

Inter-institutional student and staff exchange agreement 2019/2024

The institutions named below agree to cooperate for the exchange of students and/or staff according to the principles and conditions below. They commit to respect them 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. The present bilateral agreement will be valid during the academic years 2019-2020 to 2024-2025 unless either side terminates the agreement in writing at the latest by October 1st for activities taking place during the following (n+1) academic year.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details	Website
Université catholique de Louvain (UCLouvain) Faculty of Economic, Social, Political and Communication Sciences (ESPO) School of Communication (COMU)	B LOUVAIN01	Faculty members : Prof. Dr. Suzanne Kieffer & Prof. Dr. Benoît Grevisse (responsible of the Media Innovation and Intelligibility Lab) Administrative manager: Mrs. Valérie Loutsch Ruelle de la Lanterne Magique 14/L2.03.02, B-1348 Louvain-la-Neuve, Belgium, Tel. +32(0)10472674, (Fax. 3044), valerie.loutsch@uclouvain.be Central office: Administration des relations internationales, Place de l'Université 1/L0.01.06, B-1348 Louvain-la-Neuve, Belgium, Tel. +32(0)10478132 (Fax.4075), erasmus@uclouvain.be	www.uclouvain.be/ects https://uclouvain.be/en/faculties/espo/comu
Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology (Vel Tech) India	951197424	Faculty Member & Administrative Manager: Asso. Prof. Dr. S. Sivaperumal Director for International Relations and Associate Professor – Electronics Engineering, Vel Tech, Avadi, Chennai – 600 062, India Tel: +91 96000 40255 / dint@veltech.edu.in Directorate of International Relations, Vel Tech, Avadi, Chennai – 600 062, India, Tel: +91 96000 40255 / dint@veltech.edu.in	https://www.veltech.edu.in/international-relation/

B. Mobility numbers per academic year

Basic principles

- The exchange covers at least three months and up to one academic year. During this period, the student is required to attend a number of courses and seminars corresponding to the normal workload at the host institution.
- Prior to the departure to the host institution, a *Learning Agreement* is drawn up for each individual student. Upon the basis of the courses available in the host department, this agreement sets out the details of the study programme, including the credits to be achieved. It is signed by the student and the academic coordinator both in the home and host institution.
- Any changes to the *Learning Agreement* are agreed in writing as soon as they occur.
- The student is assessed by the host institution, which will deliver to the academic coordinator of the home institution a *Transcript of Records*, listing the credits and grades achieved.
- In accordance with the *Learning Agreement*, the home institution will give full academic recognition for the credits achieved in the host institution.
- Registration fees in the host institution are waived for the student taking part in the exchange programme provided he/she is enrolled at the home institution. 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.
- The selection of exchange students is carried out by the home institution on the basis of criteria established jointly by the academic coordinators of the present agreement.
- Apart from the registration fee at the host institution, 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.
- Each individual student is responsible for obtaining his/her visa in time. The host institution will provide him/her with the appropriate documents.

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods	
		code	name		Studies	Traineeships
B LOUVAIN01	951197424	15.0 15.1	Journalism Communication and Information Sciences	2nd	3 x 5 = 20 months	
		15.0 15.1	Journalism Communication and Information Sciences	3rd	3 x 5 = 20 months	
951197424	B LOUVAIN01	11.3	Informatics, Computer Science	1st	3 x 5 = 20 months	
		11.3	Informatics, Computer Science	2nd	3 x 5 = 20 months	

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 staff mobility periods	
		code	name	Teaching	Training
B LOUVAIN01	951197424	15.0 15.1	Journalism Communication and Information Sciences	1 x 1 week	<i>individual agreement</i>
951197424	B LOUVAIN01	11.3	Informatics, Computer Science	1 x 1 week	<i>individual agreement</i>

C. Recommended language skills

The sending 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	Language (s) of instruction	For more details	Recommended language of instruction level	
			Student Mobility	Staff Mobility
B LOUVAIN01	FR/EN	www.uclouvain.be/en-exchange-	B1/B2	B1/B2
951197424	EN		B1	B1

