OFF YOU GO!
EXCHANGE OPPORTUNITIES ABROAD 2020-2021

Broden your horizon

UHASSELT
INTERNATIONAL
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Dear Student,

International orientation is an important basic skill for students, researchers and staff. Hasselt University wants its graduates to be easily employable in a specific professional context and good at adapting to changing situations, market demands and professional orientations in a context of increasing globalisation, as the organisations that our graduates join are often active internationally. Hasselt University therefore offers its students a broad academic training with an emphasis on a wide range of employability skills. Within this package, international experience is important.

Hasselt University encourages its students to participate in various international programmes, as we have found that these help our students to develop international skills and acquire an open worldview. These competences are situated on different levels. At the academic level, contact with education and research at a foreign institution can be an eye-opener. It leads to a broadening of your knowledge in your own field and stimulates innovativeness. Additionally, you will acquire important skills at a personal level, including independence, self-confidence and improved language, communication and interpersonal skills. Finally, a foreign experience is also an important asset in the globalised employment market.

Hasselt University offers you the opportunity to gain experience abroad as part of your education. If you are interested in a study stay or internship abroad, read this brochure carefully. Besides a presentation of the various scholarship programmes (including Erasmus, Erasmus Belgica and others) and the standard procedures, this brochure also contains a more practical section. The aim is to give you the chance to prepare for your stay abroad as effectively as possible. If you would like even more information, you are always welcome to call in at the International Office.

We wish you every success and a highly educational experience abroad!

The International Office
“An experience abroad? I would recommend it to anyone! If you spend a period abroad, it will broaden your outlook on life. Your world grows bigger, and you can brush up on your language skills as you go and make some great contacts. Besides its value from the career viewpoint, I regard that as the greatest benefit of any international experience!”

Wiebke Janssen, a German doctoral graduate, has conducted research at IMOMEC-IMO (UHasselt).
TIES ON OFFER DURING YOUR STUDIES AT HASSELT UNIVERSITY
I. STUDY STAYS

Would you like to bid farewell to the Hasselt University lecture halls for a while and gain some international experience? Hasselt University offers you the opportunity during your studies to take a number of programme components at a partner university.

All exchange programmes are based on the same principles:
• they are arranged exclusively with partner universities, meaning one with which Hasselt University or your faculty has concluded a cooperation agreement;
• the exchange is integrated in your degree programme, and is therefore (in principle) not an extension of your studies;
• you will receive academic recognition for the period you study abroad for your Hasselt University degree. This means that you will be required to draw up a study/internship programme in advance which you will follow at the host institution, to be submitted to your faculty for approval;
• you have registered for a degree contract at Hasselt University, i.e. for a study programme which leads to a degree. This ensures you are exempted from paying the registration fees at the host institution;
• you will receive organisational and administrative support from Hasselt University and your host institution with matters such as your reception, social integration and activities and so on.
Within Europe

Hasselt University has entered into cooperation agreements with numerous leading higher education institutions in Europe in order to give its students the opportunity to take programme components there under an exchange scheme. Below we provide a brief overview of the most important exchange programmes.

Erasmus+

Erasmus is a European Union programme that aims to improve the quality and ‘European dimension’ of higher education through various activities, including student mobility. In 2018-2019, 73 UHasselt/tUL students took part in the Erasmus study programme. They followed programme components for several months at 40 different partner universities.

WHICH COUNTRIES ARE ELIGIBLE?
• The European Union member states
• North Macedonia, Iceland, Liechtenstein, Norway, Serbia, Turkey

However, you can only go to a partner institution with which Hasselt University has concluded a cooperation agreement. For more information, contact the internationalisation coordinator of your faculty/programme (see p. 31).

WHO IS ELIGIBLE?
All nationalities are eligible. To participate in an exchange programme, students must be enrolled at Hasselt University. Each programme determines for itself at which level (Bachelor-Master-PhD) a study stay abroad is possible. Contact the internationalisation coordinator of your faculty/programme for more details or visit our website: www.uhasselt.be/application-and-conditions

“Sabanci University in Istanbul is the best place for international students. All courses are taught in English and there are more than 50 different student clubs, a nice sports centre, a health centre with 24/7 service and the Performing Arts Centre with concerts and plays.”

