

EXCHANGE OPPORTUNITIES

MASTER DISSERTATION – INTERNSHIP – SUMMER SCHOOL – BIP

9/11/2023

BEFORE WE START

STAY UPDATED

Ufora: Welcome abroad

Important announcements:

Deadlines

Infosessions

Interesting projects

Funding options

...

[Link to Welcome Abroad](#)

Facebookgroup:

Erasmusstudenten FBW

Community of fellow students to ask questions, share experiences, find Erasmus companions...

[Link to the facebookgroup](#)

Webpage:

Studying abroad

Timelines for all exchange procedures, detailed information for each step

[Link to Studying Abroad](#)

Consult this page before e-mailing or making an appointment!

WEBSITE 'STUDYING ABROAD'

- <https://www.ugent.be/bw/nl/voor-studenten/buitenland>
- Available in Dutch and English
- All info, links and deadlines in one place!

Courses

Go abroad for one semester and follow courses at one of our partner institutions.

Internship

Combine your first work experience with an intercultural experience during an internship abroad.

Going abroad after graduation

Explore all opportunities to apply/expand everything you've learned during your studies abroad.

Master Dissertation

Go abroad for data collection or experimental research as a part of your master dissertation.

Summer/Winter school or BIP

Take a short, intensive course abroad during the lesson-free period.

Extra tips

Going on an exchange? Prepare your travel with these practical tips!

HOW TO CONTACT US?

- **Through e-mail** out.fbw@ugent.be
- **Make an appointment!** [Online appointment tool](#)
- **Who can help you?**
Hanne Blondeel
International Relations Officer
Campus Coupure
Building A – A0.104
FDO

INTRODUCTION

INTRODUCTION

- Goal of this session: answering these questions:



INTERNATIONALISATION AT GHENT UNIVERSITY

- Internationalisation as a strategic educational goal at Ghent University

Mission

Providing all students maximal opportunities to develop their international/intercultural competences

Goal

Min. 25% of all Ghent University students have an international exchange in their curriculum

- What is 'International mobility'?
 - Minimum of 15 ECTS achieved abroad (guideline)
OR a stay abroad of minimum 3 months



WHY GO ON AN EXCHANGE?

Won't an exchange have a negative impact on my studies at Ghent University?

Complete acknowledgement of earned credits abroad on your Ghent university diploma

I'm worried about the 'level' and 'quality' of institutions abroad...

Selective partner management with focus on level and quality

Isn't an exchange way too expensive?

No extra tuition, financial support available

WHY GO ON AN EXCHANGE?

Isn't it a lot of preparational (paper) work beforehand?

Clear guidelines, deadlines and available support throughout (infosessions, out.fbw@ugent.be)

Won't living/working in another language/culture be too difficult?

Think of the extra language skills and intercultural attitudes and skills you will develop (looks good on your resume!)

I don't know if I can miss my family, friends, lover,... for that long!

You'll develop your personal skills and... you'll make friends for life!

TIMELINE EXCHANGE MASTER DISSERTATION



TIMELINE

- Alle info on the procedure can be found on the [website](#)
- Only applicable for **year of graduation**
- Different **conditions** depending on campus ([see here](#))
- You can go abroad **more than once**
(exchange application needed for each exchange)

TIMELINE EXCHANGE FOR MASTER DISSERTATION PARTIALLY ABROAD

BEFORE YOUR DEPARTURE

- 1. INTERESTED?**
Come to the information session!
Look at the conditions for exchange on the website.
- 2. DESTINATION**
Search the list for a master's thesis topic on the master dissertation application under "Subjects abroad" or submit your own proposal.
- 3. FUNDING**
Depending on your destination, there are several financing options.
- 4. EXCHANGE APPLICATION**
Register your exchange application in Oasis (mobility type = research)
- 5. CURRICULUM IN EXCHANGE (CIU)**
Complete your curriculum in exchange in Oasis following the guidelines on the website.
- 6. MASTER DISSERTATION CONTRACT**
Print this document from the Tech Transfer website and upload it on Oasis when it is fully signed.

ONLY NEEDED FOR GRANT THROUGH VLIR-UOS OR BILATERAL FRAMEWORK AGREEMENTS OUTSIDE EUROPE

- 7. GRANT APPLICATION**
Follow the guidelines on the website.
- DEADLINE beginning of March**

NEEDED ONLY IF THERE IS AN AGREEMENT WITH THE HOST INSTITUTION

(check the list with the agreements on the website)

- 8. LEARNING AGREEMENT**
Print your learning agreement through Oasis and reload it when it is signed by the 3 parties (UGent, student, host institution).

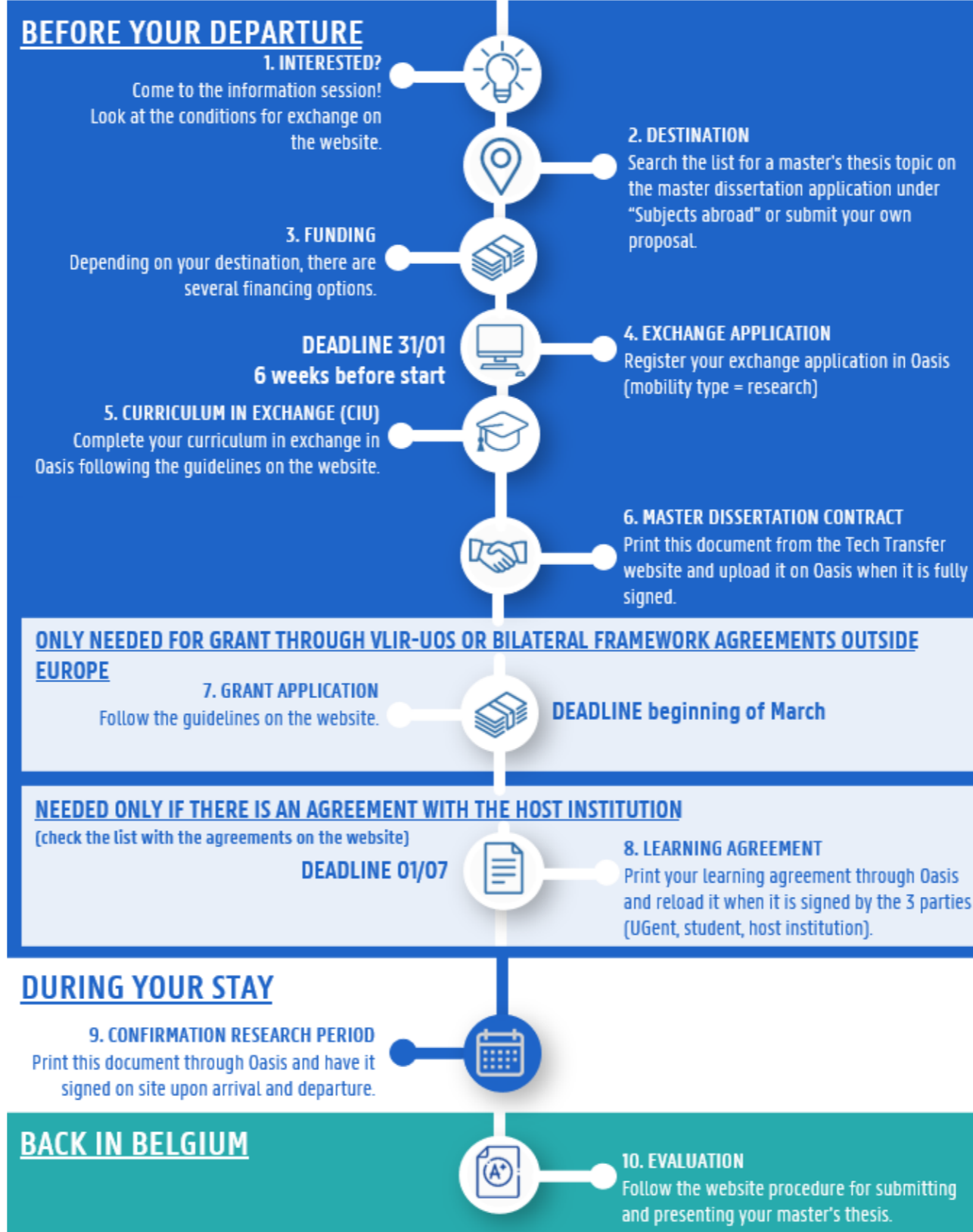
DURING YOUR STAY

- 9. CONFIRMATION RESEARCH PERIOD**
Print this document through Oasis and have it signed on site upon arrival and departure.

BACK IN BELGIUM

- 10. EVALUATION**
Follow the website procedure for submitting and presenting your master's thesis.

TIMELINE EXCHANGE FOR MASTER DISSERTATION PARTIALLY ABROAD



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Come to the information session!
Look at the conditions for exchange on
the website.



2. DESTINATION

Search the list for a master's thesis topic on
the master dissertation application under
"Subjects abroad" or submit your own
proposal.



3. FUNDING

Depending on your destination, there are
several financing options.



DEADLINE 31/01
6 weeks before start

4. EXCHANGE APPLICATION

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5. CURRICULUM IN EXCHANGE (CIU)

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CHOOSING A TOPIC – HOW?

1. Faculty web application

Overview master's dissertation topics

intro

overview

change topics

intro

promotor

department

keywords

subjects abroad

Through the tabs above, you can browse for topics approved for your programme by

→ Promotor

→ Department

→ Keywords

Under the 'all topics' tab, you will find all available topics for your programme.

Make a shortlist of the subjects you prefer (see the [info session presentation](#) for the procedure). These will then be listed under the 'my preferences' tab.

Guidelines and regulations regarding the selection process can be found on the faculty website: ['How to choose your master's dissertation subject?'](#)

Questions? Send an e-mail to masterdissertation.fbw@ugent.be.

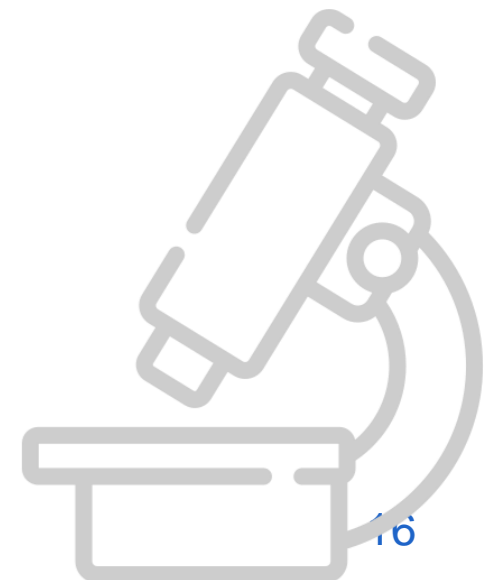


CHOOSING A TOPIC – HOW?

1. Choosing through faculty web application

- Two kinds of topics:
 - **FBW-offer** (with a FBW promotor)
 - List GUGC topics
 - List VLIR-UOS topics
 - List bilateral topics
 - **Proposals from abroad** (no FBW promotor yet)

The topics will be available for you
from **21 November 2023**



CHOOSING A TOPIC – HOW?

1. Choosing through faculty web application

- How to apply for a topic → **FBW offer**
 - Contact promoters (UGent and partner) for approval (mail)
 - Once approval: e-mail fsa.fbw@ugent.be + out.fbw@ugent.be + masterdissertation.fbw@ugent.be + promoters in CC with the following info:
 - All info on master dissertation topic (title, from where, promoters, destination,...)
 - Request for official registration

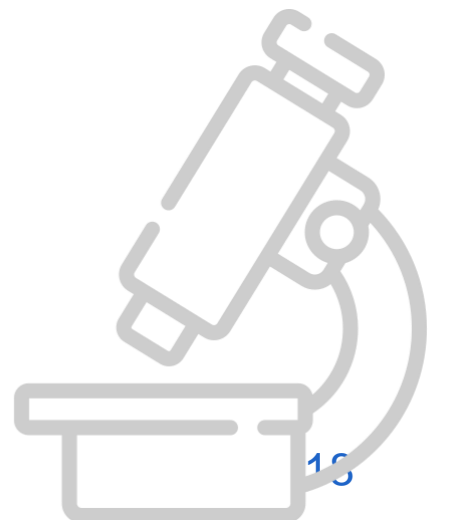


CHOOSING A TOPIC – HOW?

1. Choosing through faculty web application

- How to apply for a topic → **Proposal from abroad** (no FBW promotor)
 - Send your desired topic to masterdissertation.fbw@ugent.be for approval by your programme
 - When approved by the programme: the programme will help you find a promotor
 - If you have already a promotor in mind, be sure to let masterdissertation.fbw@ugent.be know

Important deadline when you want to
apply for a UGent grant: **31 January 2024**

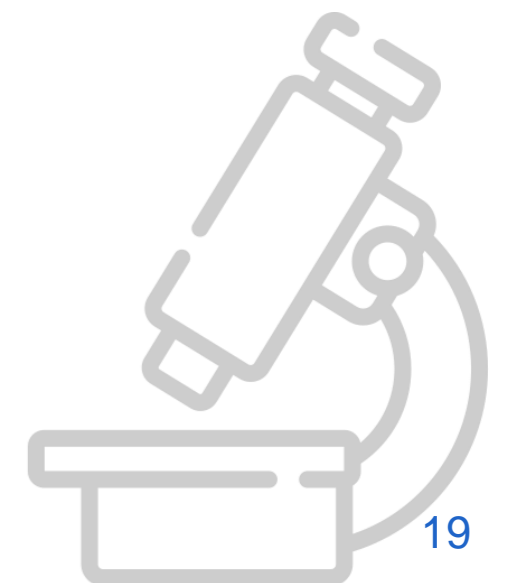


CHOOSING A TOPIC – HOW?