D. Additional requirements (if applicable)

B LOUVAIN01	
951197424	

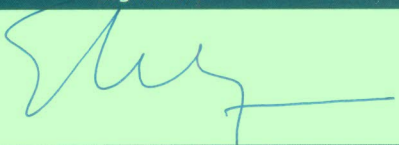
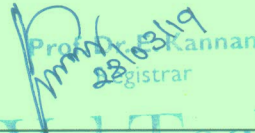
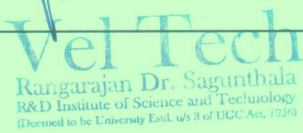
E. Calendar

Receiving	Autumn term	Spring term
B LOUVAIN01	Final date for applications: May 31st	Final date for applications: November 30th
	1. Applications should be sent to the contact person at the faculty level, cf. www.uclouvain.be/en-exchange-application 2. UCLouvain faculty will send its decision a.s.a.p. and no later than 4 weeks after receiving the application 3. A Transcript of Records will be issued no later than 2 weeks after the official assessment period has finished	
951197424	Final date for applications: May 1st	Final date for applications: Nov 1st
	1. Applications should be sent to the Directorate of International Relations – dint@veltech.edu.in 2. Vel Tech will send its decision within 4 weeks on receipt of the application 3. A Transcript of Records will be issued no later than 3 weeks after the assessment period has finished	

F. Information

About	B LOUVAIN	Partner institution: 951197424
	(for up to date contact details, see web pages)	(for up to date contact details, see web pages)
Grading system	www.uclouvain.be/en-ects-grading	Credits – 15 hours of Contact Lecture / 30 hours of Contact Practical. Ref.: https://www.veltech.edu.in/wp-content/uploads/2018/06/B.Tech-Regulations-VTUR15.pdf
Credit conversion system	1 ECTS credit (B LOUVAIN01) = 1 credit(s) (partner institution)	
Visa	www.uclouvain.be/en-visa	https://www.veltech.edu.in/students-exchange-programme/
Insurance	www.uclouvain.be/assurances	Health Insurance as per Government of India regulations
Housing	www.uclouvain.be/en-logement	Provided in the International Guest House. Application form to be referred. https://www.veltech.edu.in/students-exchange-programme/
Special needs	www.uclouvain.be/en-aide-handi	-

G. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature ¹²
B LOUVAIN01 P/O	Prof. Dr. Vincent Blondel Rector of the UCLouvain University	2/4/2019	
951197424	Prof. Dr. E. Kannan Registrar of Vel Tech	28 MAR 2019	 Prof. Dr. E. Kannan Registrar  Rangarajan Dr. Sagunthala R&D Institute of Science and Technology (Deemed to be University Est. u/s 3 of UGC Act, 1956)

¹ B LOUVAIN01: departmental agreements will be signed by the Dean. To be valid during the next academic year, they are to be registered at the UCLouvain International Office at the latest by November 30th of the preceding academic year.

² Scanned signatures are accepted

Universite Catholique de Louvain (UC Louvain), Belgium

Name of the Research Institute/University/ Organization	Country	Duration of the Agreement	Academic Year	Date of Signing	Date of Expiry	Purpose/Activities
Universite Catholique de Louvain (UC Louvain)	Belgium	6 Academic Years	2018-19	02.04.2019	31.05.2025	Cooperation in Exchange of Students and Staffs according to the principles in all aspects related to the organisation

Actual Activities with Universite Catholique de Louvain (UC Louvain), Belgium

A.Y. 2018-19	Faculty Mobility (Incoming - Short Courses) - 1 Vel Tech Delegates visited UC Louvain - 2 1 Faculty from CSE selected for Joint Research Work at UC Louvain
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[Signature]

MoU Coordinator

[Signature]
Dean - International Relations



Dr. P. Suresh
Dean - International Relations

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School of Computing
Department of Computer Science Engineering

Specialized one credit course on
“Rapid Contextual Design”
(1152CS175)

by
Prof. Dr. Suzanne Kieffer
Universite Catholique De Louvain, Belgium



Held on
Date: January 21 to 29, 2019

Suzanne Kieffer – CV

PERSONAL INFORMATION **Suzanne KIEFFER**

Female, born in 1977 in France, French nationality
Residence: Brussels, Belgium
Full-clean driving license

CONTACT DETAILS Web: <https://uclouvain.be/en/directories/suzanne.kieffer>
Mail: suzanne.kieffer@uclouvain.be
Phone: +32.486.277720 | Skype: suzannekieffer
Linked-In: [be.linkedin.com/in/suzannekieffer](https://www.linkedin.com/in/suzannekieffer)

