



# **ERASMUS study abroad**

## **Destinations: within EU**

International Office  
Laurien Stuvers



**UHASSELT**

KNOWLEDGE IN ACTION

# Outline

## ▪ Before departure

- Grant application (via Google form)
- Nomination / registration at host institution
- Learning agreement
- OLS Language test 1 (exception: main language of study = native language)
- Grant agreement → Min. 90 days!
- Practical arrangements

## During your stay

- Modification of learning agreement if necessary

## ▪ Upon return

- Statement of the home institution
- Survey
- Testimonial
- Language test 2 (OLS) (exception: main language of study = native language)
- Language course certificate (if applicable)

More information? See [manual for exchange](#) and [checklist](#).

# Before departure

Nomination at host institution [if applicable],  
(by ms. Erika Vandersmissen)



Registration at host institution (HEI)  
**(Own responsibility! Respect deadlines:  
follow instructions HEI, normally received by  
E-mail or contact Ms. Erika Vandersmissen for  
details)**

Info details UHasselt:  
[www.uhasselt.be/Exchange\\_praktische\\_info](http://www.uhasselt.be/Exchange_praktische_info)



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

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

Registreren voor ...

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 **studie**
- je **studietraject** samenstellen, controleren en je **studiecoördinator** raadplegen
- je **examencijfers** raadplegen
- een formulier afdrukken om **uit te schrijven** voor de opleidingskeuze maken uit onderwerpen voor je **bachelor- of masterstudie**
- je gepersonaliseerde **formulieren** afdrukken (Bv. aanvraag voor een studieplaats)
- examenoosters en je **persoonlijke onderwijsagenda** (u) raadplegen
- je **studietijd** registreren
- de **onderwijsevaluatie** van opleidingsonderdelen uit je traject raadplegen
- **solliciteren** voor een job als **jobstudent** aan UHasselt
- je registreren voor allerlei **activiteiten**
- ...

# Exchange Portal

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

Exchange portaal

Study	Traineeship	Info
<b>Kandidaatstelling voor study</b>	<b>Kandidaatstelling voor traineeship</b>	<a href="#">Uhasse! International</a>
Stel u kandidaat voor academiejaar:	Stel u kandidaat voor academiejaar :	
<b>2018-2019</b>	<b>2018-2019</b>	
<b>Mijn study dossier</b>	<b>Mijn traineeship dossier</b>	
<b>2017-2018 Cape Peninsula University of Technology</b>	U heeft geen traineeship dossier	

# Learning agreement (study)

- First discuss with departmental coordinator internationalisation
- Complete through UHasselt student file

Mijn Exchangedossier

Beste [\[naam\]](#),

Op [\[datum\]](#) heeft u de volgende toegewezen plaats voor het academiejaar **2013-2014** met bestemming **aanvaard** :

**2**

**University of Macau**  
**P.O. Box 3001**  
**Macau**  
**China**  
[www.umac.mo/](http://www.umac.mo/)

Ersamuscode: -

[Invoeren Learning agreement](#)



# Learning agreement (study)

- Complete all the required fields
  - ✓ Course unit code (at [host institution](#))
  - ✓ Course name at host institution (study guide [host institution](#))
  - ✓ Type (course, internship, master thesis,...)
  - ✓ Language of instruction
  - ✓ Number of ECTS credits (per semester)
  - ✓ Don't forget to click on the submit button

Invoeren Learning agreement

Gastinstelling :  Adres :  Exchange :  Semester :  Datum : -

**3**



Beste Student,


Voor uw vertrek naar het buitenland, dient u afspraken te maken met de coördinator internationalisering van uw opleiding over uw studieprogramma in het buitenland. Deze afspraken dienen geformaliseerd te worden in een *Learning Agreement*. De *Learning Agreement* is een studiecontract tussen de student, de thuisuniversiteit en de gastinstelling met het oog op de academische erkenning


Gelieve in onderstaande *Learning Agreement* de opleidingsonderdelen in te vullen die u in het buitenland zal volgen. Vervolgens drukt u twee exemplaren af, ondertekent u deze en laat u ze ondertekenen door uw opleidingscoördinator internationalisering. Nadien bezorgt u deze documenten aan [Mevrouw Erika Vandersmissen \(studentenadministratie\)](#). Zij zal ervoor zorgen dat deze *Learning Agreement* door de institutionele coördinator wordt ondertekend en zal vervolgens beide exemplaren opsturen naar de gastinstelling ter ondertekening. Zodra de gastinstelling één ondertekend exemplaar heeft terugbezorgd, zal dit geupload worden in uw studentendossier.