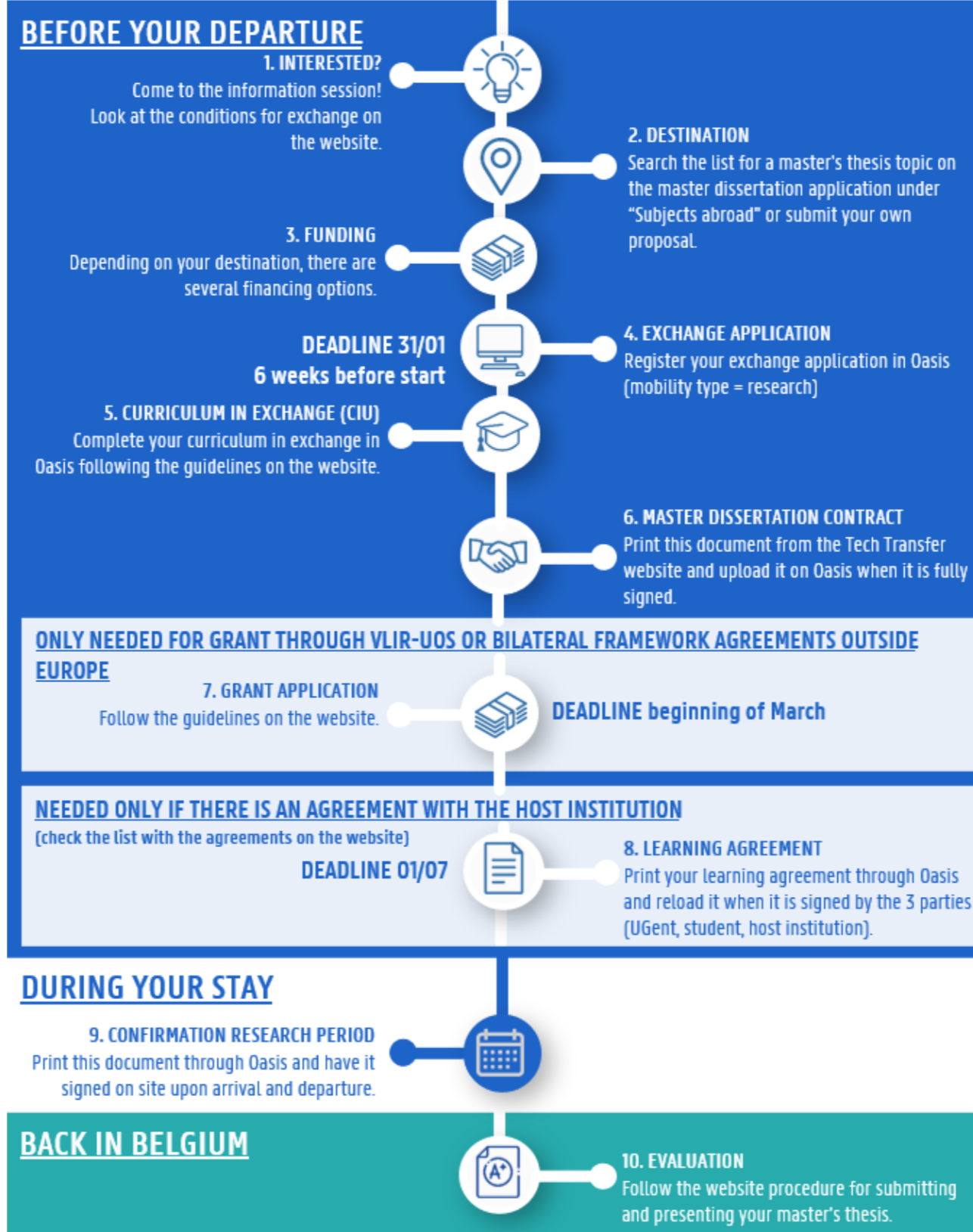
2. Choose a topic yourself

- You need to look for a destination, partner, topic and promoters by yourself!
- Once approval by partner + promoters AND programme
→ e-mail for registration to fsa.fbw@ugent.be + out.fbw@ugent.be + masterdissertation.fbw@ugent.be + promoters in CC

Important deadline when you want to apply for a UGent grant: **31 January 2024**



TIMELINE EXCHANGE FOR MASTER DISSERTATION PARTIALLY ABROAD



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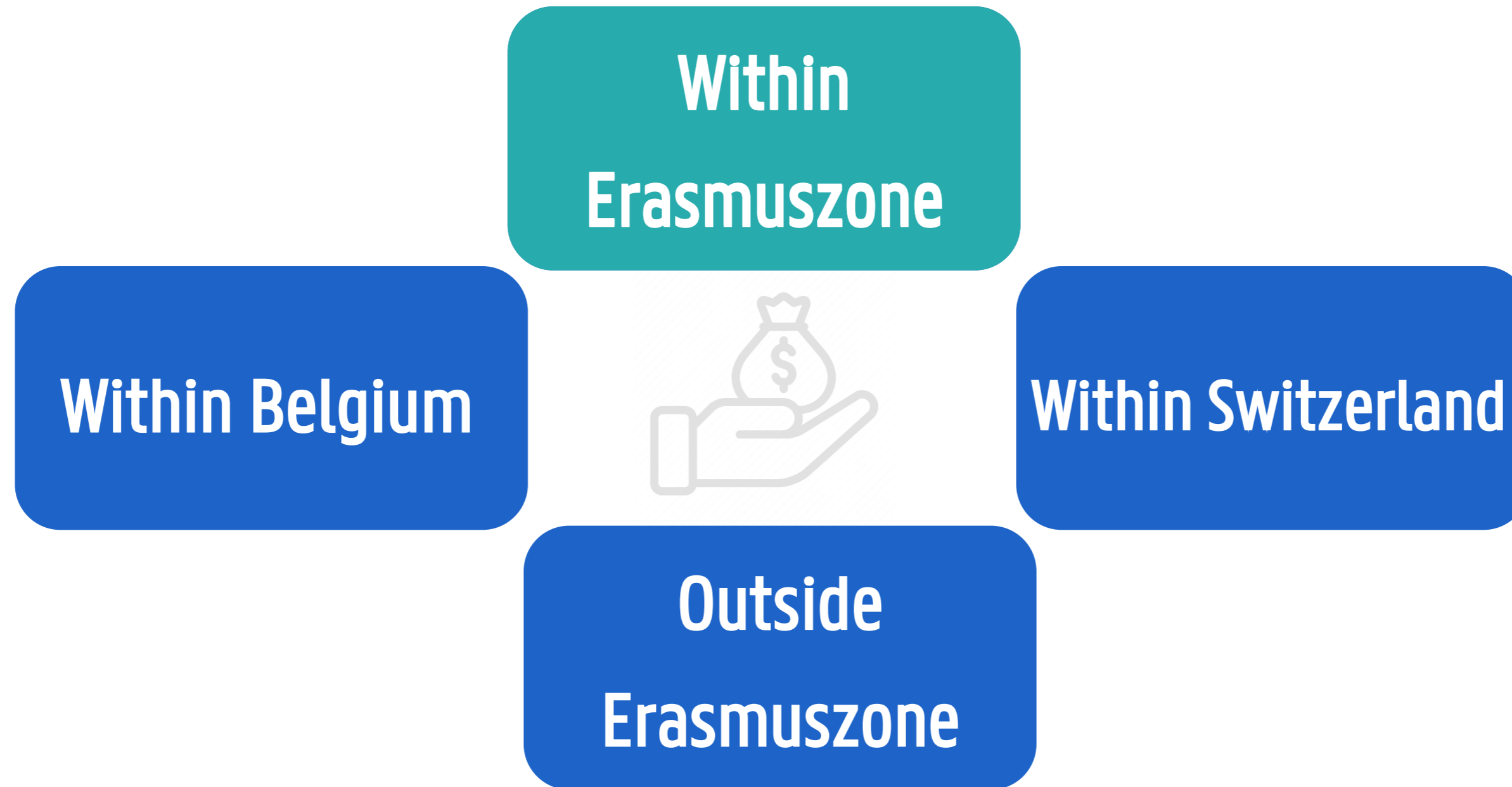


6. MASTER DISSERTATION CONTRACT

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FINANCIAL SUPPORT



FINANCIAL SUPPORT (1)

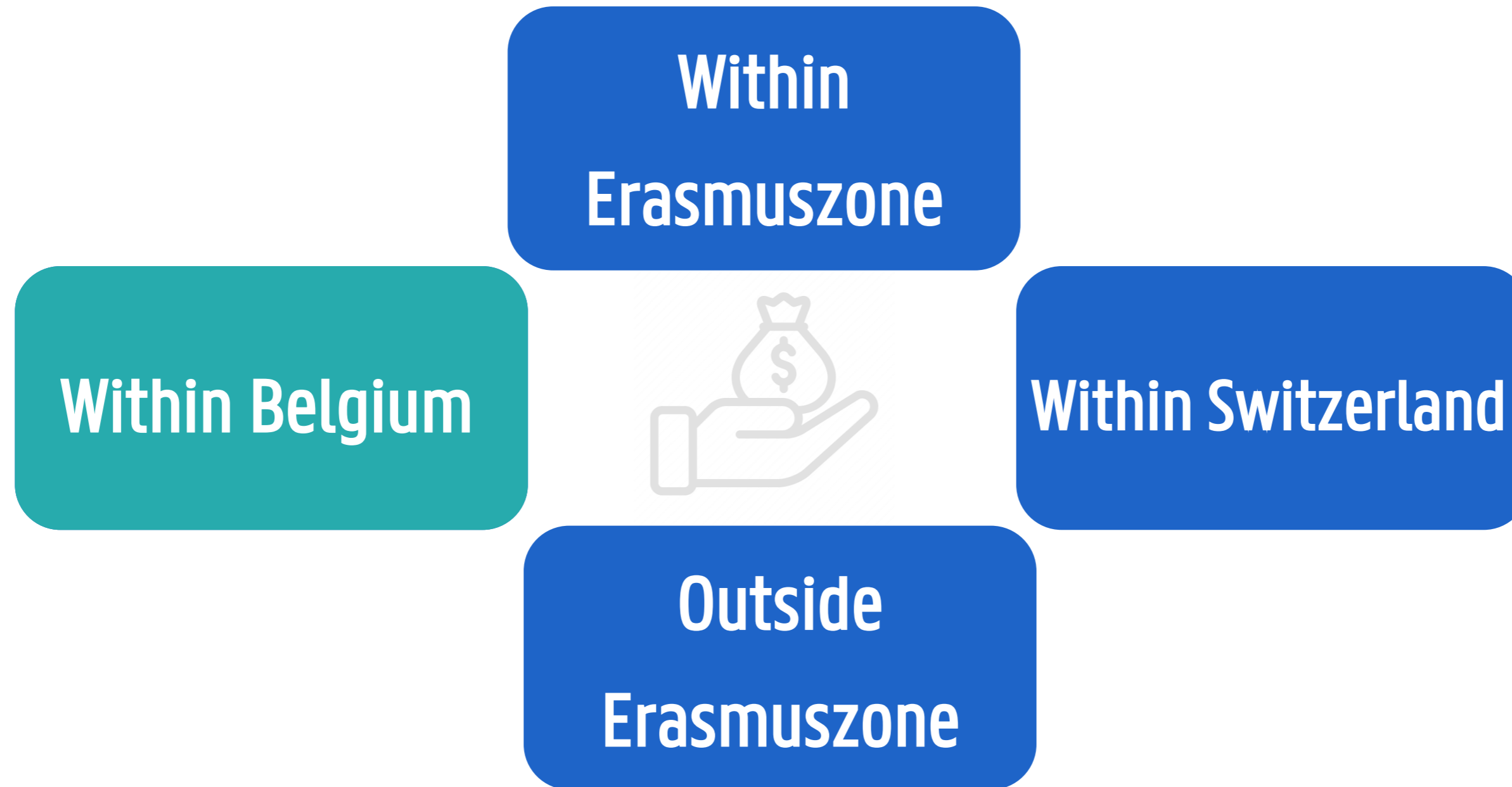


- **WITHIN Erasmus zone (min. 3 months)**

- Erasmus+ studies (UGent)

- **Group 1:** Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, UK, Sweden
 - € 629 (study grant) or € 379 (other students) per month
- **Group 2:** Cyprus, Germany, France, Greece, Italy, Malta, the Netherlands, Austria, Portugal, Spain
 - € 579 (study grant) or € 329 (other students) per month
- **Group 3:** Bulgaria, Estonia, Hungary, Croatia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey
 - € 529 (study grant) or € 279 (other students) per month

FINANCIAL SUPPORT

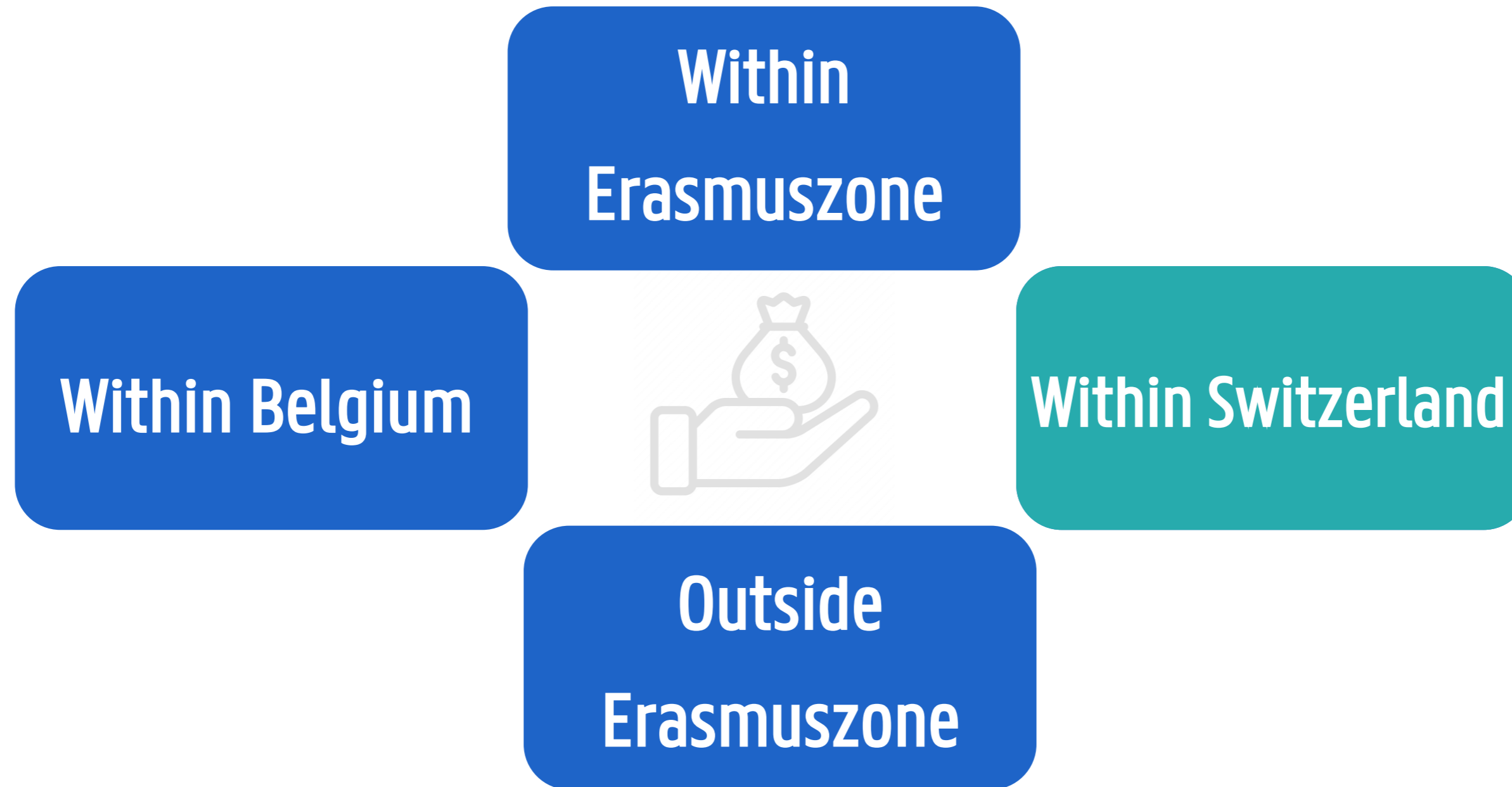


FINANCIAL SUPPORT (2)