HEADLINE Professor at Université catholique de Louvain
Over 10 years of experience in user experience research and strategy
Ph.D. in computer science

PROFESSIONAL EXPERIENCE

Sept 2006 – present **Université catholique de Louvain (UCLouvain), Belgium**
Place de l'Université, 1, B-1348 Louvain-la-Neuve, Belgium | www.uclouvain.be
Sept 2017 – Present Assistant Professor
Oct 2015 – Aug 2017 Research Associate
Oct 2011 – Sep 2015 Postdoctoral Researcher
Sep 2006 – Sep 2011 Postdoctoral Fellow

Dec 2015 – Sept 2018 **Vrije Universiteit Brussel (VUB), Belgium**
Boulevard de la Plaine, 2, B-1050 Brussels, Belgium | www.vub.be
Assistant Professor (10% full-time equivalent) | Course: Information Visualization

2013 – 2017 **Eindhoven University of Technology (TU/e), Netherlands**
5612 AZ Eindhoven, Netherlands | www.tue.nl
Guest lecturer (30 hours, from 2014 to 2017) | Course: Contextual task analysis
Invited researcher (Sept – Dec 2013) | Bourse d'Excellence Federation Wallonie-Bruxelles

Sept 2005 – Aug 2006 **Institut Universitaire de Technologies (IUT) de Nancy-Brabois, France**
Lieu-dit Le Montet, Rue du Doyen Urion, 54601 Villers-lès-Nancy, France
Research and teaching assistant

Sept 2004 – Aug 2005 **Ecole Supérieure de Professorat et de l'Education (ESPE), Nancy, France**
5 rue Paul Richard, 54320 Maxéville, France
Research and teaching assistant

Sept 2001 – Aug 2004 **PhD candidate at LORIA/INRIA Nancy Lorraine, France**
Institut National de Recherche en Informatique et en Automatique (INRIA)
Laboratoire lorrain de recherche en informatique et ses applications (LORIA)
Websites: www.inria.fr/centre/nancy | www.loria.fr

FREELANCE EXPERIENCE

July 2014 – present **UX strategy and UX design**
Consultancy, training and coaching in UX strategy and UX design
To-date clients: Eonix SA, EditX SA, ManuExplicite (references available upon request)

Suzanne Kieffer – CV

EDUCATION

- 2010 **Master in management science**
Louvain School of Management, Louvain-la-Neuve, Belgium
- 2006 **PhD in computer science**
University Henri Poincaré, Nancy 1, Nancy, France
Thesis: “Multimodal assistance in the visual exploration of 2D interactive visualizations”
- 2001 **Master in computer science**
Université Paul Verlaine, Metz, France.
Thesis: “The influence of speech in visual presentations: an experimental study”

LANGUAGES

French: native proficiency
English: full-professional proficiency (Certificate in Advanced English, Cambridge)
Dutch: professional proficiency (Certificate, Université Libre de Bruxelles)
German: elementary proficiency

PUBLICATIONS

See <https://uclouvain.be/en/directories/suzanne.kieffer> or <http://goo.gl/lstfxK>

HONORS AND AWARDS

Invited keynote “Hybrid software development models targeted at UX strategy”, presented at the 7th International Conference on Cloud Computing, Data Science & Engineering (Jan 12-13, 2017), Amity University, Noida, Uttar Pradesh India

Invited speech “Embedded user interfaces: graceful degradation or progressive enhancement?”, presented at 7th Conference on Embedded Systems (May 15, 2013), Technofutur, Belgium

Best presentation award, EICS’10, Berlin, June 2010

Oral presentation to Albert II, King of the Belgians, Inauguration of Microsoft Innovation Centre, Mons, Belgium (June 16, 2009)

Best paper Award, INTERACT’07, Rio de Janeiro, Oct. 2007

AFFILIATIONS

Program Committee Member of the International Conference on Computer-Human Interaction Research and Applications (CHIRA) in 2017, 2018

Program Committee Member of the Engineering Interactive Computing Systems conference (EICS) in 2017

REVIEWS

Reviewer for the Hawaii International Conference on System Sciences (HICSS) in 2016, 2017, 2018, 2019

