ul/">https://rrii.ulagos.cl/ext-en-ul/</a>
Inclusion Measures <sup>3</sup>	See factsheet : <a href="https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf">https://www2.usaintlouis.be/public/international/2023-2024/fact_sheet_23-24_an.pdf</a>	<a href="https://rrii.ulagos.cl/ext-en-ul/">https://rrii.ulagos.cl/ext-en-ul/</a>

## G. Additional requirements (if applicable)

UCLouvain Saint-Louis Bruxelles	<a href="https://www.usaintlouis.be/sl/1048.html">https://www.usaintlouis.be/sl/1048.html</a>
Universidad de Los Lagos	<a href="https://www.ulagos.cl/">https://www.ulagos.cl/</a>

## H. Calendar

Receiving institution	Autumn semester [UCLouvain - SLB]	Spring semester [UCLouvain - SLB]
	First semester [ULagos]	Second semester [ULagos]
UCLouvain Saint-Louis Bruxelles	Final date for applications: 31 May	Final date for applications: 15 November
	1. Once nominated, students receive by e-mail a link to complete a profile. 2. UCLouvain Saint Saint-Louis Bruxelles will send its decision a.s.a.p. and no later than <b>4 weeks</b> after receiving the application 3. A Transcript of Records will be issued no later than <b>5 weeks</b> after the official assessment period has finished	
Universidad de Los Lagos	Fecha límite de presentación de solicitudes: 15 de junio	Fecha límite de presentación de solicitudes: 15 de enero
	1. Once nominated, students receive by e-mail a link to complete a profile. 2. ULagos will send its decision a.s.a.p. and no later than <b>4 weeks</b> after receiving the application 3. A Transcript of Records will be issued no later than <b>5 weeks</b> after the official assessment period has finished	

## I. Information


Sur/about	UCLouvain Saint-Louis Bruxelles	Universidad de Los Lagos (ULagos)
	(for up to date contact details, see web pages)	
General information	<a href="https://www.usaintlouis.be/sl/1055.html">https://www.usaintlouis.be/sl/1055.html</a>	<a href="https://www.ulagos.cl/">https://www.ulagos.cl/</a>
Grading system <sup>4</sup>	<a href="https://www.usaintlouis.be/sl/1057.html">https://www.usaintlouis.be/sl/1057.html</a>	<a href="mailto:movilidad.internacional@ulagos.cl">movilidad.internacional@ulagos.cl</a>
Credit system	A full-time academic year at Université Saint-Louis Bruxelles represents a workload of 60 ECTS credits.	<a href="mailto:movilidad.internacional@ulagos.cl">movilidad.internacional@ulagos.cl</a>
Language support	<a href="https://www.usaintlouis.be/sl/979.html">https://www.usaintlouis.be/sl/979.html</a>	N/A
Visa	<a href="https://www.usaintlouis.be/sl/1013.html">https://www.usaintlouis.be/sl/1013.html</a>	<a href="mailto:movilidad.internacional@ulagos.cl">movilidad.internacional@ulagos.cl</a>

<sup>3</sup> You may find the Implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here: [https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)

<sup>4</sup> It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through **EGRACONS** according to the descriptions in the **ECTS users' guide**. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Insurance	<a href="https://www.usaintlouis.be/sl/1704.html">https://www.usaintlouis.be/sl/1704.html</a>	movilidad.internacional@ulagos.cl
Accommodation	<a href="https://www.usaintlouis.be/sl/1045.html">https://www.usaintlouis.be/sl/1045.html</a>	difusion.internacional@ulagos.cl
Participants with fewer opportunities	<a href="https://www.usaintlouis.be/sl/4323.html">https://www.usaintlouis.be/sl/4323.html</a>	movilidad.internacional@ulagos.cl
Specific needs	<a href="https://www.usaintlouis.be/sl/4323.html">https://www.usaintlouis.be/sl/4323.html</a>	movilidad.internacional@ulagos.cl; s.rodriguez@ulagos.cl
Mentoring	//	//
Alumni	//	//

#### J. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature
UCLouvain <b>Saint-Louis Bruxelles</b>	Alexandre Girard, Academic coordinator for international Relations	19/12/2023	 
<b>Universidad de Los Lagos</b>	Oscar Garrido Álvarez Rector and Legal Representative		

# ANNEX I

## Transfer of personal data to third countries under Regulation (EU) 2016/679 of the European Parliament and of the Council

### Controller - Controller

#### A. LIST OF PARTIES

**DATA EXPORTER(S):** Identity and contact details of the data exporter(s) and, where applicable, of their data protection officer and/or their representative in the European Union

1. **Name :** UCLouvain Saint-Louis Bruxelles  
**Address :** Boulevard du Jardin Botanique 43, 1000 Brussels - Belgium

**Contact person's name, position and contact details:** Data protection officer, email: [privacy-slb@uclouvain.be](mailto:privacy-slb@uclouvain.be)

**Activities related to the data transferred under these clauses:** Inter-institutional exchange agreement for students and/or staff member.

