

VADE MECUM FOR OUTGOING STUDENTS

GENERALITIES

Medical check-up

In order to avoid any problem on the spot, make sure your health is in a good condition and think about vaccination if you're going to a non-EU country.

For more risky countries, don't hesitate to find out about the « travel clinic » of your region. These medical centres are specialized in preparing people medically before their travel.

Example : <https://www.saintluc.be/services/medicaux/voyageurs/vaccins.php>

Travelling abroad:

- You must be on the spot on the latest on the day before your placement or study period. The best thing is to arrive 2 or 3 days in advance to avoid problems and to discover the region.
- Book your flight or train early enough and compare prices ; you'll save money.

Insurance :

The school insurance covers you on your placement location for your professional activities. Nevertheless, it doesn't cover all private situations such as illness, tourist accidents, death, etc. Therefore, think about subscribing to a complementary insurance (repatriation, important charges) and in all cases, inform your mutual fund. You must be in possession of your European medical assistance card + possibly a hospitalisation insurance card.

Identity and finance :

- Think about a bank card enabling you to withdraw money abroad and if possible a credit card (Visa for example). It can be useful in case of problem.
- Don't forget your identity documents (passport, ID card, driving licence) + a copy of these documents as well as of your bank documents and your flight tickets.
- Think about preparing a list of all phone numbers necessary to stop your bank account in case of theft + a list of your most useful phone numbers in case your mobile phone is stolen

At work :

- Communicate regularly with your coordinator and your placement referee. For example, sending an email to inform us of your arrival is a good idea. Send us regular news
- Think about finding out about the official feasts and days off in your country of residence and adapt to local requirements
- Be punctual and rigorous at work

Miscellaneous :

- Don't overload your luggage. Think about your flight back : you might come back with some presents and « good deals »
- Find out about the living conditions of the country you're travelling to. This will allow you to have your most useful personal effects with you and avoid surprises.
- If you go to Great-Britain, Ireland or the USA, think about a plug adaptor.
- Think about the possible time difference
- Make sure your mobile phone works in the country you're travelling to and choose a national card for your communications on the spot.

And don't forget, in case of emergency : dial 112 everywhere in Europe

Cultural information

If you want information on the country you're travelling to, visit this website :

<http://ec.europa.eu/education/study-in-europe>

DOCUMENTS FOR STUDY PERIODS

- Grant agreement : this is a contract you sign with the school, where the details of your grant and of the two parties signing it are explained : name and complete address, amount to be received, payments, bank details, dates,...
This document is signed before your departure by yourself and the Director-President
- Learning agreement : this document contains the different courses you have chosen to follow in order to obtain your ECTS credits.
The first part « **Before the mobility** » is prepared before your departure and is signed by both the Belgian international coordinator and the international representative of the partner university.
The second part « **During the mobility** » contains the amendments brought to the original list of courses. It can happen very frequently. This document must be completed as soon as possible after your arrival (Max 15 days). It must be signed by the international representatives of both universities and sent back to the international coordinator. Some changes can also occur in the names and addresses of the different parties.
The third part « **After the mobility** » . This part is used as a certificate of attendance (the dates of your study period are mentioned clearly), a recognition of your credits and as a transcript of records. It contains the list of courses followed, your results and the conversion grid in ECTS grades. At the end of your stay, the international coordinator of the partner university has to send this document back to the HEAJ international coordinator and yourself. The HEAJ will then produce a Belgian transcript of records which will be used as a basis for the end of the year teachers' deliberations.

If you're not sure on how to complete the document, please refer to the guidelines described at the end of the document.
- Your European Insurance card : pay attention to the dates that should correspond to the dates of your stay.

REMARK : if you fail at the first round of exams, you'll have to present your exams again at the partner university at your own expenses.. No complement will be added to the original grant for that reason.

- Study period report : this document is to be filled in online by yourself and submitted at the latest 30 days after your return. It speaks about your personal impressions but is essential. You will receive an email from the European Union with a link to the website where you have to fill it in.

For non- Erasmus study periods (FAME or Erabel), you'll receive an access code during your stay. This code will directly bring you to the correct report type. The access is done via this website :

http://www.erasmusplus-fr.be/index.php?id=rapport_etudiant_en_ligne

IN CASE OF PROBLEMS : communicate with your coordinator or international representative by email or phone :

Technical department : gretchen.brandt@heaj.be

Pedagogical department : emmanuel.falzone@heaj.be

Economics department : benoit.scharff@heaj.be

Coordinator : veronique.vancauter@heaj.be or + 32 81 249491

Administrative assistant : annick.moutiaux@heaj.be

DOCUMENTS FOR WORK PLACEMENTS

- Grant agreement : this is a contract you sign with the school, where the details of your grant and of the two parties signing it are explained : name and complete address, amount to be received, payments, bank details, dates,...
This document is signed before your departure by yourself and the Director-President
- Learning agreement for traineeship : this is a traineeship agreement detailing the dates of the placement (min 2 months), the name of the company's representatives, your placement program, the tasks you'll have to execute,...This document must be filled in by the company and signed by the three parties (you, the HEAJ and the company). It should be filled in, signed and sent back to the international coordinator before your departure.
The first part « **Before the mobility** » is prepared before your departure and is signed by both the Belgian international coordinator and the company.
The second part « **During the mobility** » contains the amendments brought to the original names and addresses of the different parties. It's not often necessary.
The third part « **After the mobility** » . This part is used as a certificate of attendance (the dates of your placement are mentioned clearly), a recognition of your placement and a brief assessment. It should be filled in and signed by the company before your departure and sent back to the HEAJ coordinator as soon as possible.
- Your European Insurance card : pay attention to the dates that should correspond to the dates of your stay.
- Placement report : this document is to be filled in online by yourself and submitted at the latest 30 days after your return. It speaks about your personal impressions but is essential. You will receive an email from the European Union with a link to the website where you have to fill it in.

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