Reviewer for the Agence Nationale pour la Recherche (ANR) in 2015, 2016

Reviewer for the Brussels Institute for Research and Innovation (INNOVIRIS): EUREKA (June 2012), RISE (February 2016)

Course: Introduction to User Experience (UX)

Keys

- Maximum capacity: 60 students
- Hours per student : 20-30 hours
- Preference for the type of local: lecture room

Topics covered

- Foundations and definitions of UX
- UX measures
- UX evaluation methods
- Ecological validity and design representativeness in UX evaluation

Learning outcomes

Upon completion of this course, the student will be able to:

- List and define the conceptual elements and measures of the user experience
- Distinguish UX evaluation methods in terms of purpose (goal), objectives (means to achieve goal), type of collected data, and deliverables
- Propose experimental designs for UX evaluation

References (required readings)

Javier A. Bargas-Avila and Kasper Hornbæk. 2011. Old wine in new bottles or novel challenges: a critical analysis of empirical studies of user experience. In Proceedings of the SIGCHI Conference on Human Factors in Computing Systems (CHI '11). ACM, New York, NY, USA, 2011, 2689-2698.
DOI=<http://doi.org/10.1145/1978942.1979336>

Nigel Bevan. 2008. Classifying and selecting UX and usability measures. In Proceedings of the International Workshop on Meaningful Measures: Valid Useful User Experience Measurement, vol. 11, 13-18.

*Johannes Daae and Casper Boks, A classification of user research methods for design for sustainable behaviour, Journal of Cleaner Production, Volume 106, 2015, Pages 680-689, ISSN 0959-6526, <https://doi.org/10.1016/j.jclepro.2014.04.056>.

*Margherita Grandi, Fabio Peruzzini, and Marcello Pellicciari. 2017. A reference model to analyse user experience in integrated product-process design. In Transdisciplinary Engineering: A Paradigm Shift: Proceedings of the 24th ISPE Inc. International Conference on Transdisciplinary Engineering, Vol. 5, 243-250, July 2017. IOS Press. DOI=<http://doi.org/10.3233/978-1-61499-779-5-243>

Marc Hassenzahl and Noam Tractinsky. User experience-a research agenda. Behaviour & information technology 25.2 (2006): 91-97.

Marc Hassenzahl. 2008. User experience (UX): towards an experiential perspective on product quality. In Proceedings of the 20th Conference on l'Interaction Homme-Machine (IHM '08). ACM, New York, NY, USA, 11-15. DOI=<http://dx.doi.org/10.1145/1512714.1512717>

*Suzanne Kieffer. 2017. ECOVAL: Ecological Validity of Cues and Representative Design in User Experience Evaluations. AIS Transactions on Human-Computer Interaction (9)2, 149-172. Available at: <http://aisel.aisnet.org/thci/vol9/iss2/4>

Carine Lallemand, Guillaume Gronier, and Vincent Koenig. 2015. User experience: A concept without consensus? Exploring practitioners' perspectives through an international survey. Computers in Human Behavior 43 (2015): 35-48.

Arnold P. O. S. Vermeeren, Effie Lai-Chong Law, Virpi Roto, Marianna Obrist, Jettie Hoonhout, and Kaisa Väänänen-Vainio-Mattila. 2010. User experience evaluation methods: current state and development needs. In Proceedings of the 6th Nordic Conference on Human-Computer Interaction: Extending Boundaries (NordiCHI '10). ACM, New York, NY, USA, 521-530. DOI=<http://doi.acm.org/10.1145/1868914.1868973>

Teaching method

- Lectures
- Directed Reading Thinking Activity (<http://www.readingrockets.org/strategies/drtc>)

Evaluation mode

- Test: multiple-choice questions, 30 questions, grade expressed as a score out of 20
- Oral presentation of articles by volunteers marked by a *: depending on the quality of the presentation and Q&A, reward up to two more points on the test grade.