Tugce Akkas, Erasmus exchange student from Sabaci University, Turkey
DURATION
The permitted length of an Erasmus study stay ranges from a minimum of three months (ninety days) to a maximum of one academic year. Each programme determines the length and the semester of the study stay abroad for its students. Contact the internationalisation coordinator of your faculty/programme for more details.

MOBILITY SCHOLARSHIP
Hasselt University offers its students the possibility to apply for an Erasmus scholarship. You have to apply for a scholarship by 30 May 2020 at the latest. You can find the application procedure on the website: www.uhasselt.be/erasmusgrant

The Erasmus scholarship is intended as a financial contribution towards the additional expenses of a foreign stay. It is not meant to cover the full cost of the stay abroad. As mentioned above, you are exempt from registration fees at the host institution; you are of course required to register and pay registration fees at Hasselt University. If you receive a student grant from the Flemish Community, this will simply continue during your stay abroad.

“To me, my Erasmus exchange was a once in a lifetime experience. Not only did it gave me the chance to develop myself, I also discovered a lot about myself. Besides that, I had the opportunity to meet wonderful people from all over the world. I would definitely recommend an Erasmus exchange for everybody!”

Julie Tytgat, biology student, Erasmus study at the University of Eastern Finland
The amount of the Erasmus scholarship is not freely determined by Hasselt University and may change from year to year. For the latest information, visit www.uhasselt.be/erasmusgrant.

The full scholarship amount will be disbursed in two payments. It is important in this connection for your study programme abroad to be approved by Hasselt University. A first payment (70%) can only be made when you have fulfilled all administrative requirements. The remaining 30% will be paid upon your return, once all the required documents have been submitted.

You can go on Erasmus several times, but you can only receive scholarships for mobility periods totalling a maximum of 12 months per cycle (Bachelor, Master, PhD).
ERASMUS BELGICA

Erasmus Belgica is a partnership between the Flemish, French and German speaking Communities of Belgium aimed at improving mobility and cooperation between them. Students in higher education can take part of their education at a university or university college in another Community for a minimum of three and a maximum of twelve months. The idea is to give students a chance to integrate into the language and culture of another of the Communities of Belgium through their studies.

The application and selection procedures at Hasselt University are the same as for the Erasmus programme.

Hasselt University offers its students the possibility to apply for an Erasmus Belgica scholarship. The application process is the same as for the Erasmus programme. You have to apply for a scholarship by 30 May 2020 at the latest. You can find the application procedure on the website: www.uhasselt.be/erasmusgrant

In principle, every student within the Erasmus Belgica programme receives a one-off scholarship of €100, regardless of the distance travelled. In addition, an allowance of €100 per month is granted to students who can prove that they pay ‘subsistence costs’ for the duration of their studies at the host institution. To do this you must submit a copy of the lease to the Student Administration at Hasselt University. Note that this monthly allowance is only paid for the duration of the study period in the other Community, regardless of any longer period specified in the lease.

There is no interference with the European Erasmus programme. If you have already taken part in an Erasmus exchange or wish to do so later, you can still participate in Erasmus Belgica and obtain a scholarship.
Outside Europe

Exchanges outside Europe take place within the framework of a cooperation agreement concluded by Hasselt University or your faculty with a university abroad\(^1\).

WHO IS ELIGIBLE?
To participate in an exchange programme, students must be enrolled at Hasselt University. Each programme determines by itself at which level (Bachelor-Master-PhD) a study stay abroad is possible. Contact the internationalisation coordinator of your faculty/programme for more details or visit our website: www.uhasselt.be/application-and-conditions.

DURATION
Each programme determines the length and the semester of the study stay abroad for its students. Normally, you will stay at the host institution for one semester. The academic calendars of the countries concerned vary considerably. In some countries, the academic year starts as early as August.