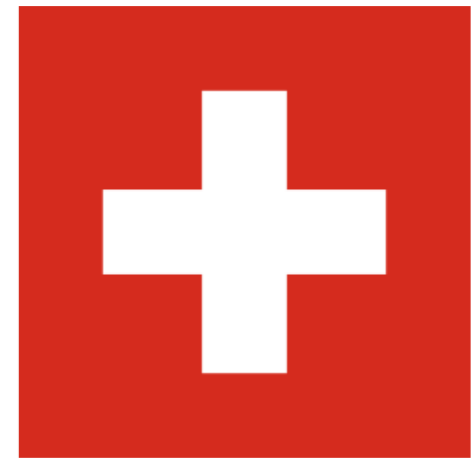


- **Within Belgium (min. 2 months)**
 - Erasmus Belgica (UGent)
 - No certainty about the right amounts yet

FINANCIAL SUPPORT

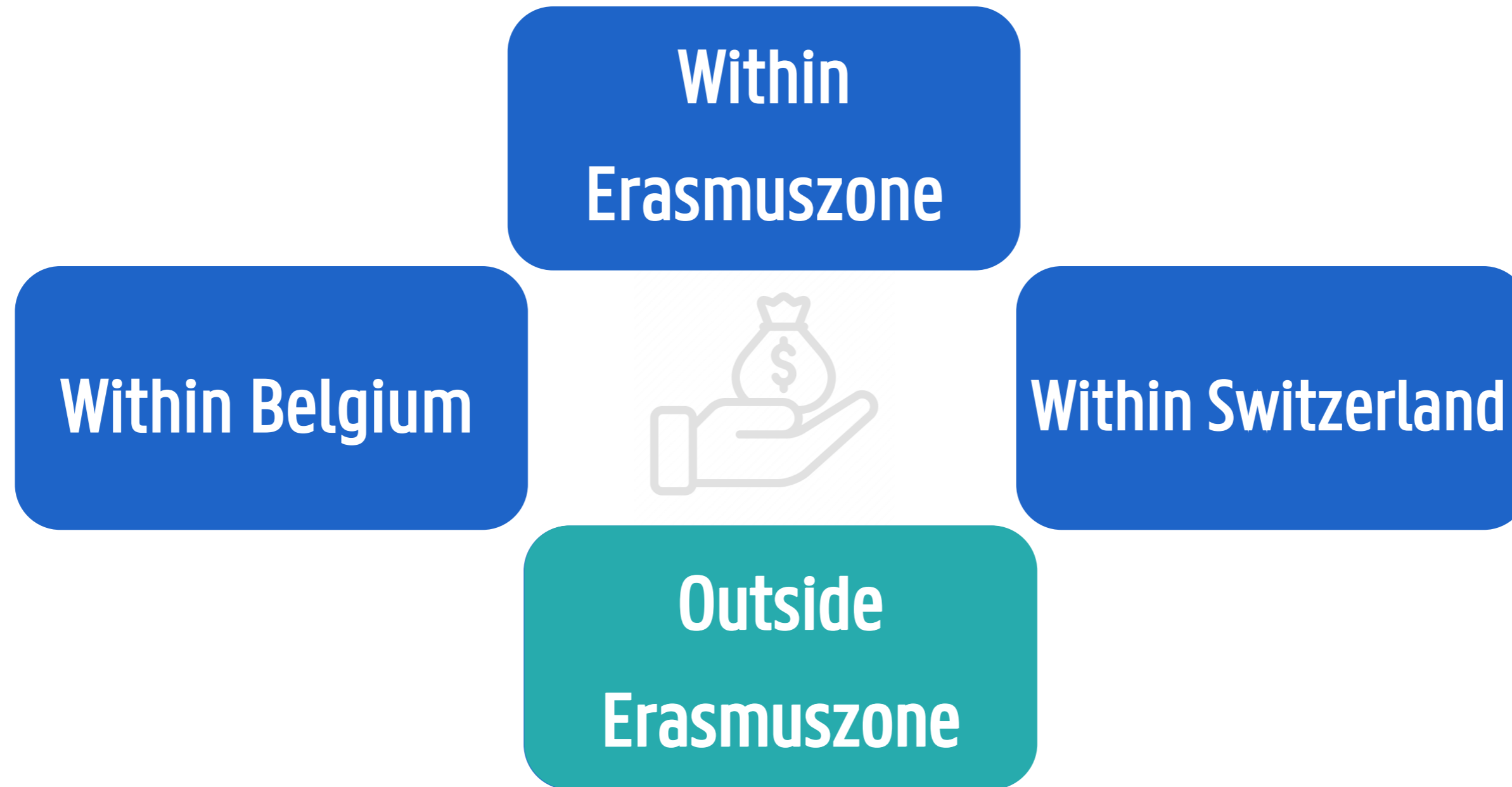


FINANCIAL SUPPORT (3)



- **Switzerland (min. 1 month)**
 - **SEMP (UGent)**
 - **Swiss-European Mobility Programme**
 - €300/month

FINANCIAL SUPPORT



FINANCIAL SUPPORT (4)



- **OUTSIDE Erasmuszone (min. 1 month)**

- Grant bilateral agreements (UGent, see list of partners [here](#))

- Travel allowance depending on distance (max €1.500)
- Plus occ. monthly allowance of max. €650 for max 4 months
 - Based on financial situation

FINANCIAL SUPPORT (5)



- **OUTSIDE Erasmuszone (min. 1 month)**

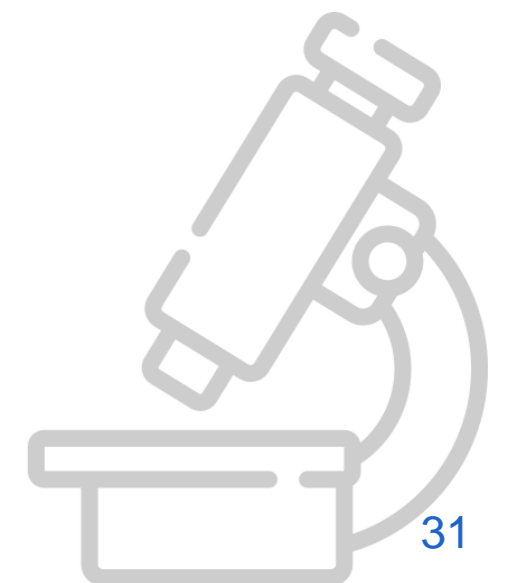
- **VLIR-UOS (UGent)**

- For one of 32 developing countries (see country list [here](#))
- Minimum 1 month (28 consecutive days)
 - Max. € 1000

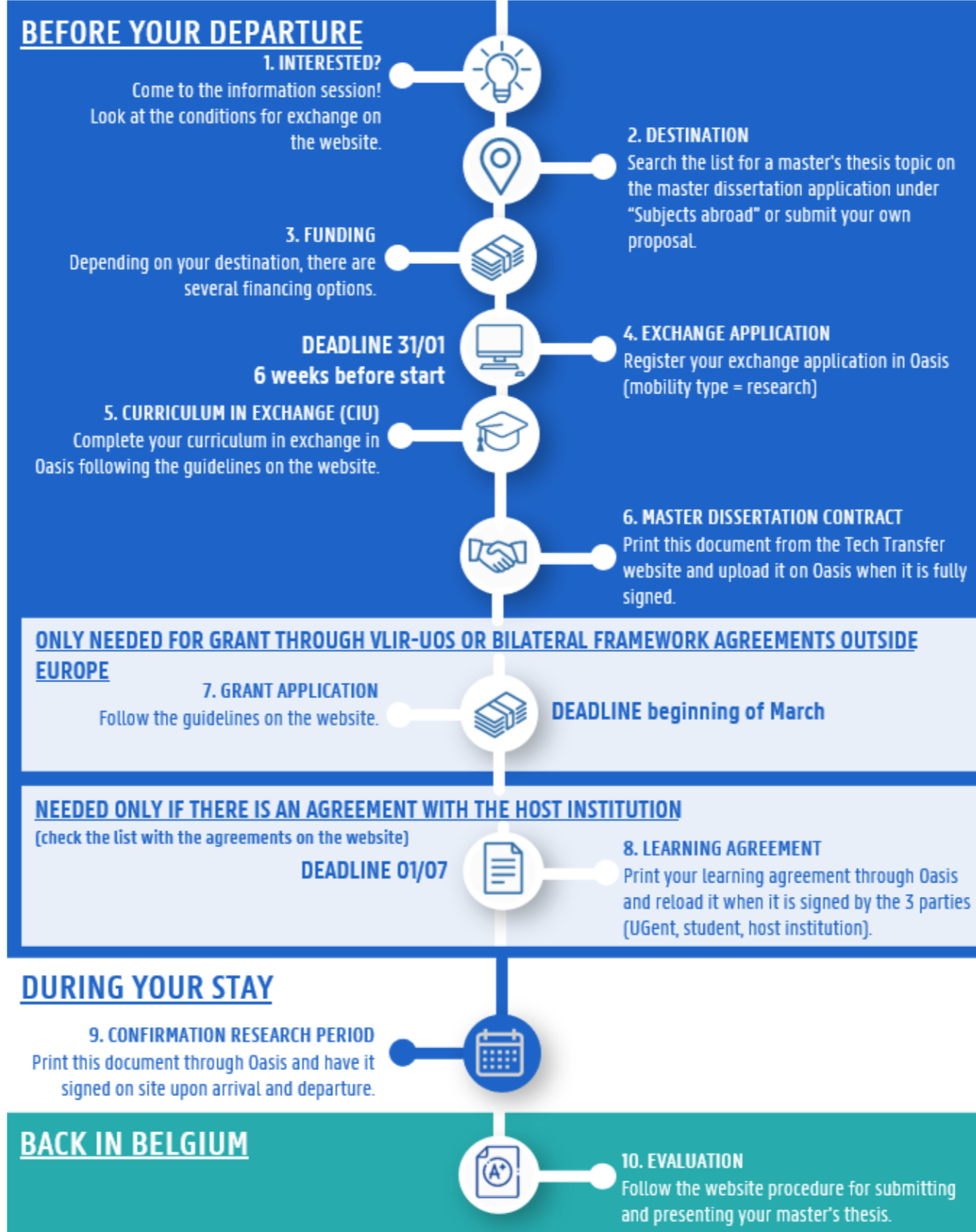
FINANCIAL SUPPORT (4)



- **Inside and outside of Erasmuszone (alternative channel)**
 - CWO grant (via **FBW**)
 - Apply at least three weeks before departure
 - Various deadlines throughout the year
 - Condition: parallel application, only when other channels aren't possible



TIMELINE EXCHANGE FOR MASTER DISSERTATION PARTIALLY ABROAD



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2. DESTINATION

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proposal.



3. FUNDING

Depending on your destination, there are
several financing options.



DEADLINE 31/01
6 weeks before start

4. EXCHANGE APPLICATION

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EXCHANGE APPLICATION (UWA)

Every exchange needs to be registered in an exchange application
(for insurance, diploma supplement,...)

How?

Via Oasis

From when?

21/11/2023

Deadline exchange
application

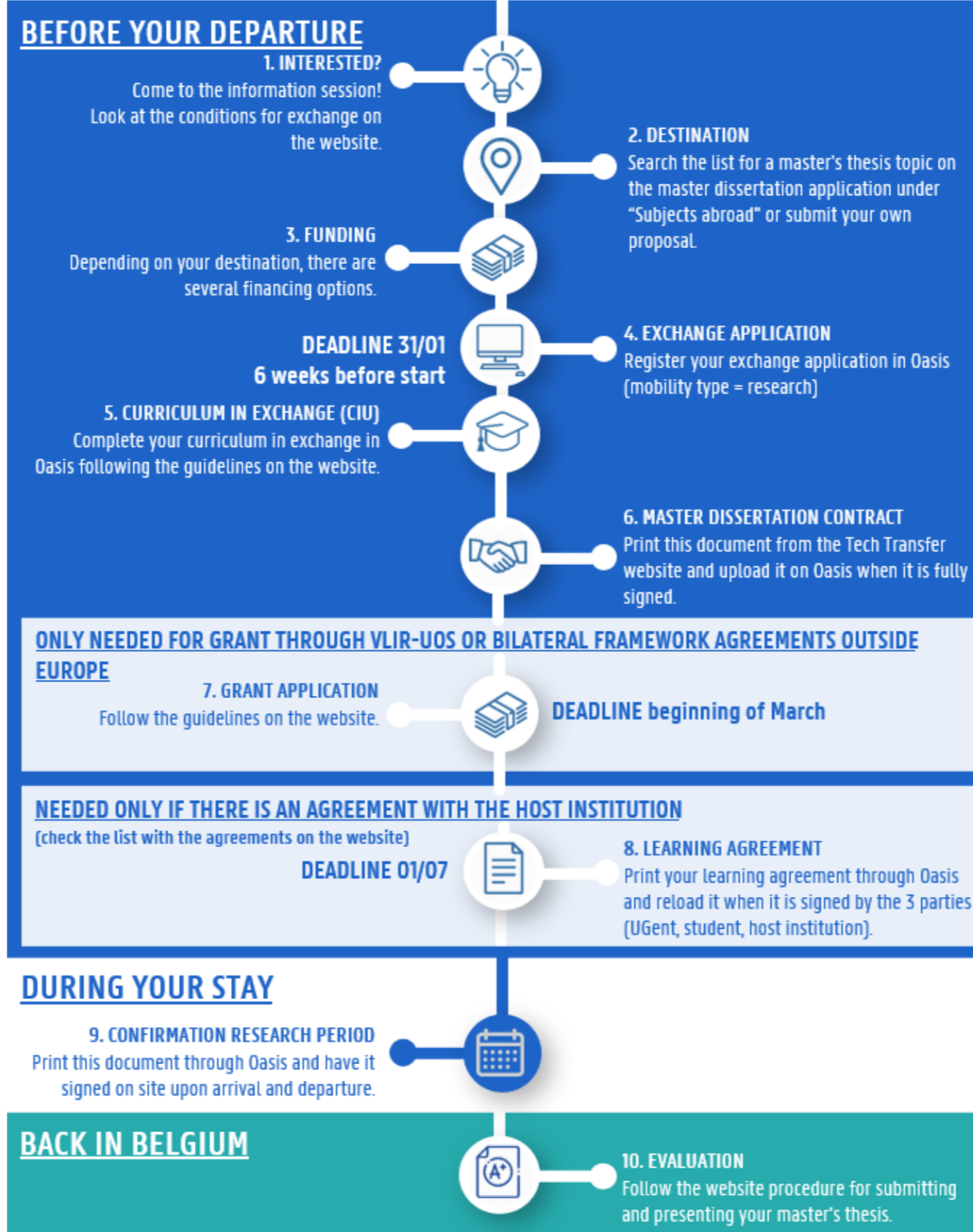
31/01/2024 (UGent grant)