Timeline

<i>Day</i>	<i>Morning (10:00AM-12:00PM)</i>	<i>2PM-3:30PM</i>	<i>4:00PM-6:00PM</i>
1	Lecture - Introduction about UX - Educational setting (DRTA)		Briefing of the volunteers who will present articles marked by a * the next day NB. This segment will last one hour.
2	DRTA - (Hassenzahl&Tractinsky, 2006) - (Hassenzahl, 2008) - (Bevan, 2008)	DRTA - (Bargas-Avila&Hornbæk, 2011) - (Lallemant et al. 2015) - (Vermeeren et al. 2010)	Presentations of articles by volunteers - (Daaeand Boks, 2015) - (Grandi et al. 2017) - (Kieffer, 2017)
3		Test (30 questions)	Wrap-up NB. This segment will last one hour.

Overall teaching load: 15 hours



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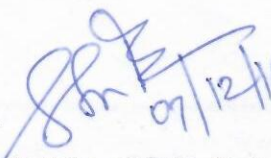
Directorate of International Relations
Visiting Professor Programmes

Details of Professor & Course:

Name of the Professor	Prof. Dr. Suzanne Kieffer (CV Attached)
University & Country	Université catholique de Louvain (UCLouvain), Belgium
Title of the Course	Rapid contextual design: <u>a first hands-on experience</u>
Department	Computer Science and Engineering
Dates of the Course	January 21 to 29, 2019
Total No. of Hours	50
No. of Credits	3
Category	Programme Elective
Course Content	Attached

Prepared by: 

Coordinator – Directorate of Intl. Relations

Forwarded by: 

Director – Directorate of Intl. Relations

HoD

Dean

Director (Academic)

Vice Chancellor

Course code: 1157CS951


Prof. Dr. techn. Koteswara Rao Anne
Director Academics

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S No	Stu_Id	Stu_Name	Stu_Degree	Stu_Branch	Course Code	Course Name	Stu_Subject_PassFail	Stu_Grade
1	VtU8416	AJEET KUMAR PATEL	B.Tech	CSE	1152CS175	Rapid Contextual Design	NE	NE
2	VtU7096	SURENDAR J	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	A
3	VtU7097	SARAVANA PRASAD M	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	A
4	VtU8105	GADDAM LAKSHMIVARDHAN	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	A
5	VtU8108	DONDAPATI ACHYUTH	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	S
6	VtU8109	BURRE SAIMANOJ	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	B
7	VtU8314	CHAGANTI YASWANTH KUMAR	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	S
8	VtU10313	KUNAL PRASAD	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	S
9	VtU6768	MOHAMED ASLAM M	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	S
10	VtU7192	SREEDHARAN A	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	B
11	VtU7199	YUVAN SAILESH G	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	B
12	VtU7143	HARIKARAN A	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	A
13	VtU7741	SYED KHAJA BADRUDEEN K	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	B
14	VtU7749	KALILUR RAHMAN A R	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	A
15	VtU7838	BOMMIREDDY SIVA NAGIREDDY	B.Tech	CSE	1152CS175	Rapid Contextual Design	Pass	S
16	VtU7020	PARVATHAREDDY PARTHASARADHI	B.Tech	CSE(NW&CS)	1152CS175	Rapid Contextual Design	NE	NE
17	VtU7055	KONIKI SAI PAVAN	B.Tech	CSE(NW&CS)	1152CS175	Rapid Contextual Design	NE	NE
18	VtU7293	PRISVIN DAVID.S	B.Tech	CSE(NW&CS)	1152CS175	Rapid Contextual Design	Pass	A
19	VtU7299	ANIRUDH VITTAL K A	B.Tech	CSE(NW&CS)	1152CS175	Rapid Contextual Design	Pass	B
20	VtU7992	KANDULA VASUDHAN VARMA	B.Tech	CSE(NW&CS)	1152CS175	Rapid Contextual Design	Pass	S
21	VtU8231	MANISH P	B.Tech	CSE(NW&CS)	1152CS175	Rapid Contextual Design	Pass	B
22	VtU8242	SURESH BALAJI A	B.Tech	CSE(NW&CS)	1152CS175	Rapid Contextual Design	Pass	C
23	VtU7360	GANGINENI SAI SATYA SRINIVAS	B.Tech	CSE(DA)	1152CS175	Rapid Contextual Design	Pass	S



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Professor's Feedback

Name & University	Prof. Dr. Suzanne Kieffer, Université catholique de Louvain, UCLouvain, Belgium
Course Title	Rapid Contextual Design: a First Hands on Experience
Training Program date	January 21 to 29, 2019
Course Duration	45 Hrs
Department	Computer Science and Engineering
No of Participants	20 students (2017- 2021)
Venue	Steve Jobs Hive

Your feedback about course offered (level of students, participation, arrangements, coordination etc.)