MOBILITY SCHOLARSHIP
Scholarships are available for study abroad stays outside of Europe. However, the distribution of the scholarships is a competitive selection process. You have to apply for a scholarship by 10 March 2020 at the latest. You can find the information and application procedure on our website: www.uhasselt.be/erasmusgrant

Furthermore, you are exempted from registration fees at the host university. This is a significant contribution, given that registration fees at universities outside Europe can be as high as US$20,000 per year.

\(^{1}\) With various institutions, including Princess Sumaya University for Technology (Jordan), Bishop’s University Lennoxville (Canada), University of Macau (Macau), Mackenzie Presbyterian University (São Paulo, Brazil), Foreign Trade University (Vietnam), Cape Peninsula University of Technology (South Africa), National Chiao Tung University (Taiwan), Hong Kong Design Institute (Hong Kong), University of Michigan-Flint (US) and many more. Contact the internationalisation coordinator of your faculty/programme for more information.
“The Federal University of Paraná, the partner university of UHasselt in Brazil, is the oldest university in Brazil and symbol of Curitiba, capital of the state of Paraná. There are around 2,400 universities or colleges of higher education spread across the country and the Federal University of Paraná is ranked eighth. Therefore, it is a great opportunity for the UHasselt students to study in the one of the best universities in Brazil and at the same time visit a vast country full of cultural richness.”

Benício Daniel Barreto, exchange student from the Federal University of Paraná, Brazil
II. Internships

Businesses are focusing more and more on the international market and you are increasingly likely to work with foreign colleagues. By doing your internship abroad you can combine the benefits of an experience abroad with those of an experience of the world of work. This combined experience will definitely prove an asset when you come to apply for jobs.

Some programmes\(^2\) have made provision in their curriculum for an internship or a period during which you can study for your Master’s thesis abroad. In contrast to study opportunities, internships are not always predetermined. Students have the chance to find their own internship – either within or outside Europe. Finding an internship is not easy, but this freedom means you can find a place that matches your interests and career orientation perfectly. For advice, contact your programme’s internationalisation coordinator.

\(^2\) including biomedical sciences, transportation sciences, rehabilitation sciences and physiotherapy, architecture and industrial sciences.
Within Europe

Some programmes have a fixed choice of internships within Europe. Often, though, internships are not predetermined, and you have the opportunity to look around for one that matches your interests and career orientation.

Depending on the length of your internship, you can participate in specific exchange programmes and apply for a mobility scholarship. Below we give a brief overview of the main exchange programmes.

**ERASMUS**

Within the Erasmus programme, it is possible to do an internship abroad or combine your Erasmus study stay (i.e. attend programme components) with an internship. In 2018-2019, 24 UHasselt/tUL students took part in the Erasmus internship programme.

**WHICH COUNTRIES ARE ELIGIBLE?**
- The European Union member states
- North Macedonia, Iceland, Liechtenstein, Norway, Serbia, Turkey

As a bilateral agreement does not have to be concluded with the partner institution, the choice is wider than for an Erasmus study stay.

**WHO IS ELIGIBLE?**

All nationalities are eligible. To participate in an Erasmus internship programme, students must be enrolled at Hasselt University. Each programme determines by itself at which level (Bachelor-Master-PhD) an internship abroad is possible.

Contact the internationalisation coordinator of your faculty/programme for more details or visit our website: [www.uhasselt.be/application-and-conditions](http://www.uhasselt.be/application-and-conditions).
DURATION
The permitted length of an Erasmus internship varies from a minimum of 60 days to a maximum of 12 months. If the internship ties in with your Erasmus study stay abroad, the internship can be shorter. An internship week consists of five working days of approximately eight hours.

Each programme determines the length and the semester of the internship stay abroad for its students.

MOBILITY SCHOLARSHIP
Hasselt University offers its students the possibility to apply for an Erasmus scholarship. You have to apply for a scholarship by 30 May 2020 at the latest. You can find the application procedure on the website: www.uhasselt.be/erasmusgrant

The Erasmus scholarship is intended as a financial contribution towards the additional expenses of a foreign stay. It is not intended to cover the full cost of the stay abroad. If you receive a student grant from the Flemish Community, this will simply continue during your stay abroad.