Min. 6 weeks before departure

**Practical information session on making exchange
application: 13 December 2023!**

Announcement Uforasite 'Welcome abroad'

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EXCHANGE CURRICULUM (CIU)



- **Through Oasis / 2024-2025**

- Exchange course: **'Research in the framework of the Master Dissertation'**
- Select that you will **partially** complete the UGent course 'Masterproef' / 'Master dissertation' abroad
- Substitute course: Masterproef (20 SP or 30 SP)

- **Credits for exchange course?**

- **All** research work during exchange => **2/3 of credits** (20 out of 30 – bio ir or 14 out of 20 – ind ing)
- **Part of research** work during exchange => **1/3 of credits** (10 out of 30 – bio ir or 7 out of 20 – ind ing)
- Less than 2 months abroad => **1 credit per week**

EXCHANGE CURRICULUM (CIU)

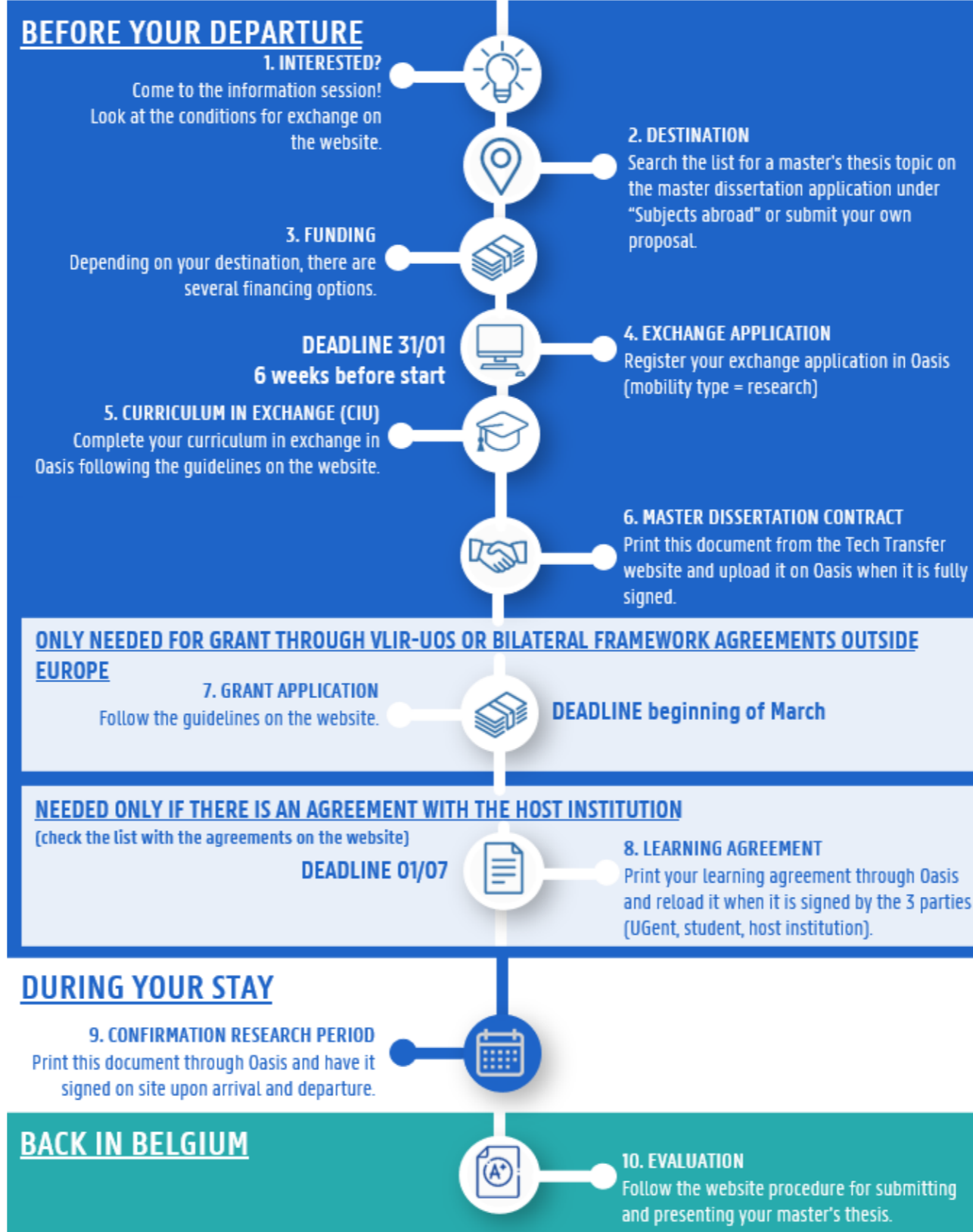


- **Can you take up courses during your master dissertation exchange?**
 - Normally **NO**
 - Exceptions:
 - You haven't been on a course exchange before
 - There is an agreement with the partner institution
 - There is room available in the agreement for that AY
 - Approval needed from contact person internationalisation ([see list](#)) and partner

!! ALWAYS contact out.fbw@ugent.be

first in this case (on time) !!

TIMELINE EXCHANGE FOR MASTER DISSERTATION PARTIALLY ABROAD



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6 weeks before start

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MASTER DISSERTATION CONTRACT

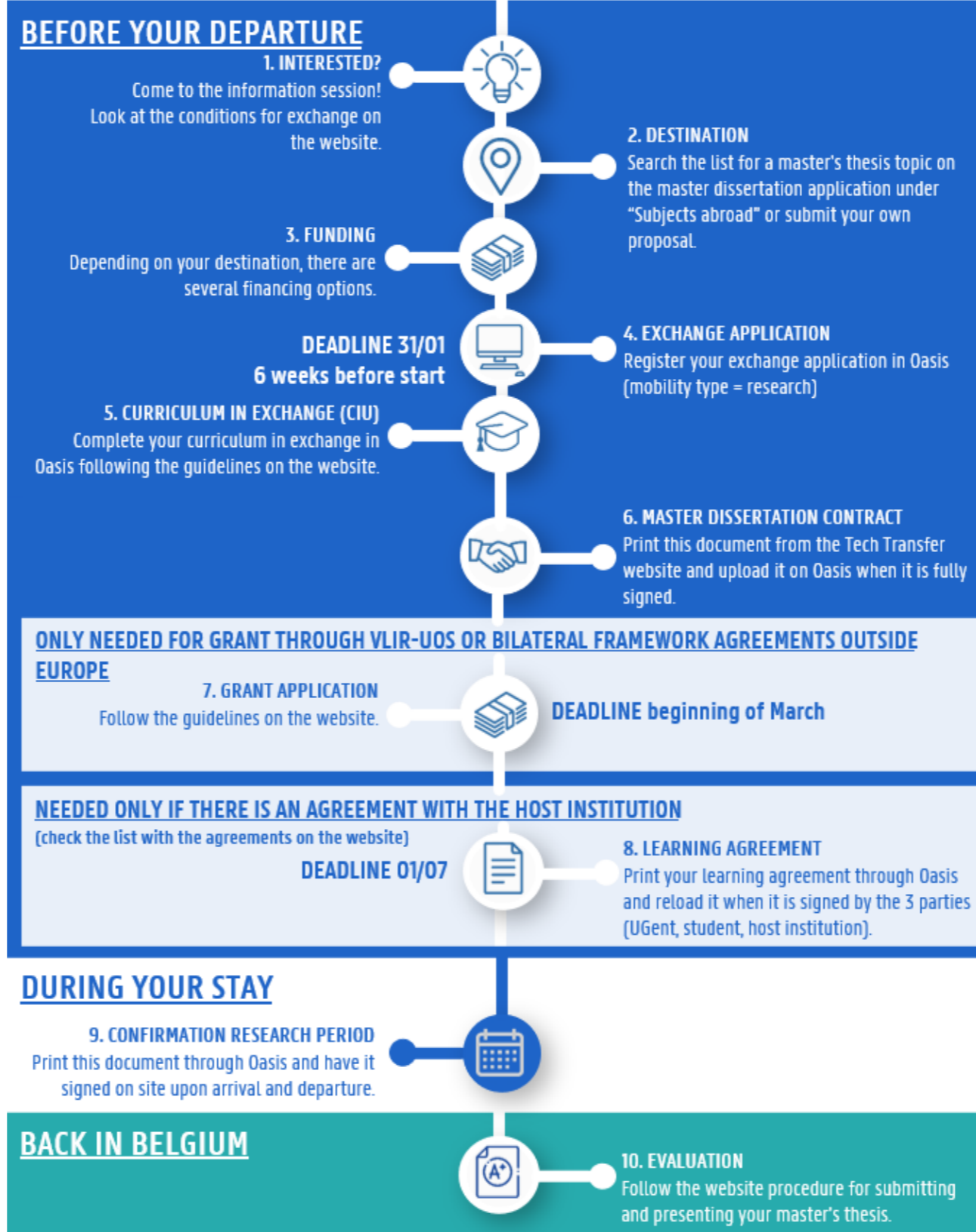
- If you collaborate with **third parties** (companies, non-profit organizations, institutions with which the faculty has no agreement) for your master's thesis
- Print it out (through [this link](#)) & fill it in
 - Sign it, get it signed by partner institution + promotor UGent
 - E-mail to out.fbw@ugent.be to get it signed by Director of Education
- Upload signed document on Oasis

(under 'Documenten' – 'Contract' – mention 'Master dissertation contract' in remarks)

**!! This document has to be uploaded
before you go abroad !!**



TIMELINE EXCHANGE FOR MASTER DISSERTATION PARTIALLY ABROAD



ONLY NEEDED FOR GRANT THROUGH VLIR-UOS OR BILATERAL FRAMEWORK AGREEMENTS OUTSIDE EUROPE

7. GRANT APPLICATION

Follow the guidelines on the website.



DEADLINE beginning of March

NEEDED ONLY IF THERE IS AN AGREEMENT WITH THE HOST INSTITUTION

(check the list with the agreements on the website)

DEADLINE 01/07



8. LEARNING AGREEMENT

Print your learning agreement through Oasis and reload it when it is signed by the 3 parties (UGent, student, host institution).

GRANT APPLICATION

- **For Erasmus+ and Erasmus Belgica**
 - Approval exchange application → You get a grant!
 - **No separate grant application needed**
- **CWO grant:** different deadlines during the AY (see [here](#))
- **For all other UGent grants (VLIR-UOS en bilateral agreements)**
 - **More attention needed (deadline March 11 2024, 12u00)**
 - Explained together with grant application for internship abroad
 - Selection announcement: Beginning of May 2024

**!!! The deadline for the exchange application is different
from the deadline for the grant application !!!**



GRANT APPLICATION

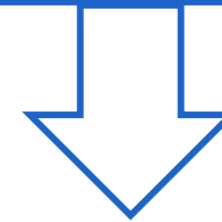


Traveling in a sustainable way?



Apply for Green Travel grant (€50)

How can I travel a sustainable way?

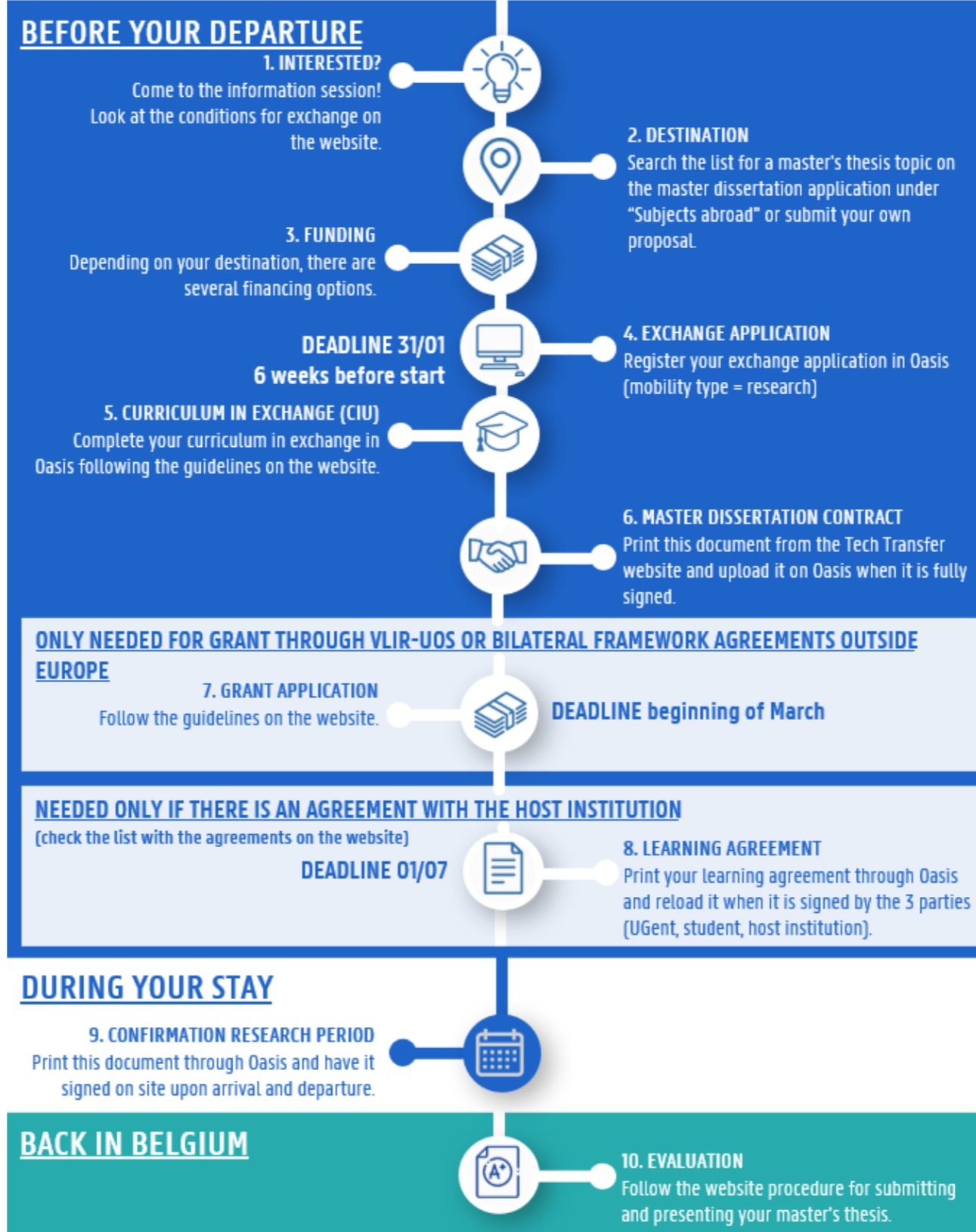


Check this UGhent site!

