



Traineeship abroad

Destinations: Within EU

International Office
Laurien Stuvers



UHASSELT

KNOWLEDGE IN ACTION

Outline (Blue = grant administration)

▪ **Before departure**

- Learning agreement for traineeship
- Practical arrangements
- Grant application (Google form)
- OLS Language test 1 (exception: language of traineeship = native language)
- Grant agreement → Min. 60 days!

▪ **During your stay**

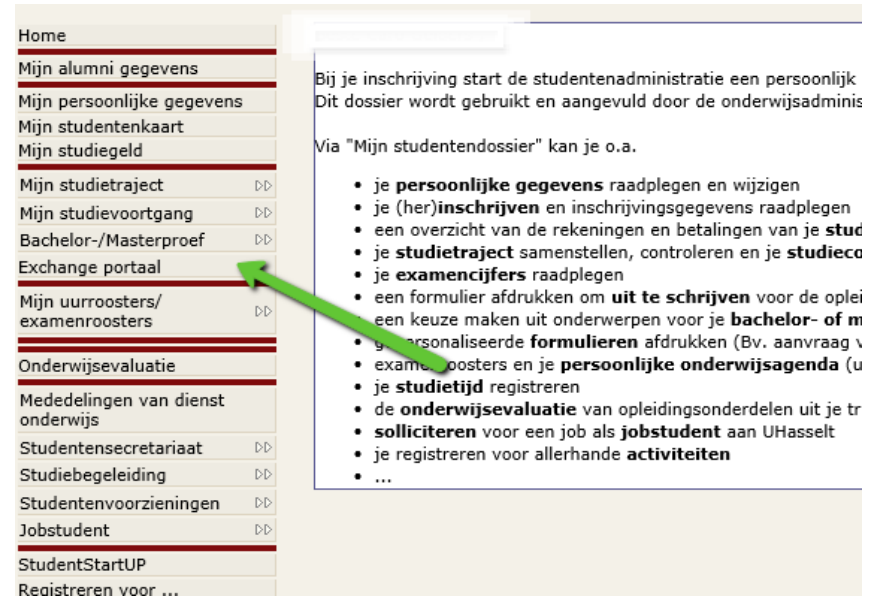
- Modification of learning agreement for traineeship if necessary

▪ **Upon return**

- Statement of the home institution
- Learning agreement for traineeship after mobility
- Testimonial
- Language course certificate (if applicable)
- OLS language test 2 (exception: language of traineeship = native language)
- Survey

Before departure

Complete required documents through
'**Exchange Portal**' in your student file
(internship agreement, [grant agreement](#),
Registration @UHasselt)



The screenshot shows a student portal interface. On the left is a vertical menu with the following items: Home, Mijn alumni gegevens, Mijn persoonlijke gegevens, Mijn studentenkaart, Mijn studiegeld, Mijn studietraject, Mijn studievoortgang, Bachelor-/Masterproef, Exchange portaal, Mijn uurroosters/examenroosters, Onderwijsevaluatie, Mededelingen van dienst onderwijs, Studentensecretariaat, Studiebegeleiding, Studentenvoorzieningen, Jobstudent, StudentStartUP, and Registreren voor ... A green arrow points from the 'Exchange portaal' menu item to a text box on the right.

Bij je inschrijving start de studentenadministratie een persoonlijk Dit dossier wordt gebruikt en aangevuld door de onderwijsadminis

Via "Mijn studentendossier" kan je o.a.

- je **persoonlijke gegevens** raadplegen en wijzigen
- je (her)**inschrijven** en inschrijvingsgegevens raadplegen
- een overzicht van de rekeningen en betalingen van je **stud**
- je **studietraject** samenstellen, controleren en je **studieco**
- je **examencijfers** raadplegen
- een formulier afdrukken om **uit te schrijven** voor de oplei
- een keuze maken uit onderwerpen voor je **bachelor- of m**
- gersonaliseerde **formulieren** afdrukken (Bv. aanvraag v
- exameroosters en je **persoonlijke onderwijsagenda** (u
- je **studietijd** registreren
- de **onderwijsevaluatie** van opleidingsonderdelen uit je tr
- **solliciteren** voor een job als **jobstudent** aan UHasselt
- je registreren voor allerhande **activiteiten**
- ...

Exchange Portal

- Location for application for traineeship abroad
- Overview of previous and current traineeship exchange files
- 'Info': links to important information

Exchange portaal

Study	Traineeship	Info
Kandidaatstelling voor study	Kandidaatstelling voor traineeship	Uhasse! Internationalaal
Stel u kandidaat voor academiejaar:	Stel u kandidaat voor academiejaar :	
2018-2019	2018-2019	
Mijn study dossier	Mijn traineeship dossier	
2017-2018 Cape Peninsula University of Technology	U heeft geen traineeship dossier	

Learning agreement for traineeship

- **Download from** your UHasselt **student file** (take care: ask your departmental coordinator)
- **Complete** the learning agreement for traineeship **together with the departmental coordinator** internationalisation **and** with your **host institution/traineeship mentor/host company**. Make sure every party signs the document (scanned signatures are OK)
- **Upload** the signed internship agreement **in** your **student file before departure**
- Don't forget to compose your UHasselt study programme after re-registration (before 21 September) at Hasselt University **by 15 October at the latest**. **You only have to register for the subjects that you will follow at Hasselt University!!**

Grant agreement (only in case of a scholarship)