The amount of the Erasmus scholarship is not freely determined by Hasselt University and may change from year to year. For the latest information, visit www.uhasselt.be/erasmusgrant.

The full scholarship amount will be disbursed in two payments. It is important in this connection for your study programme abroad to be approved by Hasselt University. A first payment (70%) can only be made when you have put all the documents in order. The remaining 30% will be paid upon your return, once all the required documents have been submitted.

You can go on Erasmus several times, but you can only receive grants for mobility periods totalling a maximum of 12 months per cycle (Bachelor, Master, PhD).

“During my last year of the rehabilitation sciences and physiotherapy programme, I had the opportunity to do an internship abroad at the Medical Park in Berlin. I grabbed this opportunity with both hands and never regretted it! To be able to do an internship abroad is an amazing opportunity, during which you can learn so much on so many levels.”

Charly Keytsman, a student of rehabilitation sciences and physiotherapy, did an internship at Medical Park Berlin, Germany
ERASMUS BELGICA

Erasmus Belgica is a partnership between the Flemish-, French- and German-speaking Communities of Belgium aimed at improving mobility and cooperation between them. The internship lasts a minimum of two and a maximum of twelve months and is completed in a company or organisation in the French- or German-speaking Community. The internship can be combined with a study stay at a university in Wallonia or Brussels. An internship week consists of five working days averaging eight hours. The application and selection procedures at Hasselt University are the same as for the Erasmus programme.

Hasselt University offers its students the possibility to apply for an Erasmus Belgica scholarship. The application process is the same as for the Erasmus programme. You have to apply for a scholarship by 30 May 2020 at the latest. You can find the application procedure on the website: www.uhasselt.be/erasmusgrant

In principle, every student within the Erasmus Belgica programme receives a one-off scholarship of €100, regardless of the distance travelled. In addition, an allowance of €100 per month is granted to students who can prove that they pay ‘subsistence costs’ for the duration of their internships. To do this you must submit a copy of the lease to the Student Administration at Hasselt University.

Note that this monthly allowance is only paid for the duration of the study period in the other Community, regardless of any longer period specified in the lease.

There is no interference with the European Erasmus programme. If you have already taken part in an Erasmus exchange or wish to do so later, you can still participate in Erasmus Belgica and obtain a scholarship.
“For me, the greatest benefit of this internship is certainly not progress of a purely academic nature as a computer scientist. First and foremost, this experience has changed me as a person. I have started seeing the world in a different, more critical fashion.”

Robin Marx, Computer Science alumnus and founder of LuGus Studios, did an internship at the Washington Center.

### Outside Europe

Some programmes have a fixed choice of internships within Europe. Often, though, internships are not predetermined, and you have the opportunity to look around for one that matches your interests and career orientation. Depending on the content of your internship, you can participate in specific exchange programmes and apply for a mobility scholarship.

**Mobility scholarship**

Scholarships are available for internships outside of Europe. However, the distribution of the scholarships is a competitive selection process. You have to apply for a scholarship by **10 March 2020** at the latest. You can find the information and application procedure on our website: www.uhasselt.be/erasmusgrant
INTERNERSHIP AT THE WASHINGTON CENTER

The Flemish Community has concluded a cooperation agreement with the Washington Center for Internships and Academic Seminars that enables students to pursue a programme³ that consists mainly of an internship in a public, private or non-profit organisation in Washington.

WHO IS ELIGIBLE?
To participate in the internship programme, students must be registered at Hasselt University and have achieved good results. Each degree programme determines at what level (Bachelor-Master-PhD) participation is possible in this programme.

DURATION
The internships last 15 weeks.

MOBILITY SCHOLARSHIP
The Flemish Department of Education and Training offers scholarships of €9,000 for the registration fees. Students from disadvantaged groups receive a scholarship of €12,000. The other costs associated with the internship, including travel, visa, accommodation, etc. are not covered by the scholarship.