FLiXBUS



TIMELINE EXCHANGE FOR MASTER DISSERTATION PARTIALLY ABROAD



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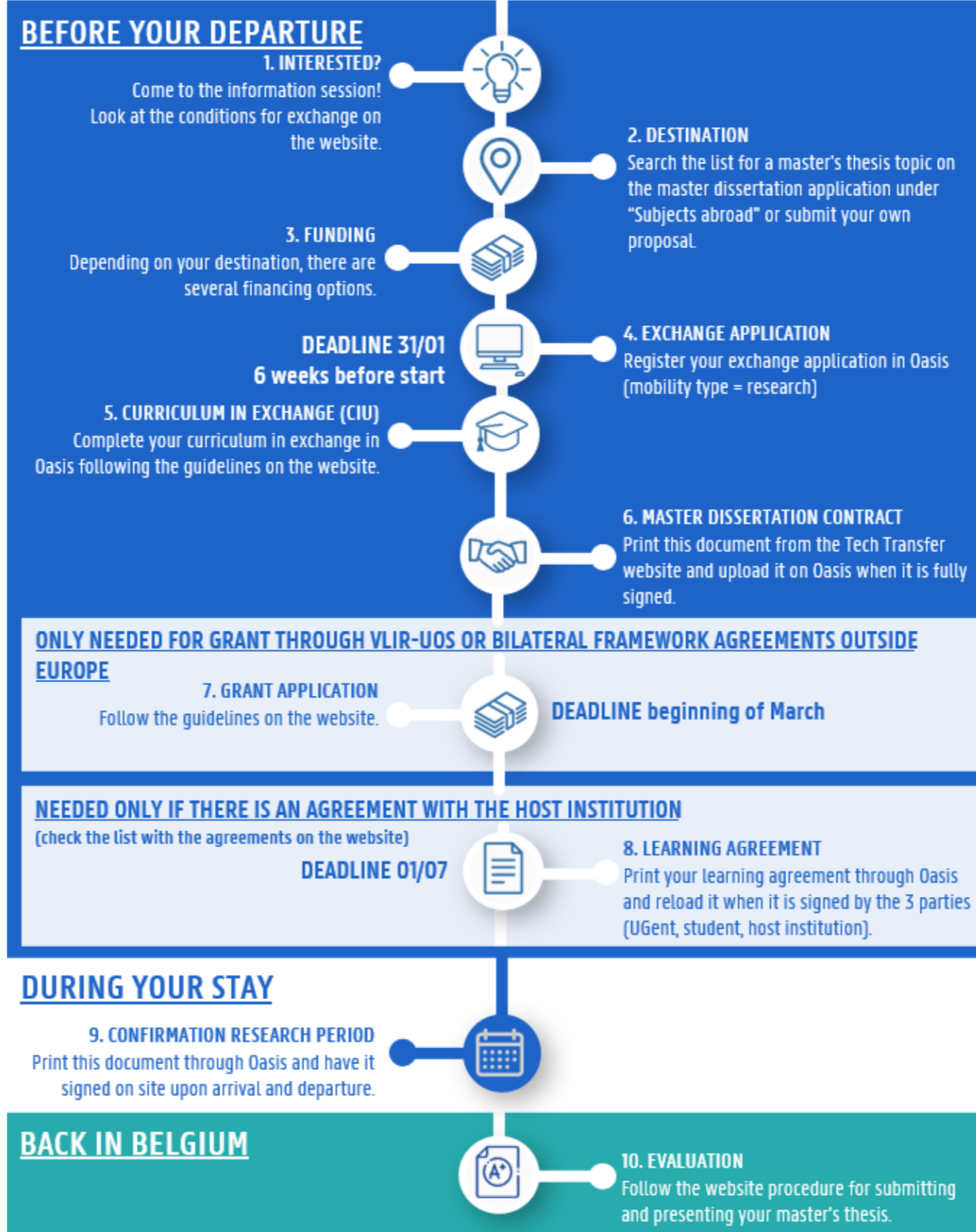
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LEARNING AGREEMENT (LA)

- **Only necessary if there's an Erasmus agreement with the guest institution within the Erasmuszone**
- Download template (see [here](#) or on [website](#))
 - Filled in with the info of your exchange curriculum
 - Sign it and get it signed by partner institution
- Upload fully signed LA on Oasis (under 'Learning Agreement')

Start in time!
Needs to be uploaded **before**
departure!

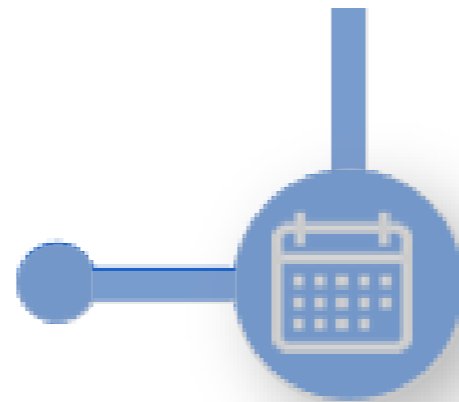
TIMELINE EXCHANGE FOR MASTER DISSERTATION PARTIALLY ABROAD



DURING YOUR STAY

9. CONFIRMATION RESEARCH PERIOD

Print this document through Oasis and have it signed on site upon arrival and departure.



CONFIRMATION RESEARCH PERIOD

- Download the document from Oasis
- Get the **arrival part** signed once you arrive on site
 - Upload it in Oasis, as type 'Period of Stay - Arrival'
(('Verblijfperiode-aankomst'))
- Get the **departure part** signed before you return home
 - Upload it in Oasis, as type 'Period of Stay - Departure'
(Verblijfperiode-vertrek)





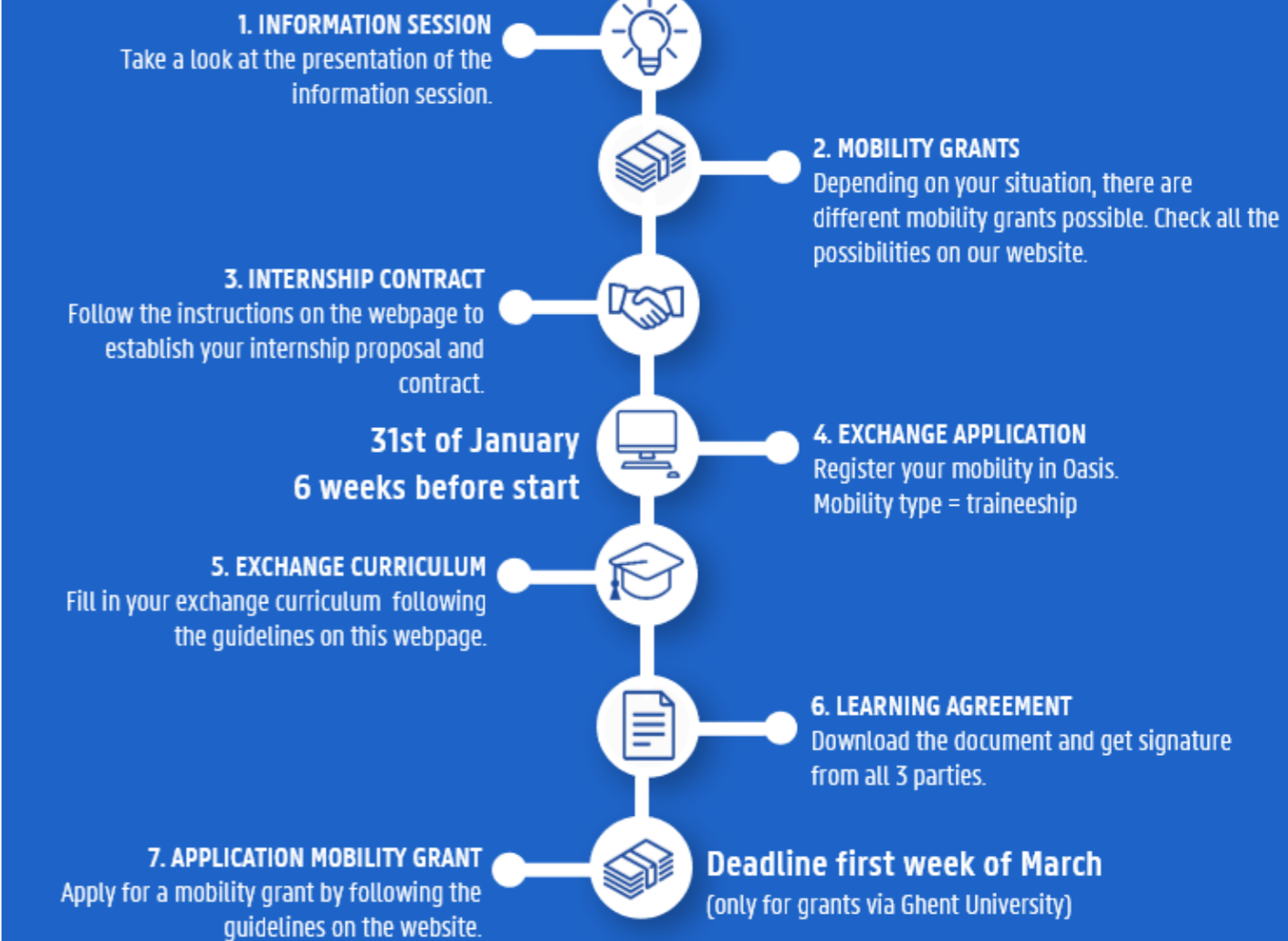
TIMELINE EXCHANGES INTERNSHIP

TIMELINE

- All info on the procedure can be found on the [website](#)
- Procedure only for internship that will be part of **your curriculum**
- Internships abroad only in **lesson-free periods**
- **FIRST:** internship registration and contract - FSA (more info on [website](#))

TIMELINE EXCHANGE INTERNSHIP

BEFORE DEPARTURE



DURING STAY



AFTERWARDS



TIMELINE EXCHANGE INTERNSHIP

BEFORE DEPARTURE

1. INFORMATION SESSION
Take a look at the presentation of the information session.



2. MOBILITY GRANTS
Depending on your situation, there are different mobility grants possible. Check all the possibilities on our website.



3. INTERNSHIP CONTRACT
Follow the instructions on the webpage to establish your internship proposal and contract.



31st of January
6 weeks before start



4. EXCHANGE APPLICATION
Register your mobility in Oasis.
Mobility type = traineeship

5. EXCHANGE CURRICULUM
Fill in your exchange curriculum following the guidelines on this webpage.



6. LEARNING AGREEMENT
Download the document and get signature from all 3 parties.



7. APPLICATION MOBILITY GRANT
Apply for a mobility grant by following the guidelines on the website.



Deadline first week of March
(only for grants via Ghent University)

DURING STAY

8. CONFIRMATION OF STAY
Download from Oasis and get signature from guest institution at arrival and departure.



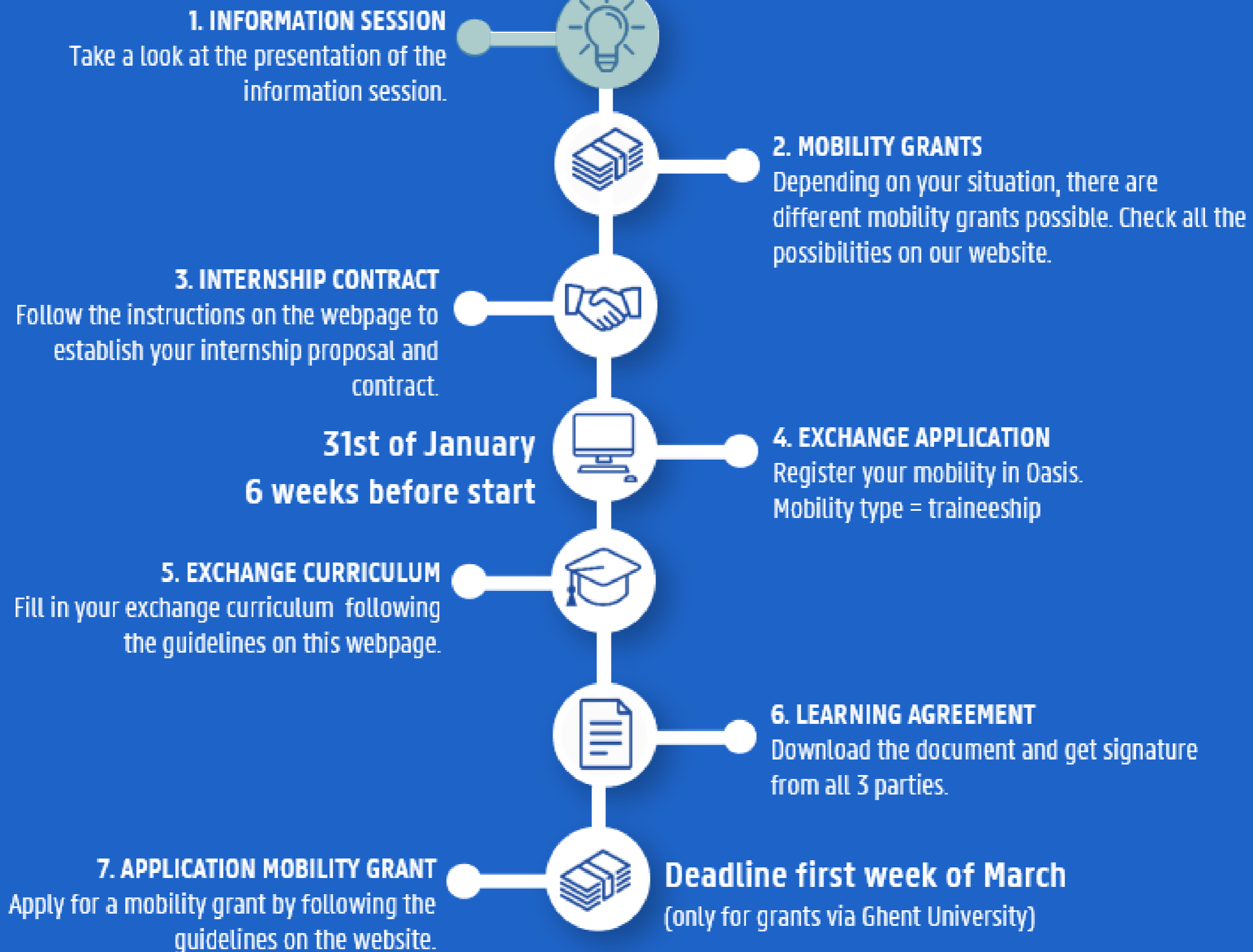
AFTERWARDS

9. EVALUATION
Follow the instructions on the webpage for your evaluation.



Deadline 6 weeks after internship

BEFORE DEPARTURE



CHOOSING YOUR INTERNSHIP – HOW?

Through the
internship
coordinator

Bio engineer

Industrial engineer

Searching for a
subject yourself

Through an
internship
organisations

Humasol – IAAS

IAESTE – AfD

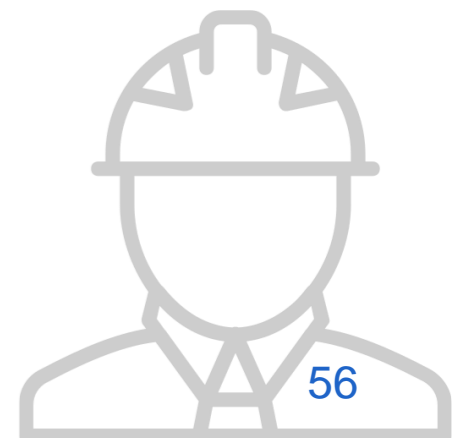
AISEC

Through the list of
internships

See list here

International internships
are possible in academic
institutions

**Approval needed from
study program!**



CHOOSING INTERNSHIP – THINK ABOUT...



