



ERASMUS BELGICA - STUDY

International Office



UHASSELT

KNOWLEDGE IN ACTION

Outline

- **Before departure**
 - Grant application ([google form](#))
 - Nomination / registration
 - Learning agreement
 - Grant agreement
 - Practical arrangements
 - Rental contract (if applicable)

- **During your stay**
 - Learning agreement

- **Upon return**
 - Certificate of stay
 - Survey
 - Testimonial

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

Before departure

Nomination at host institution [if applicable],
(done 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



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

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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 **stud**
- je **studietraject** samenstellen, controleren en je **studiecc**
- je **examencijfers** raadplegen
- een formulier afdrukken om **uit te schrijven** voor de oplei
- een keuze maken uit onderwerpen voor je **bachelor- of m**
- de **personaliseerde formulieren** afdrukken (Bv. aanvraag v
- examenoosters 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 allerlei **activiteiten**
- ...

Exchange Portal

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

Exchange portaal

Study	Traineeship	Info
Kandidaatstelling voor study	Kandidaatstelling voor traineeship	Uhasse!t Internationaal
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 (study)

- First discuss with departmental coordinator internationalization
- 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** :

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University of Macau
P.O. Box 3001
Macau
China
www.umac.mo/

Ersamuscode: -

[Invoeren Learning agreement](#)

Prior to going abroad, you need to make arrangements with the internationalisation coordinator from your department concerning your study program abroad. These arrangements will have to be finalised in a *Learning Agreement*. The *Learning Agreement* is a study contract between the student, the home university and the host institution that you need for your academic recognition.

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 : -

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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

TESTcode1

Testopleidingsonderdeel

Opleidingsonderdeel

Engels

6



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, ects-credits: 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 registration @UHasselt for 2020-2021
- Complete and sign the grant agreement. Send the completed scanned or digital **grant agreement** to Laurien Stuvers (laurien.stuvers@uhasselt.be)
DEADLINE: One month before start date!!
- **!!Check the contract period:**
 - ✓ 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 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 (less applicable for Belgian students, but still important to check)

→ What do you have to do?

✓ Health Insurance

➤ Check the mutuality

➤ Additional insurances are recommended (hospitalization insurance, travel insurance, civil liability, ...)

→ 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!**)

Practical arrangements (own responsibility)

What do you have to do?

▪ Search for an Accommodation

- ✓ Through your host institution
- ✓ 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!

Practical arrangements (own responsibility)

▪ Language preparation

- ✓ (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: only one change possible**
 - ✓ Discuss with your departmental coordinator internationalization (via e-mail)
 - ✓ Request a change **within 1 month** after your start date (see exchange file/grant agreement) in the host institution through your student file.

- **Local address details (student room)**
 - ✓ 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 statement via your student file
 - ✓ Ask your host institution to complete and sign the document including the start and end date of your **academic** stay (these data should be the same as the ones on your grant agreement! Changes in data should be announced to Laurien Stuvvers (laurien.stuvvers@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:

- ✓ Student survey (via Budget Online)

▪ 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.

More info

- **First read the guidelines** (student file/[website](#))
- **International office**
 - ✓ Administrative support: Ms [Erika Vandersmissen](#) (+3211268169)
 - ✓ Institutional coordinator within EU: Mrs [Laurien Stuvers](#) (+3211269009/
+32472707492 – WhatsApp is also possible)
- **Departmental coordinator internationalisation**
 - ✓ Ms. Ingrid Vrancken