**Role:** controller

**DATA IMPORTER(S):** Identity and contact details of data importer(s), including any data protection contact persons]

1. **Name of the partner institution:** Universidad de Los Lagos

**Address:** Cochrane 1046, Osorno – Chile.

**Contact person's name, position and contact details:** Data protection officer, email: [pvillagran@ulagos.cl](mailto:pvillagran@ulagos.cl)

**Activities related to the data transferred under these clauses:** Inter-institutional exchange agreement for students and/or staff member.

**Role:** controller

#### B. DESCRIPTION OF TRANSFER

##### 1. Categories of data subjects whose personal data is transferred

Check the relevant box(es):

- 'Exchange Students' from each university; shall mean students who are pursuing a full-time graduate or postgraduate degree program at their home institution and participating in the student exchange program.
- Staff members: these are the staff of each institution for teaching and/or short-term training missions

##### 2. Categories of personal data transferred

Check the relevant box(es):

- Personal data mentioned in the application form
- Academic data related to the application documents and the final transcript of records

**3. Sensitive data transferred (if applicable) and applied restrictions or safeguards that fully take into consideration the nature of the data and the risks involved, such as for instance strict purpose limitation, access restrictions (including access only for staff having followed specialised training), keeping a record of access to the data, restrictions for onward transfers or additional security measures.**

Not applicable

Applicable

If applicable, specify the above points:

**4. The frequency of the transfer (e.g., whether the data is transferred on a one-off or continuous basis)**

For the exchange students: Each semester and/or once per academic year

For the staff members: Upon each mobility

**5. Nature of the processing**

Collection, recording, organization, storage, adaptation, modification, extraction, consultation, use, deletion.

**6. Purpose(s) of the data transfer and further processing**

For the exchange students: Allowing their participation and registration, as well as the issuing of their transcripts at the end of the exchange period.

For the staff members: Allowing their participation in a teaching or training exchange.

**7. The period for which the personal data will be retained, or, if that is not possible, the criteria used to determine that period**

5 years

**8. For transfers to (sub-) processors, also specify subject matter, nature and duration of the processing**

Not applicable

Applicable

If applicable, specify the above points:

**C. COMPETENT SUPERVISORY AUTHORITY**

Belgian Data Protection Authority



## ANNEX II

### Technical and organisational measures including technical and organisation measures to ensure the security of the data

#### EXPLANATORY NOTE:

The technical and organisational measures must be described in specific (and not generic) terms. Description of the technical and organisational measures implemented by the data importer(s) (including any relevant certifications) to ensure an appropriate level of security, taking into account the nature, scope, context and purpose of the processing, and the risks for the rights and freedoms of natural persons.

#### Examples of possible measures

One or more options to be chosen by data importer, **if ticked, please describe:**

For UCLouvain Saint-Louis Bruxelles all the details can be find here : <https://www.usaintlouis.be/sl/3960.html>

- Measures of pseudonymisation and encryption of personal data
- Measures for ensuring ongoing confidentiality, integrity, availability and resilience of processing systems and services
- Measures for ensuring the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident
- Processes for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures in order to ensure the security of the processing
- Measures for user identification and authorization
- Measures for the protection of data during transmission
- Measures for the protection of data during storage
- Measures for ensuring physical security of locations at which personal data are processed
- Measures for ensuring events logging
- Measures for ensuring system configuration, including default configuration
- Measures for internal IT and IT security governance and management
- Measures for certification/assurance of processes and products
- Measures for ensuring data minimization
- Measures for ensuring data quality
- Measures for ensuring limited data retention
- Measures for ensuring accountability
- Measures for allowing data portability and ensuring erasure

For transfers to (sub-) processors, also describe the specific technical and organisational measures to be taken by the (sub-) processor to be able to provide assistance to the controller and, for transfers from a processor to a sub-processor, to the data exporter:

Not applicable

Applicable

If applicable, specify the above points: