

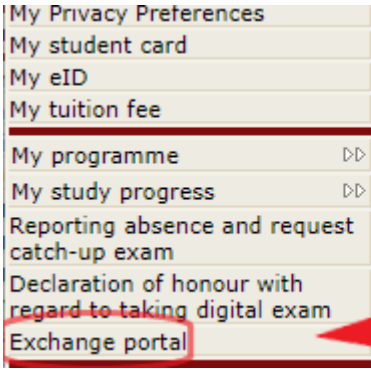
KNOWLEDGE = ACTION

Why is your learning agreement for traineeship (LAT) / Internship agreement (IA) so important?

Your LAT/IA is part of your study contract at Hasselt University. The purpose of the LAT/IA is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition in their degree for the traineeship successfully completed abroad. Hence, it is **IMPORTANT** that your LAT/IA is correct!

Also, the traineeship period and the traineeship language must be mentioned in the LAT/IA. This traineeship period must be mentioned in your Exchange portal as well. Where? Exchange portal - top right. How? Contact ms. Erika Vandersmissen (erika.vandersmissen@uhasselt.be) with the correct official traineeship period abroad (official means your official first traineeship day and your official last traineeship day)..

BEFORE you start with your LAT/IA, make sure to discuss the content of your LAT/IA with your **faculty coordinator internationalisation**.



My Privacy Preferences
My student card
My eID
My tuition fee
My programme >>
My study progress >>
Reporting absence and request catch-up exam
Declaration of honour with regard to taking digital exam
Exchange portal

Via "my student file" you can

- consult and update your
- enrol and check your di
- consult and check a stu
- include course units in
- consult your examresu
- print a form to unsubs
- make a choice from sub;
- print personalised form:
- consult timetables for e
- register study time

STEP 1

- Go to 'My student file'
- Click on 'Exchange portal'

The screenshot shows a user interface with two main columns: 'Study' and 'Traineeship'. The 'Traineeship' column contains a section titled 'Kandidaatstelling voor traineeship' with the text 'Momenteel zijn de kandidaatstellingen voor traineeship gesloten'. Below this is a section titled 'Mijn traineeship dossier' which contains a prominent red button labeled '2022-2023 Karolinska University Institute'. A large red arrow points from the 'Mijn traineeship dossier' section towards the '2022-2023 Karolinska University Institute' button.

STEP 2

Choose the correct file (= choose the correct destination)

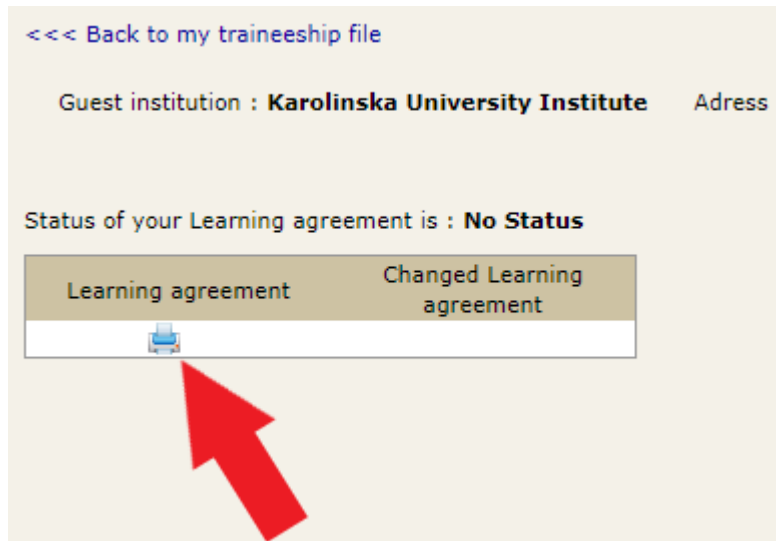
The screenshot shows the 'Guest institution' page for Karolinska University Institute. The address is 171 77 Stockholm, Sweden, with Erasmuscode: S STOCKH003. A red arrow points to a red button labeled 'Learning agreement'. Below this is a 'Contact abroad' section with a plus sign and radio buttons for 'Contact abroad' (selected) and 'Work place address host institution'. Underneath is an 'Available documents' table.

Provisionally certificate(NI+Eng)	Certificate	Learning agreement	Changed LA
	No available documents		No available documents
Grant agreement	Statement of home institution	Traineeship certificate	Certificate language course
No available documents	No available documents	No available documents	No available documents
Student Charter	Testimonial photo		Proof of payment language course
	No available documents		

Below the table is an 'Upload documents' section with a dropdown menu for 'Upload document type' (set to '-- Select document type --'), a 'Bestand kiezen' button, and a 'Geen bestand gekozen' button with an upload icon.

STEP 3

Click on 'Learning agreement'



STEP 4

DOWNLOAD YOUR LAT/IA

Make an appointment with your [faculty coordinator internationalisation](#) or your traineeship promotor at Hasselt University and ask for the steps that must be followed.

Once you know what is expected of you, fill in all the requested fields (digital is allowed) in your LAT/IA.

Don't forget to fill in the language of instruction.

TAKE CARE! The LAT/IA **MUST BE CORRECT!** It is essential for the recognition of your traineeship abroad

Last but not least... don't forget to fill in the **risk exposure form** which is added to the LAT/IA.

STEP 5

As soon as you, your faculty coordinator internationalisation and your host traineeship promotor have approved your LAT/IA (= signed by all parties), send the PDF to ms Erika Vandersmissen

(erika.vandersmissen@uhasselt.be) and she will add the document to your 'Exchange portal'. **DEADLINE = ONE MONTH BEFORE THE START OF YOUR TRAINEESHIP!**

TAKE CARE! If you start your traineeship with a LAT/IA that has not been signed by all parties yet, the insurance will not be covered!

STEP 6

Don't forget to **compose your UHasselt study programme** after re-registration at Hasselt University **by 15 October at the latest**.

Re-registration must happen before 21 September.

STEP 7

Once you have an original LAT/IA, it is possible to change this LAT/IA within one month of your starting date (you can find this date via 'My student file - Exchange portal - Choose the correct destination - look top right). If this date is missing you should contact ms Erika Vandersmissen with the correct dates (erika.vandersmissen@uhasselt.be).

HOW? When you have an original LAT/IA (signed by all parties), it will be possible to download a LAT/IA for changes via 'My students file' - 'Exchange portal' - 'Changed Learning agreement'. Once signed by all parties, send the PDF document to Erika Vandersmissen (erika.vandersmissen@uhasselt.be). It will be added to your exchange file.