- Students: overall good level, strong motivation, and active participation
- Arrangements: good schedule, good infrastructure
- Coordination: good and efficient interaction with International Office staff. A temporary access to V-learn would be a plus to communicate with students, to post slides, to create assignments, to use peer-to-peer evaluation, etc.

Overall experience at Vel Tech

Overall experience at Vel Tech beyond my expectations, ranging from pragmatic aspects (accommodation, food, transfers, etc.) to interaction with people (students, faculty members, staff on campus/at guesthouse).

Would you like to visit Vel Tech again? Why?

Yes for the following reasons:

- Mercator agreement: seeking for sustainable funding solutions to support exchange students financially
- Scientific collaborations: seeking for funding, publications...
- Short course

Any other Suggestions:

A temporary access to V-learn would be a plus to communicate with students, to post slides, to create assignments, to use peer-to-peer evaluation, etc.



(Signature of Professor)



विजया बैंक
VIJAYA BANK

SUZANNE KIEFFER

वेलटेक इंजीनियरिंग कालेज शाखा, तमिलनाडु - 600062
VEL-TECH ENGINEERING COLLEGE, BRANCH TAMILNADU - 600062
IFSC: VIJB0003802

A/c Payee

VALID FOR 3 MONTHS ONLY FROM THE DATE OF ISSUE

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VEL TECH RANGARAJAN DR. SAGUNTHALA R AND D
INSTITUTE OF SCIENCE AND TECHNOLOGY

AUTHORIZED SIGNATORIES

04/12/2018

Payable at all our branches for transfer and clearing

Please sign above

⑈457600⑈ 600029026⑈ 380275⑈ 11



Vel Tech

Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Dr. S. Sivaperumal
Director International Relations

Date: 28 FEB 2019

Our Ref. No: 2018-2019/VF 74

Your Ref. No:

Name of the Professor: Prof. Dr. Suzanne Kieffer

University & Country: Université catholique de Louvain (UCLouvain), Belgium

Course Titles : Rapid contextual design: a first hands-on experience

Department : Computer Science and Engineering

Students : 2017-2021- 20 students

Program date : January 21 to 25, 2019

Sl.No	Description	Amount in INR	Amount in EURO
1	Course Honorarium (Rs.3000 * 45 Hrs) (Net Amount & Tax Free)	1,35,000	1644
	Total	1,35,000	1644

(Rupees One lakh thirty five thousand only)

In this regard, I request to transfer the amount in EURO to the following Account,

Account holder Name: Suzanne Kieffer

Bank Name: BELFIUS

Acc. No: BE11 0689 3050 3748

Bank Code: GKCCBEBB

Branch: LOUVAIN-LA-NEUVE

SWIFT Code: GKCCBEBB

Thank You

S. Sivaperumal

Dr. S. Sivaperumal
Director International Relations

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

No.42, Avadi - Vel Tech Road, Avadi,
Chennai, Tamil Nadu, Pincode - 600 062.
Landline : +91 44 2684 0262
Mobile : +91 96000 40255
Tollfree : 1800 3070 6949
Email : dint@veltech.edu.in
Website: www.veltech.edu.in

**CONVENTION ENTRE
L'ACADÉMIE DE RECHERCHE ET D'ENSEIGNEMENT
SUPÉRIEUR (ARES), SUZANNE KIEFFER
(UNIVERSITE CATHOLIQUE DE LOUVAIN) ET
KANAGACHIDAMBARESAN RAMASUBRAMANIAN
(VEL TECH RANGARAJAN DR. SAGUNTHALA R&D
INSTITUTE OF SCIENCE AND TECHNOLOGY)
CONCERNANT LA BOURSE DE MOBILITE ASEM-
DUO**

01. PARTIES CONTRACTANTES :

- » L'Académie de Recherche et d'Enseignement supérieur représentée par Monsieur Julien NICAISE, administrateur et dénommée ci-après l'ARES,
- » Madame Suzanne KIEFFER, de l'Université catholique de Louvain et Monsieur Kanagachidambaresan RAMASUBRAMANIAN, de Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology University, ci-après dénommés les bénéficiaires,