“This internship was one of the most amazing experiences of my life! Doctors, residents and students were so passionate to teach us about medicine, but also about their culture, religion, society, education, traditions,... They gave us the opportunity to get to know the Indian culture in a completely different way than as a tourist. The internship changed me as a person, made me even more open-minded and gave me friends for life!”

Sara Smeets, medicine student, did an internship at the Mahatma Gandhi University of medical sciences and technology in India

³ The topics covered include arts, business, information technology, global trade, management, law and criminal justice.
INTERNSHIP OR RESEARCH IN THE SOUTH (TRAVEL GRANTS)

As part of your Master's thesis or internship you can also go to a developing country. In consultation with your supervisor/internship coach, you can look at which topics/internships may be eligible and look around for an organisation or host institution in the South that will support your stay. You can apply for a travel grant for this purpose.

WHICH COUNTRIES ARE ELIGIBLE?
You can apply for a travel grant to a destination in the South (Latin America, Asia and Africa). For more information, visit www.uhasselt.be/zuidbeurzen

WHO IS ELIGIBLE?
Each programme determines at which level (Bachelor-Master) a foreign internship is possible.

DURATION
You will stay for a minimum of four weeks in the South. There is no maximum duration. However, each programme determines the length and the semester of the stay abroad for its students.

MOBILITY SCHOLARSHIP
The travel grant consists of a maximum amount of €1,000.

The distribution of the scholarships is a competitive selection process. You have to apply for a scholarship by 10 March 2020 at the latest. You can find the information and application procedure on the website: www.uhasselt.be/erasmusgrant
III. Summer Schools

If you don’t want to go abroad for a longer period, you can opt for a summer school. That way, you can also incorporate a stay abroad in your curriculum.

Some programmes award credits under certain conditions for the successful completion of such a course.

Students of the faculty of Business and Economics who are registered in the academic year 2019-2020 at Hasselt University can participate in a summer school at Wroclaw University of Economics (Wroclaw, Poland), the University of Almeria (Almeria, Spain), Lappeenranta-Lahti University of Technology (Lappeenranta/Lahti, Finland), or Princess Sumaya University for Technology (Amman, Jordan). For both bachelor as well as master students the credits obtained from these summer schools count as optional courses. The course themes and dates will be agreed upon a later date with the partners concerned.

Every year, the Faculty of Law provides an up-to-date and fairly detailed overview of Summer Law Schools at European universities. Students are encouraged (but not required) to participate in these courses. For the moment, no credits are awarded for them.

For more information, contact the internationalisation coordinator of your faculty/programme.

“Looking for an interesting summer school in statistics abroad? The summer school at the University of Washington organized by the Summer Institute of the Department of Biostatistics is 100% my recommendation to you. It will bring you a very intuitive introduction to theory to practical sections with hands-on tasks to practice what you have learned. It is also a nice opportunity to meet with students from different background and research interests all over the world.”

Thao Mai Phuong Tran, doctoral student in Statistics, did a summer school at Washington University
APPLICATION AND SELECTION PROCEDURE

Conditions for participation
You must conclude a degree contract for the relevant academic year (i.e. 2020-2021). Each programme determines for itself at which level (Bachelor-Master-PhD) students can go abroad. For more information, contact the internationalisation coordinator of your faculty/programme.

Application
You can apply for a foreign study or internship stay via your student file. The deadline for application (I want to go abroad) is 20 February 2020.

To apply for scholarships and grants you will need to submit an additional application. For more information, please contact the International Office or find more on information on the website: www.uhasselt.be/erasmusgrant

Selection procedure
The selection procedure operates via your faculty. For more information, contact the internationalisation coordinator of your faculty/programme.