1. Language requirements in country

- Want to learn a new language? → UCT offers discounts! ([Check website](#))
 - Start in time!

2. Period of internship

- Only possible during lesson-free periods (most chosen: summer period)

3. Timing of internship defense

- E.g.: internship in summer 2024 → defense in december 2024 → in curriculum for academic year 2024-2025!

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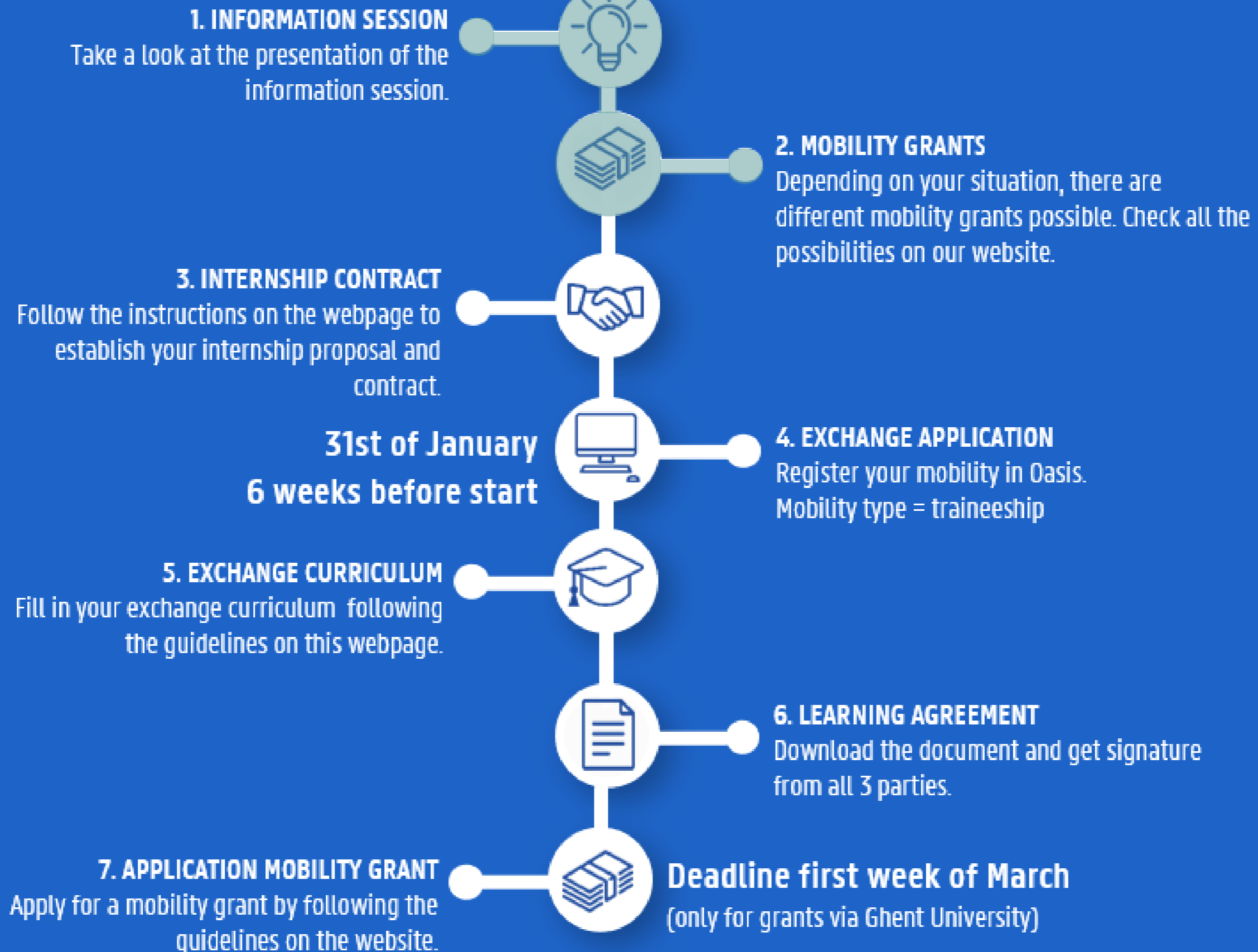
AFTERWARDS

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Deadline 6 weeks after internship

BEFORE DEPARTURE

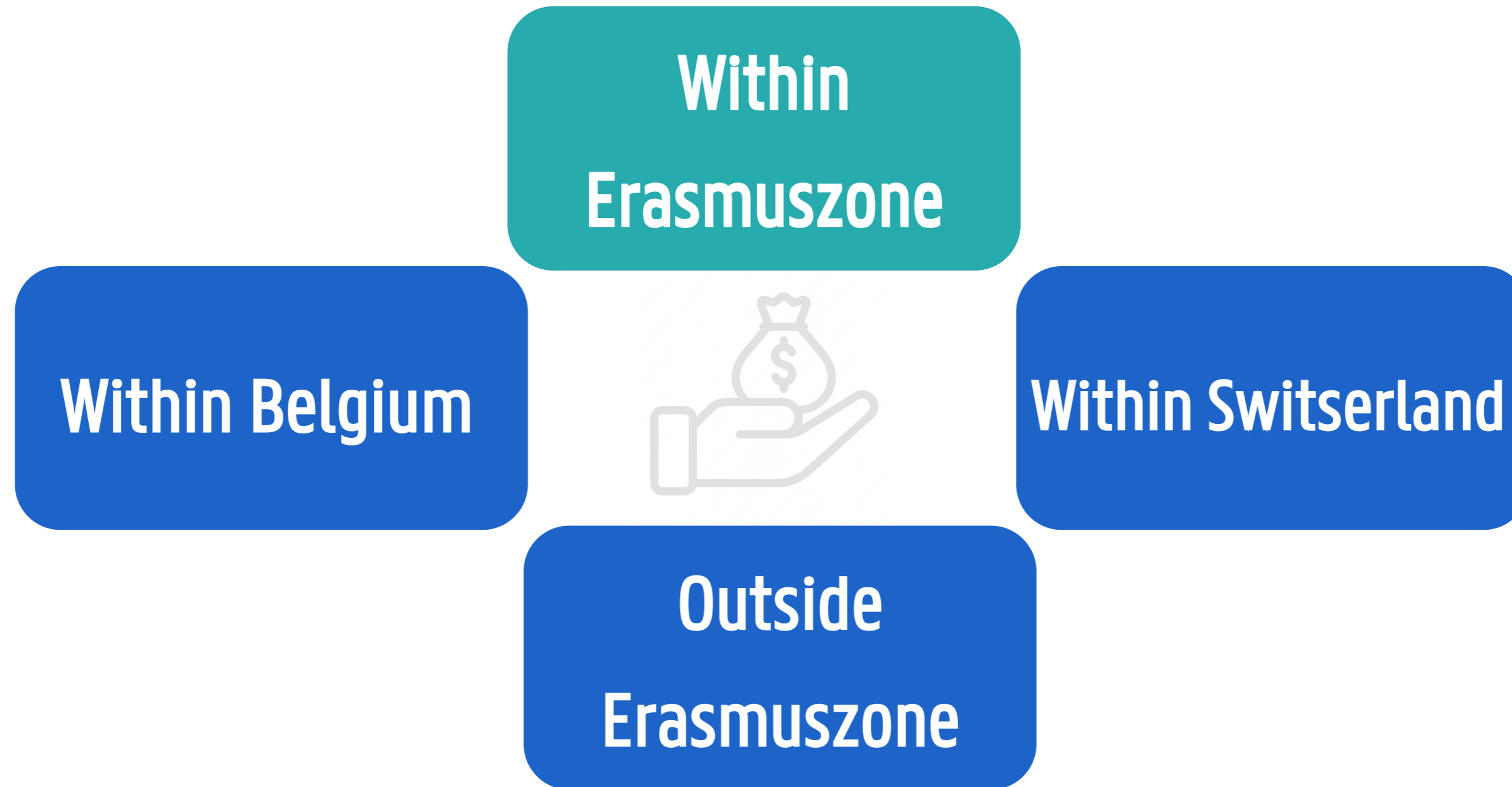


FINANCIAL SUPPORT

- You keep your study grant (if applicable)
- **Extra financial support possible** ([zie website AI](#))
 - Through UGent (agreement between partners)
 - External sources
- **Questions on UGent grants => international@ugent.be !**



FINANCIAL SUPPORT



FINANCIAL SUPPORT (1)

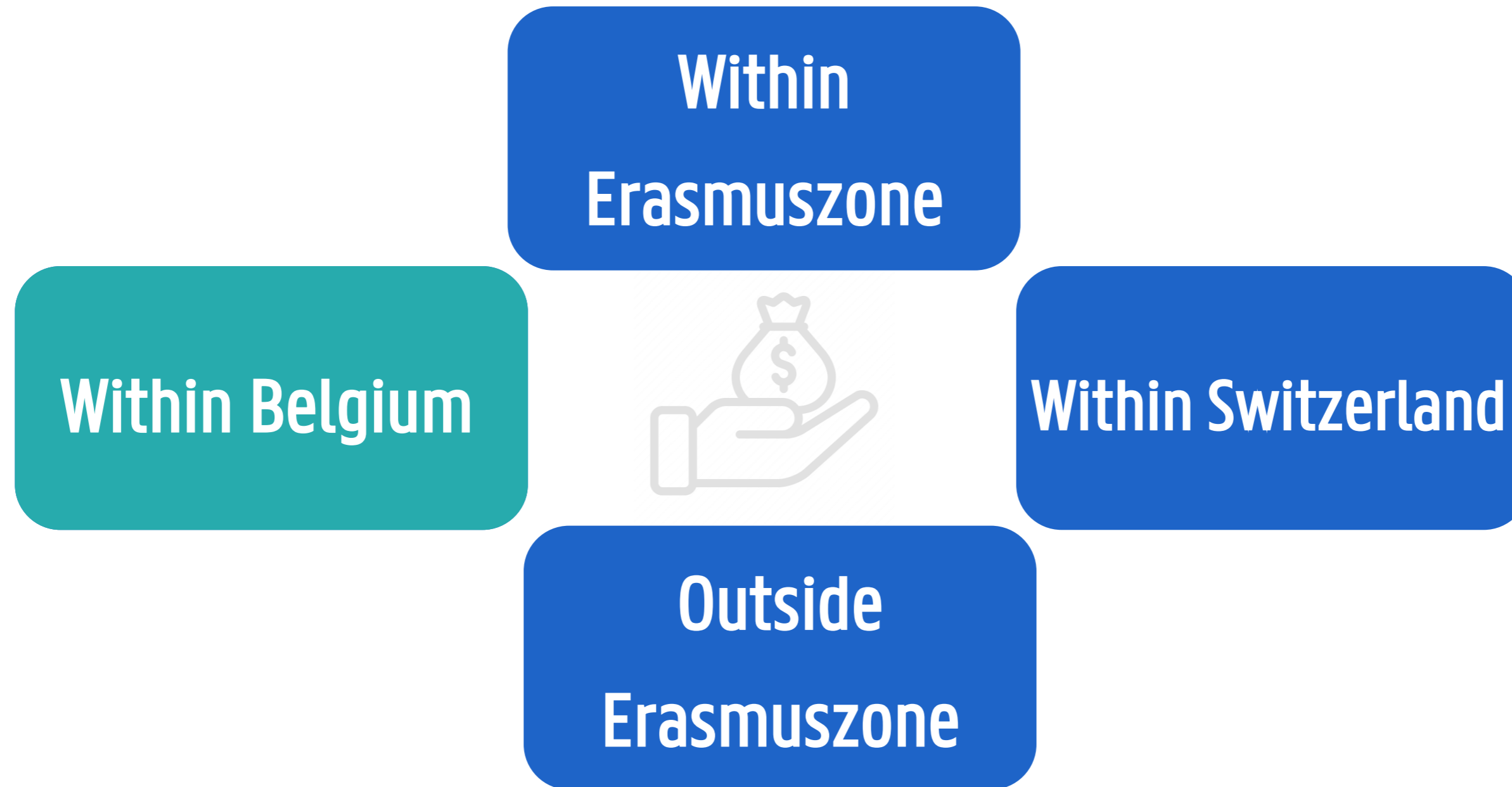


- **WITHIN Erasmus zone** (min. 2 months)

- **Erasmus+ traineeships** (via UGent)

- **Group 1 - €529 / €779 (study grant):** Denmark, Faroe Islands, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, UK (visa application necessary), Sweden
- **Group 2 - €479 / €729 (study grant):** Andorra, Austria, Cyprus, Germany, France, Greece, Italy, Malta, Monaco, The Netherlands, Portugal, San Marino, Spain, Vatican City
- **Group 3 - €429 / €679 (study grant):** Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, North-Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey
- **Group 4 - €700/ €950 (study grant):** A limited number of grants is available for traineeships in non-EU countries