**02. INFORMATIONS CONCERNANT LES DEUX
BÉNÉFICIAIRES :**

- » Suzanne KIEFFER
 - » Rue Saint-Josse, 2, 1210 Bruxelles, Belgique
 - » 02/02/1977
 - » BE89 0634 3948 2985
 - » Belfius
 - » suzanne.kieffer@uclouvain.be
- » Kanagachidambaresan RAMASUBRAMANIAN
 - » No 64 Morai Anna Nagar, Morai, Avadi – 600055, Tamil Nadu, India
 - » 11/11/1988
 - » IBAN 380401141001113
 - » SWIFT code VIJBINBBEGM
 - » Bank of Baroda
 - » Adresse de la banque : Veltech University, 400 feet Outer Ring Road, Avadi, Chennai – 600062, India

» drgrkanagachidambaresan@veltech.edu.in

CONVENTION ENTRE L'ARES, SUZANNE KIEFFER ET KANAGACHIDAMBARESAN RAMASUBRAMANIAN CONCERNANT LA BOURSE
DE MOBILITE ASEM-DUO

ARES – ACADEMIE DE RECHERCHE ET D'ENSEIGNEMENT SUPERIEUR

/ 02 sur 6

03. CONVENTION :

03.1 / OBJET

La présente convention vise au financement par l'ARES, de la bourse de mobilité ASEM-DUO afin de couvrir les frais de déplacement internationaux, les indemnités journalières (*per diem*) des bénéficiaires et les frais de fonctionnement liés à la recherche, plafonnés au montant maximal de la bourse, repris au point 3.3.

Ce financement est octroyé suite à la sélection, par le Conseil d'Administration de l'ARES, du projet de recherche intitulé « teaching user-centered design with and without H5P : a comparative study about the smart campus » et en vue de l'exécution de ceux-ci.

03.2 / DURÉE DE LA CONVENTION

La présente convention entre en vigueur à la date de sa signature par la dernière des deux parties à la convention et vient à échéance suite à l'approbation par l'ARES des rapports finaux relatifs au projet.

03.3 / PÉRIODE ET DURÉE DU SÉJOUR

La durée du séjour de chaque bénéficiaire est fixée à 30 jours (un mois) mais peut être divisée en 2 séjours de 15 jours chacun.

Les séjours doivent avoir lieu entre le 1 août 2019 et le 31 août 2020.

03.4 / DISPOSITIONS BUDGÉTAIRES

Le montant maximal de la bourse s'élève à 5 000 Euros, à répartir entre les 2 bénéficiaires selon les termes définis au point 03.5.1 ci-dessous.

03.5 / MODALITÉS FINANCIÈRES

Après signature de la présente convention, l'ARES s'engage à verser, aux deux bénéficiaires de la bourse, sur les comptes indiqués au point 02. de la présente convention, le montant de la bourse selon les modalités reprises ci-dessous.

03. 5.1 / CLE DE REPARTITION DE LA BOURSE :

- » Premier bénéficiaire : Suzanne KIEFFER
 - » Montant de la bourse du premier bénéficiaire: 2000 €
- » Second bénéficiaire Kanagachidambaresan RAMASUBRAMANIAN

- » Montant de la bourse du second bénéficiaire : 3000 €

03. 5.2 / TITRES DE TRANSPORT¹

L'ARES procédera à l'achat des titres de transport (billets d'avion) des bénéficiaires dès que ceux-ci auront communiqué leurs dates finales de voyage.

- » Premier bénéficiaire : **Suzanne KIEFFER**
 - » Dates de départ et de retour : du 05/04/2020 au 18/04/2020
 - » En cas de second voyage, dates de départ et de retour : du 28/06/2020 au 11/07/2020
- » Second bénéficiaire **Kanagachidambaresan RAMASUBRAMANIAN**
 - » Dates de départ et de retour : du 16/05/2020 au 13/06/2020
 - » En cas de second voyage, dates de départ et de retour : du .././... au .././...