4 Exception: for summer schools, the application should be made directly to the faculty/programme concerned.
GETTING READY
Sickness and accident insurance

Hasselt University has arranged a number of insurance policies for its own regularly enrolled students:

- accident insurance for medical expenses in the event that students are involved in an accident in which they are physically injured in the course of university activities or on their way to and from university activities;
- a ‘general civil liability’ policy to cover cases where students cause harm or damage to third parties in the course of university activities;

Like all insurance policies, the above contain conditions, limitations and exclusions. The following supplementary insurance may be advisable if you go abroad in connection with your studies:

- ‘private civil liability’, also known as ‘family insurance’: for activities during the private part of your stay abroad, during weekends, evenings, etc., for example for damage caused to third parties on the road as a pedestrian or cyclist, damage caused to third parties during leisure activities, etc.; for this insurance you must contact an insurer of your own choice.
- fire insurance for your rented room;
- hospitalisation insurance: for this insurance you must contact an insurer of your own choice;
- travel insurance: for this insurance you must contact an insurer of your own choice.

Before going abroad, it is also recommended that you contact your health insurance fund regarding statutory health insurance abroad, the European health insurance card and medical travel insurance. See also the website www.reisgeneeskunde.be to find out whether you need specific vaccinations and to seek medical advice. Before leaving, it is advisable to consult the travel advice issued by the Ministry of Foreign Affairs at http://diplomatie.belgium.be/nl/Diensten/Op_reis_in_het_buitenland/reisadviezen/.

We also strongly advise you to register your trip before departure on the website of Foreign Affairs: https://travellersonline.diplomatie.be/
Accommodation

Some host institutions provide accommodation. Other partner institutions provide temporary accommodation on arrival, and offer help in finding a room. At other universities, visiting students are expected to find accommodation themselves. These institutions confine themselves to giving some practical help.

If you need to find accommodation yourself, it is advisable to obtain information in advance from previous generations of exchange students from Hasselt University and/or exchange students from the universities concerned who are currently present on our campus. Through the website www.esn.org you can get in touch with other Erasmus students who can assist and advise you. Additional information about accommodation can also be found on the websites www.uniplaces.com, www.erasmusu.com, www.studentinn.com, www.housinganywhere.com and www.spotahome.com.

If you are renting a student accommodation in Belgium during your stay abroad and have a contract for at least eight months, you can obtain a living allowance for this accommodation for the entire academic year. More information can be obtained from the Hasselt University student facilities office.

Going abroad and want to sublet your room? Contact the Hasselt University student facilities office.

Introductory days and cultural activities

A few days before the start of the academic year, most host institutions organise introductory days to inform you about the institution, the campus, the environment and the education system.

Often, host institutions arrange various cultural activities for their guest students, both during these introductory days and afterwards, such as cultural excursions in the local region.

Activities are often also arranged to help you integrate into the student group.

Language preparations

If you want to improve your language skills before going abroad, we advise you to take a course at a language institute before you leave. Sometimes you can also attend a language course at the host institution, just before the start or during the first few weeks of your stay. If you have to pay registration fees for this course, you can apply for a (partial) reimbursement (max. €100).

For students who go abroad with the Erasmus programme, the European Commission has developed specific online language courses. For more information, contact the International Office.

Residence permits and registration requirements

When you go abroad, you usually need documents to enter the country and residence documents in order to be legally allowed to stay for a certain period and for a specific reason. For these documents, contact your municipal authority (population service) or the embassy or consulate of the country where you are going. Most of these are based in or near Brussels. The address list can be found at www.diplomatie.belgium.be.
EU member states and EFTA countries:
Under the principle of the free movement of persons within EU member states and EFTA countries, the possession of an identity card is normally the only formality required when crossing a border within the European Union.

If your (Erasmus) stay lasts more than three months, you must report to the city population service of your destination for entry in the register of foreigners. This is really only a formality for EEA nationals.

It means that on your arrival (within a week) you must register with the local authorities, i.e. the municipality authorities and/or local police. You will be asked for the following documents:

- Your identity card or passport
- Your insurance documents (your European Health Insurance Card and/or additional insurance from your health insurance fund or private insurer)
- An exchange certificate in English
Outside the EU member states and EFTA countries:

Outside the EU member states and EFTA countries, each country has different entry and residence regulations. Usually you will need a specific visa and/or residence permit, depending on the nature and duration of your stay. For this you need to pay a visit while still in Belgium to the embassy or consulate of the country where you want to go. Make enquiries in good time, possibly at first via the website or by phone, because you may need to arrange a lot of additional documents before you can obtain the right visas and residence permits. Through the Federal Public Service Foreign Affairs website [www.diplomatie.belgium.be](http://www.diplomatie.belgium.be) (reisdocumenten) you can check the official websites of each country and thus be somewhat better prepared for your visit to the embassy. You will find the latest information there.