FINANCIAL SUPPORT

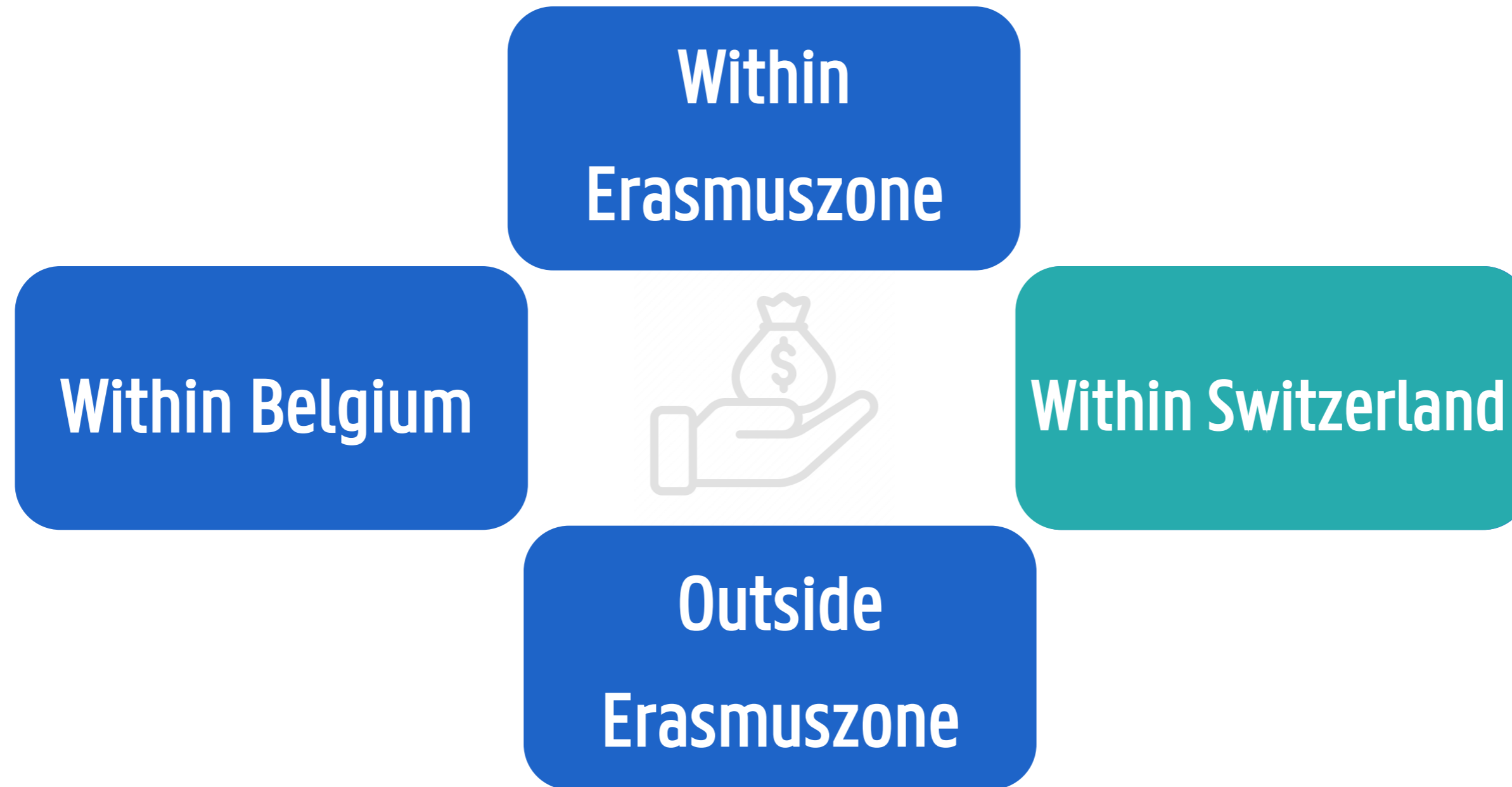


FINANCIAL SUPPORT (2)

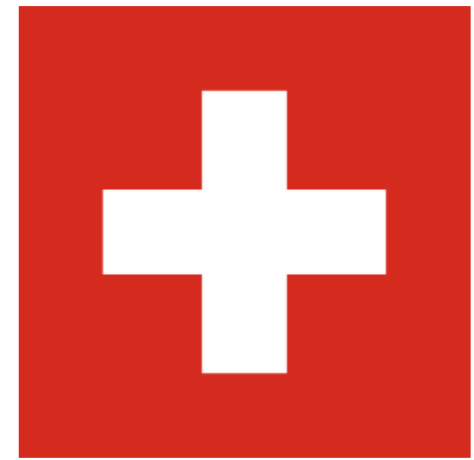


- **Within Belgium (min. 2 months)**
 - Erasmus Belgica (UGent)
 - No certainty about the right amounts yet

FINANCIAL SUPPORT

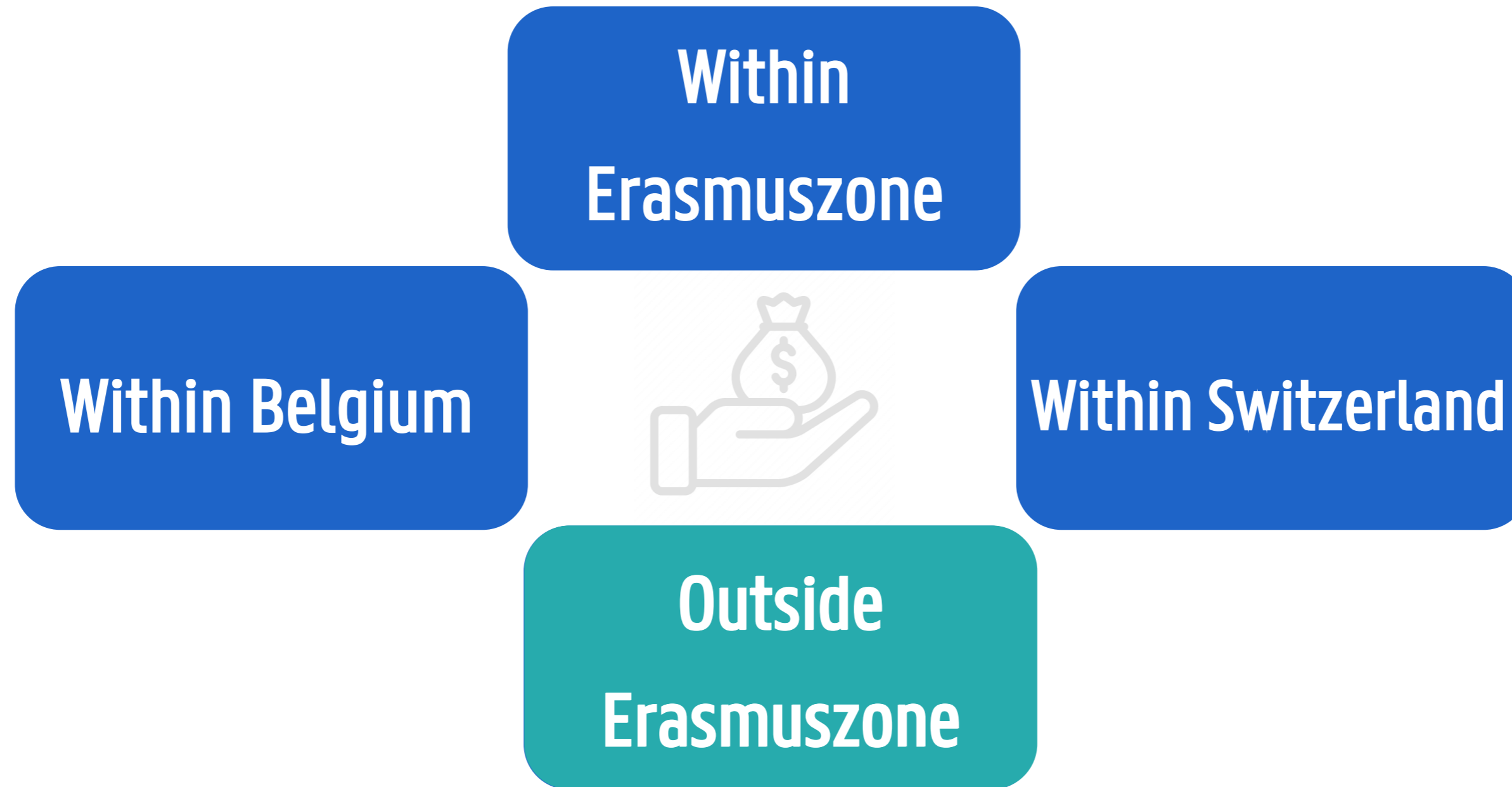


FINANCIAL SUPPORT (3)



- **Switzerland** (min. 2 months)
 - SEMP (UGent)
 - Swiss-European Mobility Programme
 - €300/month

FINANCIAL SUPPORT



FINANCIAL SUPPORT (4)



- **OUTSIDE Erasmuszone (min. 1 month)**
 - **Grant bilateral agreements** (UGent, see list of partners [here](#))
 - Travel allowance depending on distance (max €1.500)
 - Plus occ. monthly allowance of max. €650 for max 4 months
 - Based on financial situation

FINANCIAL SUPPORT (5)



- **OUTSIDE Erasmuszone (min. 1 month)**

- **VLIR-UOS (UGent)**

- For one of 32 developing countries (see country list [here](#))
- Minimum 1 month (28 consecutive days)
 - Max. € 1000

TIMELINE EXCHANGE INTERNSHIP

BEFORE DEPARTURE

1. INFORMATION SESSION
Take a look at the presentation of the information session.



2. MOBILITY GRANTS
Depending on your situation, there are different mobility grants possible. Check all the possibilities on our website.



3. INTERNSHIP CONTRACT
Follow the instructions on the webpage to establish your internship proposal and contract.



31st of January
6 weeks before start



4. EXCHANGE APPLICATION
Register your mobility in Oasis.
Mobility type = traineeship

5. EXCHANGE CURRICULUM
Fill in your exchange curriculum following the guidelines on this webpage.



6. LEARNING AGREEMENT
Download the document and get signature from all 3 parties.



7. APPLICATION MOBILITY GRANT
Apply for a mobility grant by following the guidelines on the website.



Deadline first week of March
(only for grants via Ghent University)

DURING STAY

8. CONFIRMATION OF STAY
Download from Oasis and get signature from guest institution at arrival and departure.



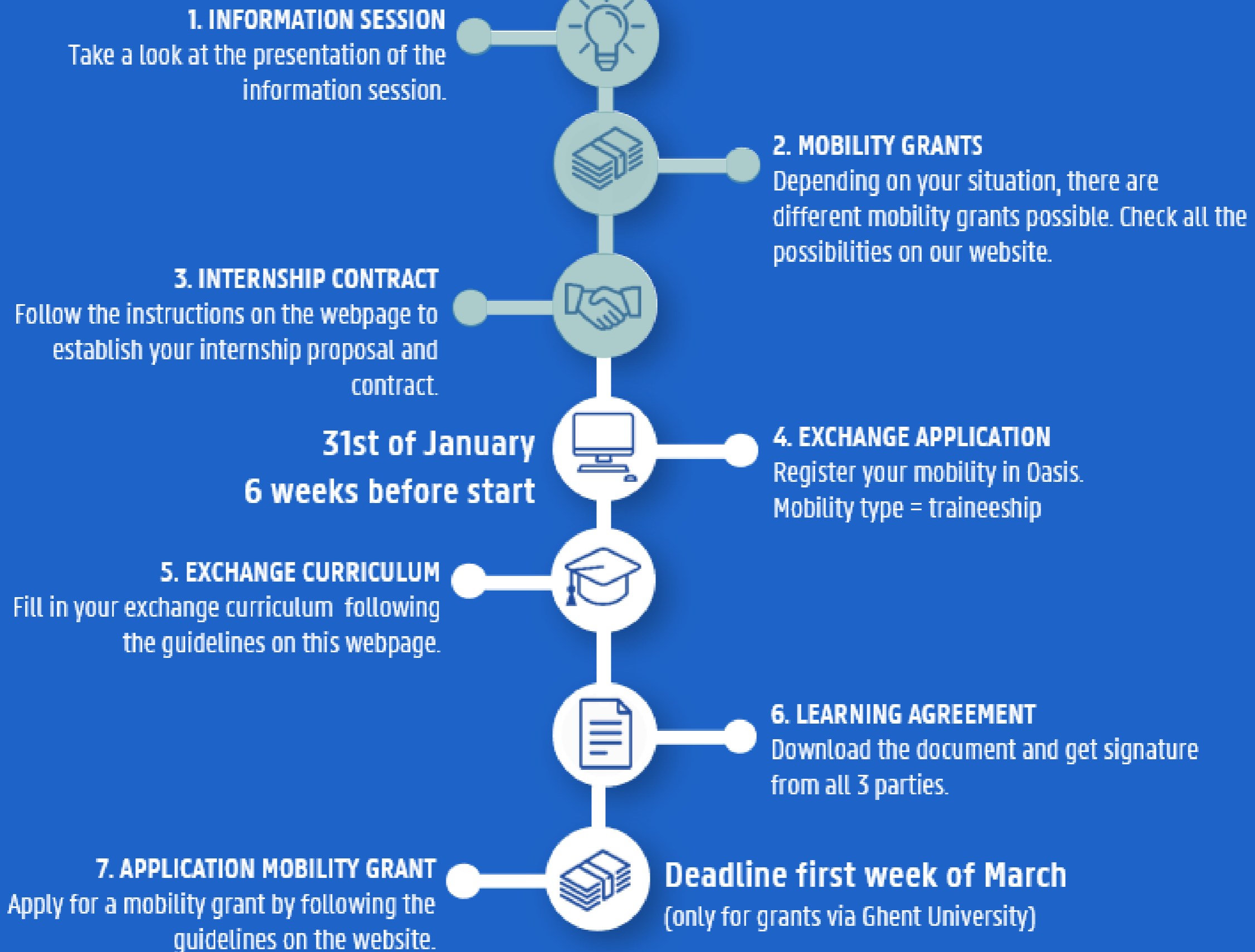
AFTERWARDS

9. EVALUATION
Follow the instructions on the webpage for your evaluation.



Deadline 6 weeks after internship

BEFORE DEPARTURE



INTERNSHIP CONTRACT

- Internship registration and contract
 - Get the internship approved by your programme
 - Send the approval to out.fbw@ugent.be
 - Complete the administration for the FSA
 - [Campus Coupure](#) (3-4-5)
 - [Campus Schoonmeersen](#) (3-4-5)



TIMELINE EXCHANGE INTERNSHIP

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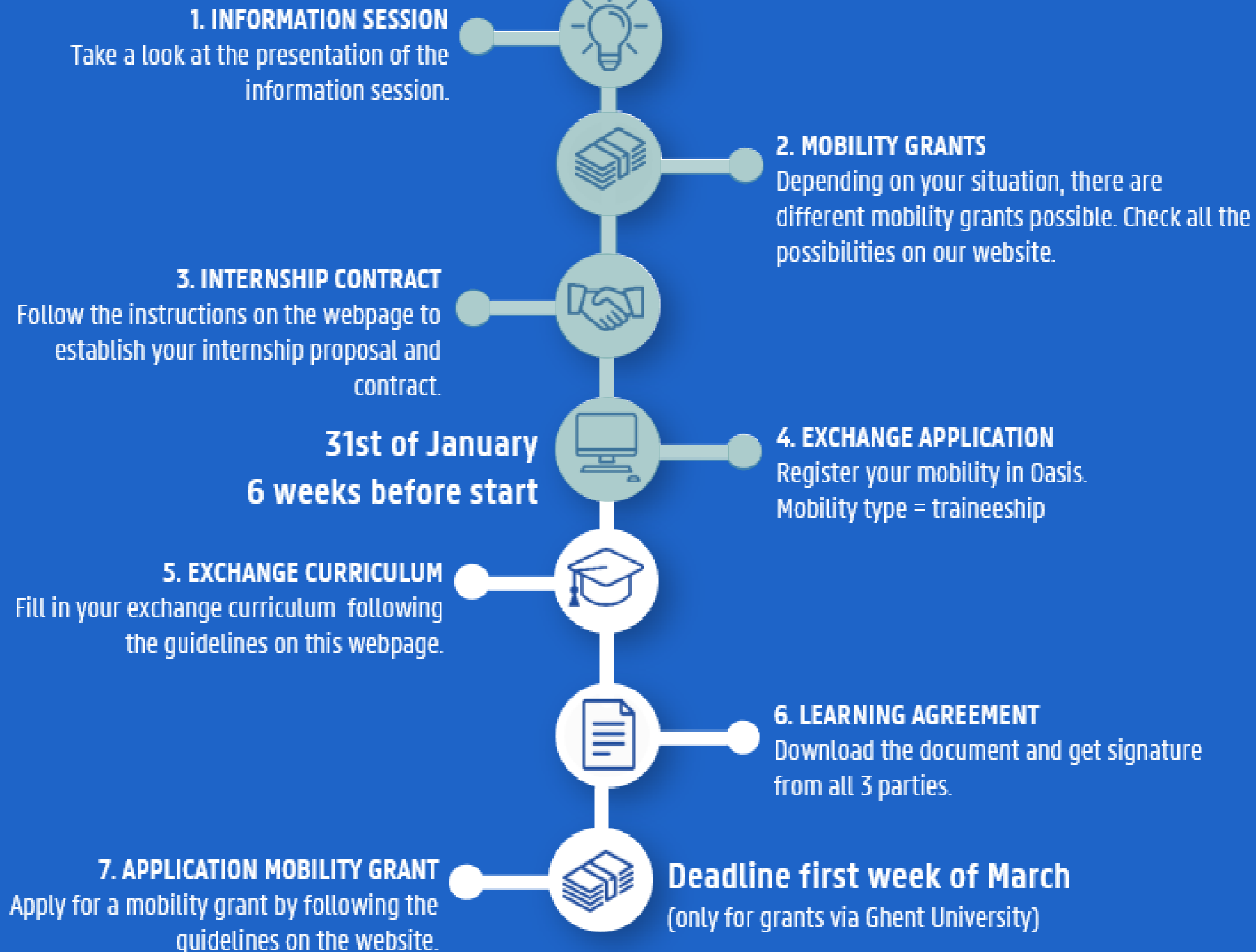
AFTERWARDS

9. EVALUATION
Follow the instructions on the webpage for your evaluation.



Deadline 6 weeks after internship

BEFORE DEPARTURE



EXCHANGE APPLICATION (UWA)

Every exchange needs to be registered in an exchange application
(for insurance, diploma supplement,...)