03. 5.3 / AU MOMENT DU DEPART DES BENEFICIAIRES

- » Au moment du départ de chaque bénéficiaire, l'ARES s'engage à verser à celui-ci, sur présentation d'une déclaration de créance, 80% du montant déterminé au point 03.5.1, déduction faite des frais de titres de transport déjà engagés.
- » Cette somme sera justifiée sur la base des indemnités journalières (*per diem*) et d'éventuels frais de fonctionnement liés à la recherche approuvés au préalable par l'ARES. Les montants éventuellement non justifiés seront remboursés à l'ARES.

03. 5.4 / A LA REMISE DES RAPPORTS FINAUX

- » L'ARES s'engage à payer à chaque bénéficiaire le solde de la bourse lui revenant (cf. article 03.5.1 de la présente convention), après la remise par celui-ci du rapport final visé ci-après, et à concurrence des montants dûment justifiés au titre de frais de déplacement, indemnités journalières ou frais de fonctionnement liés à la recherche.

03.6 / RAPPORTS FINAUX

- » Au plus tard deux mois après la fin du programme, les bénéficiaires s'engagent à remettre un rapport sur papier libre de 2 à 4 pages maximum qui fera état des résultats du projet dans le pays visé (programme effectué, conditions de séjour, suggestions, etc.). Ce document permettra également de mettre en lumière les atouts du programme suivi ainsi que les éventuelles faiblesses. Il servira de référence documentaire pour les futurs bénéficiaires.

¹ Dans des circonstances exceptionnelles, et uniquement avec son accord préalable, l'ARES procédera au remboursement des titres de transport (billets d'avion) sur présentation des factures originales et ce dès l'achat de ceux-ci.

03.7 / RÉFÉRENCE A L'ARES

- » Le maintien de la subvention du projet est conditionné à la mise en évidence de la contribution de l'ARES. Les bénéficiaires s'engagent par conséquent à :
 - » Mettre l'ARES en évidence en tant que partenaire financier du projet à l'occasion de toute publication ou communication (rapport, article, monographie, communication lors d'un colloque, film, site web, communiqué de presse, etc.) qui serait faite dans le cadre ou à la suite du projet, dans tous les cas possibles, publication visible des logos appropriés ;
 - » Mettre l'ARES en évidence en tant que partenaire financier du projet à l'occasion de quelque événement se tenant dans le cadre ou à la suite du projet : atelier de restitution, colloque, inauguration d'installations, etc. ;
 - » Fournir à l'ARES 3 exemplaires de toute publication avec numéro d'enregistrement (ISBN, ISSN) réalisée dans le cadre du projet ;
 - » Répondre aux sollicitations éventuelles de l'ARES pour toute présentation publique du projet, par exemple sous la forme d'un article publié sur le site internet de l'ARES ou d'une présentation orale lors d'une séance organisée par l'ARES.

03.8 / RESPECT DE LA VIE PRIVÉE

- » Les données à caractères personnelles sont conservées par l'ARES le temps nécessaire au traitement du dossier.
- » Ces données sont traitées dans le plus strict respect de la loi du 30 juillet 2018 relative à la protection des personnes physiques à l'égard des traitements de données à caractère personnel et, plus spécifiquement, du Règlement (UE) 2016/679 du Parlement européen et du Conseil du 27 avril 2016 relatif à la protection des personnes physiques à l'égard du traitement des données à caractère personnel et à la libre circulation de ces données (RGPD).
- » Les bénéficiaires disposent, par ailleurs, des droits suivants :
 - » Le droit à l'information,
 - » Le droit d'accès aux données,
 - » Le droit de rectification,
 - » Le droit à l'effacement des données (si et seulement si les données ne sont plus utiles à l'ARES pour assurer un traitement adéquat).

03.9 / TRIBUNAUX COMPÉTENTS

Tout litige relatif à l'exécution de la présente convention est de la compétence exclusive des tribunaux de l'arrondissement judiciaire de Bruxelles.

03.10 / DISPOSITION FINALE

En cas de non-respect par les bénéficiaires de la bourse ASEM DUO des obligations prévues dans la présente convention, l'ARES se réserve le droit de demander le remboursement total ou partiel des sommes déjà versées par elle.

Fait à Bruxelles, le, en trois exemplaires, chacun des signataires déclarant en avoir reçu un exemplaire.

Julien NICAISE,
Administrateur de l'ARES

Suzanne KIEFFER,
Université Catholique de Louvain



Kanagachidambaresan RAMASUBRAMANIAN,

Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology University