Note that if you wish to travel to a non-EU country from your European host country, you will need an international passport and possibly a visa. Make sure to apply for these in good time, as the process can take a while. It is your responsibility to arrange the necessary documents. If anything is unclear, you can always consult the Student Facilities Office or the International Office.
Learning Agreement

You will receive full academic recognition for the results of your studies abroad. Full academic recognition means that the period of foreign study or internship (including exams or other forms of assessment) replaces a comparable period of study or internship at the home university (including exams or other forms of assessment), despite the fact that the content of the agreed study programmes may be different.

In an effort to achieve this full academic recognition, the European Commission launched the European Credit Transfer System (ECTS). ECTS credits assign a numerical value (between 1 and 60) to each course to describe the study load it involves.

In order to obtain this academic recognition, it is essential to make clear agreements before you leave with the internationalisation coordinator of your faculty/programme about your course of study (the Learning Agreement for studies) or internship programme (the Learning Agreement for traineeships) – and the subsequent recognition of the study results you achieve.

In principle, your study or internship programme as an exchange student must be approved by your programme before you go abroad.

If changes to your study or internship programme prove necessary after you have arrived at your host institution, you should contact the internationalisation coordinator of your faculty/programme as soon as possible. These documents must be formally approved by the internationalisation coordinator of your faculty/programme no later than one month after the start date of your study or internship period at the host institution.

Scholarship contract - student agreement (if applicable)

Every exchange student who is awarded a particular scholarship (Erasmus, Erasmus Belgica etc.) will receive a contract before departure recording the details of the study stay and the scholarship amount and describing rights and obligations. This must be signed before departure.
It is advisable to contact your faculty occasionally during your study stay or internship abroad.

The Student Administration will probably also write you occasionally by email regarding your file. Bear in mind that we only work with your Hasselt University email address.

**Transfer of credits and academic recognition (in the case of a study stay)**

Most countries have different exam and grading systems. Evaluation and grading take places according to the host university’s system. With this in mind, a conversion system has been devised within the ECTS scheme so that foreign study results can be incorporated by the examination board into the student’s final result at Hasselt University.

By contrast with standard practice at Hasselt, the results of the first semester are often only released by the host institution at the end of the academic year. Your results for the first semester may therefore only be known considerably later than for students who have not gone abroad.

Once your results are known, you will receive a transcript of records (TOR) stating:
- the programme components completed abroad;
- the grade at the host university;
- the grade at Hasselt University for these programme components;
- the number of credits recognised by Hasselt University for each programme component.

At the end of your study career, in addition to your diploma you will receive a diploma supplement containing information about your study abroad. This is important for job applications later on.

**Submission of proof of registration at the host institution**

One month at the latest after your return to Hasselt University, you need to upload a certificate of attendance with the host institution into your student file. The start and end dates of your study or internship period must be indicated on this document.

If you have taken a language course and would like a financial contribution towards the fees, you also need to upload a receipt and certificate in your student file.
Reporting

Every student who has been abroad is expected to submit in good time the necessary documents and (if applicable) reports and to cooperate with surveys and other types of reporting that may be organised. If your cooperation is required, the Student Administration or the International Office will contact you about this.

We would also appreciate it if you promote Hasselt University in your contacts with local students (and lecturers). To provide them with accurate information, you can use the English language website of Hasselt University. As well as all kinds of practical information for visiting students, this also contains descriptions of Hasselt University, the faculties and all programme components taught there.

Do you want to share your experience with others? Your stories, testimonials, photos and so on will be greatly appreciated at the International Office.
For general information about studying and internships abroad during or after your studies, you can always contact the International Office or international coordinator of your faculty/programme:

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