- Available in your student file after you meet all the prerequisites and your re-registration @UHasselt for 2021-2022
- Complete and sign the grant agreement. Upload the completed scanned or digital **grant agreement [via this LINK](#)**. **DEADLINE: One month before start date!!**
- **!!Check the contract period carefully:**
 - ✓ Start date: day that you have to be at the host institution/host company for traineeship reasons or start date of the language course, orientation day, ...
 - ✓ End date: last day that you have to be present host institution/host company for traineeship reasons
 - ✓ Once handed in, this can't be changed, so it is very important that the dates are correct.
 - ✓ If you have to stay longer than mentioned on your grant agreement, **you MUST ask for a prolongation of your stay at least 1,5 month before the official end of your traineeship**. You can do this [via this link](#) as soon as it is known. The grant can change (if possible), but your prolonged stay will be registered for insurance reasons



The grant will be paid in 2 instalments:

- ✓ 70% before your stay
- ✓ 30% after your return

Practical arrangements **(own responsibility)**

▪ Insurance

→ What do you have to do?

- ✓ Health Insurance
 - Check the mutuality + request the European Health Insurance Card
 - Additional insurances are recommended (hospitalization insurance, travel insurance, ...)

→ What's included in the accident insurance of UHasselt?

- Physical injuries (in the framework of **university activities only** or on the way to/back from the university activities!)
- Civil liability (in the framework of **university activities only!**)

Additional insurances are recommended!

(travel insurance including repatriation, civil liability insurance and health insurance, etc.
=> contact your insurance broker!)

Practical arrangements **(own responsibility)**

▪ Safety

- ✓ Check the travel advice on <http://diplomatie.belgium.be>
- ✓ Take the contact details of the Belgian embassy/consulate with you
- ✓ Register your trip on <https://travellersonline.diplomatie.be/>

▪ Travel documents

- ✓ Passport for Belgian students
- ✓ Visa – only for non-EER students: check if you can travel with your visa!



It is your responsibility to request your passport and visa in time! At least 3 months prior to departure.

Practical arrangements **(own responsibility)**

What do you have to do?

▪ **Search for an Accommodation**

- ✓ Through your host institution
- ✓ Online: www.esn.org, www.erasmus.com, www.casaswap.com
- ✓ Rent your room to incoming exchange students?
 - ✓ Contact Ms. Stefanie Commeene (stefanie.commeene@uhasselt.be) (student services)

Please note that finding accommodation is your own responsibility, but be cautious for fraud!

Start with the practical arrangements when you are sure that you will receive approval of the faculty (status "meets the prerequisites" in the exchange portal)

Do not pay for a room you have not seen live yet, do not pay a deposit up front if you have never met up with the landlord in person before.

▪ **Transportation is on your own responsibility as well**

- ✓ Think about the environment. Use public transport if possible!

!! TAKE CARE, DON'T BOOK YOUR ACCOMMODATION AND TRANSPORT UNTIL THE TRAVEL ADVICE IS POSITIVE DUE TO THE CORONA CRISIS.

Practical arrangements **(own responsibility)**

(Blue = grant administration)

- **Language preparation** (Exception if traineeship language = native language)
 - ✓ Before departure and after the mobility Erasmus students have to take the **mandatory** OLS Erasmus+ test. Online language courses are offered for free upon registration on the OLS website. You can choose 2 online language courses. However, following these courses is not mandatory.
 - ✓ **IMPORTANT:** please fill in this [Google Form](#) so that we know in which language your traineeship will take place. We will send you the language test afterwards.
 - ✓ (partial) Reimbursement for external language courses is possible (max. 100 euro)
 - ✓ [Via this link](#) you can apply for the reimbursement

During your stay

- **Learning agreement for traineeship:**

Modification of learning agreement for traineeship is possible, but only once.

- ✓ Discuss with your departmental coordinator internationalisation (via e-mail)
- ✓ Request a change **within 1 month** after the start date of the traineeship (see exchange file/grant agreement) via your student file

- **Local address details**

- ✓ Complete the details in your student file, so that we know where you're staying.

- **At the end of your stay: 'statement of home institution' and 'learning agreement for traineeship after mobility'**

- ✓ Download the 2 documents via your student file
- ✓ Ask your host institution/host company to complete and sign the document including the start and end date of your **traineeship** (these data should be the same as the ones in your exchange file **and your grant agreement!** Changes in data should be announced **at least 1,5 month before the original end date**/end of the exchange period [via this link](#)
- ✓ Upload the signed document in your student file

Upon return (Blue = grant administration)

▪ Upload in your student file:

- ✓ Statement of the home institution (signed by your host institution)
- ✓ Learning agreement for traineeship after mobility
- ✓ Documents regarding the language course (if applicable)
- ✓ Short testimonial about personal experience abroad

▪ Complete:

- ✓ EU Student survey
- ✓ OLS Language test 2

▪ Share your experience:

- ✓ Share your pictures and stories on our facebook page, website,..
- ✓ Become a buddy
- ✓ Share your story during our infosessions/a video/a story/... (send it to laurien.stuvers@uhasselt.be)



The remaining grant will only be paid after all the documents have been uploaded/completed.

LAST BUT NOT LEAST

- You can start with the preparations BUT for the departure you need to have the status “meets the prerequisites” and your administration before departure must be completed (in the exchange portal)!

More info

- **First read the guidelines** (student file/[website](#))
- **Websites with practical information about studying abroad:**
 - ✓ www.kamiel.info
 - ✓ www.studeerinhetsbuitenland.be
- **International office**
 - ✓ Administrative support: Ms [Erika Vandersmissen](#) (+3211268169)
 - ✓ Institutional coordinator within EU: Mrs [Laurien Stuyvers](#) (+3211269009/+32472707492)
- **Departmental coordinator internationalisation**