Voor meer informatie kan u contact opnemen met [Erika Vandersmissen](#) (studentenadministratie (maandag-donderdag: Hasselt; vrijdag: Diepenbeek) of de [dienst internationalisering](#)

				ects-credits	
Course unit code	Naam opleidingsonderdeel	Soort	Onderwijstaal	Semester 1	Semester 2
<input type="text" value="TESTcode1"/>	<input type="text" value="Testopleidingsonderdeel"/>	<input type="text" value="Opleidingsonderdeel"/>	<input type="text" value="Engels"/>	<input type="text" value="6"/>	<input type="text" value=""/>

Toevoegen 

Alle velden leeg maken 

# Learning agreement (study)

- Don't forget to confirm learning agreement! It will be subsequently send to your departmental coordinator.

Course unit code: testcode3, Naam opleidingsonderdeel: testopleidingsonderdeel 3, Soort: Opleidingsonderdeel, Onderwijstaal: Engels, Semester 1: 6,00, Semester 2: 6,00

Learning agreement in pdf genereren

2. wijzigingen opslaan

Course unit code	Naam opleidingsonderdeel	Soort	Onderwijstaal	Semester 1	Semester 2	
TESTcode1	Testopleidingsonderdeel	Opleidingsonderdeel	Engels	6,00	0,00	
Testcode2	Testopleidingsonderdeel 2	Opleidingsonderdeel	Engels	0,00	6,00	
testcode3	testopleidingsonderdeel 3	Opleidingsonderdeel	Engels	6,00	6,00	

1. wijzigen  
verwijderen

universiteit Hasselt

- As soon as your departmental coordinator has approved your learning agreement, you will receive an e-mail to digitally sign your learning agreement.
- 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

- Available in your student file after you meet all the prerequisites and your re-registration @UHasselt for 2020-2021
- Print, complete and sign the grant agreement. Send the completed scanned or digital **grant agreement** to Laurien Stuvers ([laurien.stuvers@uhasselt.be](mailto:laurien.stuvers@uhasselt.be))  
**DEADLINE: One month before start date!!**
- !!Check the contract period carefully:
  - ✓ Start date: day that you have to be at the host institution for academic reasons (classes, language course, orientation day,...)
  - ✓ End date: last day you have to be present at the host institution for academic reasons (exams, classes,...)
  - ✓ 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 have to send an e-mail to [laurien.stuvers@uhasselt.be](mailto:laurien.stuvers@uhasselt.be) 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](http://www.esn.org), [www.eurasmus.com](http://www.eurasmus.com), [www.casaswap.com](http://www.casaswap.com)
- ✓ Rent your room to incoming exchange students?
  - ✓ Contact Mr [Marc Thoelen](#) (student services)

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

**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)**

- **Language preparation** (Exception if main study 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.
  - ✓ (partial) Reimbursement for external language courses is possible (max. 100 euro)
  - ✓ [Via this link \(https://forms.gle/qfALxP1t6E1Kc1YY9\)](https://forms.gle/qfALxP1t6E1Kc1YY9) you can apply for the reimbursement

# During your stay

- **Learning agreement: changes (1 time!)**

Modification of learning agreement 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 study (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'**

- ✓ Download the document via your student file
- ✓ Ask your host institution to complete and sign the document including the start and end date of your **study** (these data should be the same as the ones on your grant agreement! Changes in data should be announced to Laurien Stuvers ([laurien.stuvers@uhasselt.be](mailto:laurien.stuvers@uhasselt.be)) at least 1,5 month before the original end date/end of the exchange period)
- ✓ Upload the signed document in your student file

# Upon return

## ▪ Upload in your student file:

- ✓ Statement of the home institution (signed by your host institution)
- ✓ 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](mailto:laurien.stuvers@uhasselt.be))



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

# More info

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