How?

Via Oasis

From when?

15/11/2023

Deadline exchange application

31/01/2024 (UGent grant)

Min. 6 weeks before departure

Practical information session on making exchange application: 13 December 2023!

Announcement Uforasite 'Welcome abroad'

TIMELINE EXCHANGE INTERNSHIP

BEFORE DEPARTURE

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Deadline first week of March

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EXCHANGE CURRICULUM (CIU)

- **Through Oasis / 2024-2025** (AY of defence)
 - Exchange course 'Practical training in the framework of the Internship'
 - Guidelines in [Oasis manual](#)
- **Partial** realisation of a UGent course:
 - Biosciences/Biowetenschappen: Stage / Internship (6 SP – 20 working days)
 - Bio-engineering sciences/Bio-ingenieurswetenschappen:
Internationale stage / International internship (5 SP – 20 work days) or
Uitgebreide internationale stage / Extended International internship (10 SP – 40 work days)
- **Credits for exchange course = Credits internship course – 2 (defence)**



TIMELINE EXCHANGE INTERNSHIP

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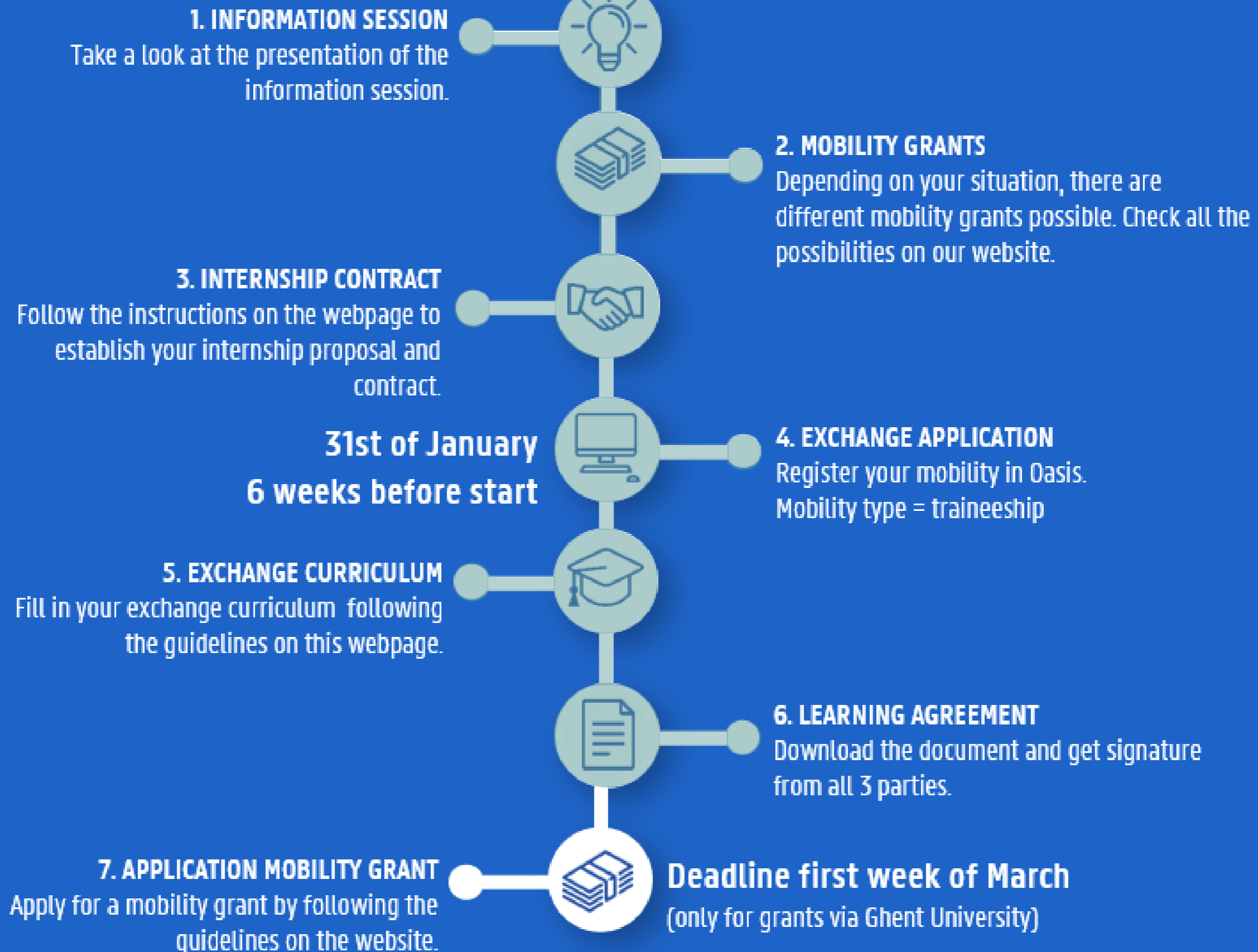
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AFTERWARDS

- 9. EVALUATION**
Follow the instructions on the webpage for your evaluation.
- Deadline 6 weeks after internship**

BEFORE DEPARTURE



LEARNING AGREEMENT (LA)

- Download template (see [here](#) or on [website](#))
 - Fill it in
 - Get it signed by partner institution and UGent internship coordinator
- Upload signed LA on Oasis (under 'Learning Agreement')
- Start in time! Needs to be uploaded **before departure!**

TIMELINE EXCHANGE INTERNSHIP

BEFORE DEPARTURE

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Deadline first week of March

(only for grants via Ghent University)

GRANT APPLICATION

- **For Erasmus+ and Erasmus Belgica**
 - Approval exchange application → You get a grant!
 - **No separate grant application needed**
- **For all other UGent grants (VLIR-UOS en bilateral agreements)**
 - **More attention needed (deadline March 11 2024, 12u00)**
 - Explained in the next 5 slides (same for master dissertation abroad)
 - Selection announcement: Beginning of May 2024

**!!! The deadline for the exchange application is different
from the deadline for the grant application !!!**



EXPLANATION NEW SELECTION MECHANISM -
OUTGOING STUDENTS - FACULTY INFO SESSION
EXCHANGE AY 24-25

GRANTS OUTSIDE THE ERASMUS ZONE

Various grants available for exchange outside the Erasmus zone, classifiable into two types:

1. Monthly grant (max 4 months) & travel allowance
2. Travel allowance

Distribution of scholarships according to the principle:

the higher the socio-economic need, the higher the chance of getting a type 1 scholarship (monthly allowance & travel allowance)

GRANTS OUTSIDE THE ERASMUS ZONE

!New!

No more portfolios need to be submitted (cf previous years), most information will be taken from OASIS.

!Important!

Online info session, intended for outgoing students interested in destination outside Erasmus zone, on **7/12/2023 (18h30)**:

- explanation scholarship distribution
- explanation personal preparation (administration/health/safety)
- explanation financial aspect exchange.

GRANTS OUTSIDE THE ERASMUS ZONE

Information and **guidelines for students** will be circulated:

- Before the Christmas break
- Where? Via the following link:

(ENG) [Exchange outside of the Erasmus zone - Info for Ghent University students - Ghent University \(ugent.be\)](#)

(NED) [https://www.ugent.be/student/nl/studeren/naar-buitenland/financieringskanalen-buitenlands-verblijf#BuitenEuropa](#)

(Note! Now information about the current call, not yet about the AJ 2024-2025 call)

Rein Reynebeau – Karen Wouters
Afdeling Internationalisering
DOWA

E International@ugent.be

www.ugent.be



Universiteit Gent



@ugent



@ugent



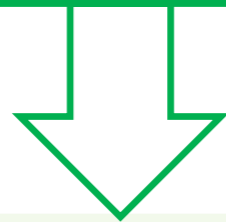
Ghent University



GRANT APPLICATION

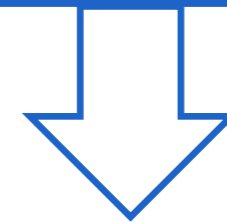


Traveling in a sustainable way?



Apply for Green Travel grant (€50)

How can I travel a sustainable way?



Check this UGhent site!

FLIXBUS

 **railcc**

 **trainline**


ComparaBUS

The Man in Seat 61
www.seat61.com

erasmusbytrain

treeecological

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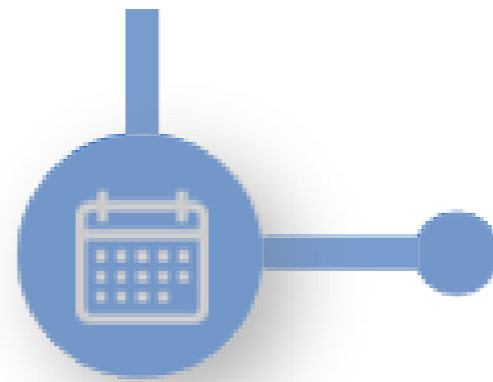
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9. EVALUATION
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Deadline 6 weeks after internship

DURING STAY



8. CONFIRMATION OF STAY

Download from Oasis and get signature from guest institution at arrival and departure.

CONFIRMATION OF STAY

- Download the 'confirmation of stay' document from Oasis
- Get the **arrival part** signed once you arrive on site
 - Upload it in Oasis, as type 'Period of Stay - Arrival'
(*'Verblijfperiode-aankomst'*)
- Get the **departure part** signed before you return home
 - Upload it in Oasis, as type 'Period of Stay - Departure'
(*'Verblijfperiode-vertrek'*)



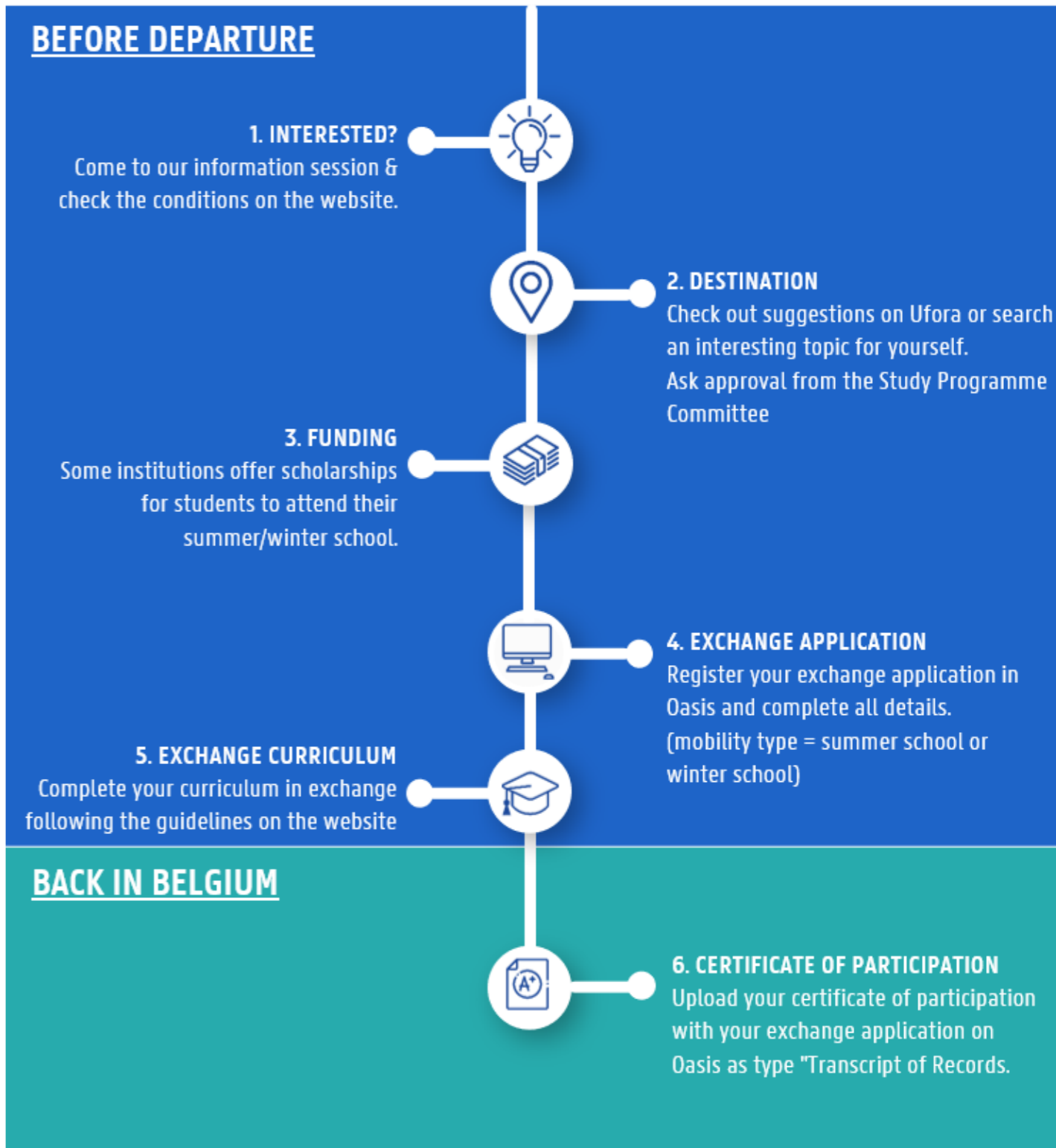


TIMELINE SUMMER SCHOOL AND BIP

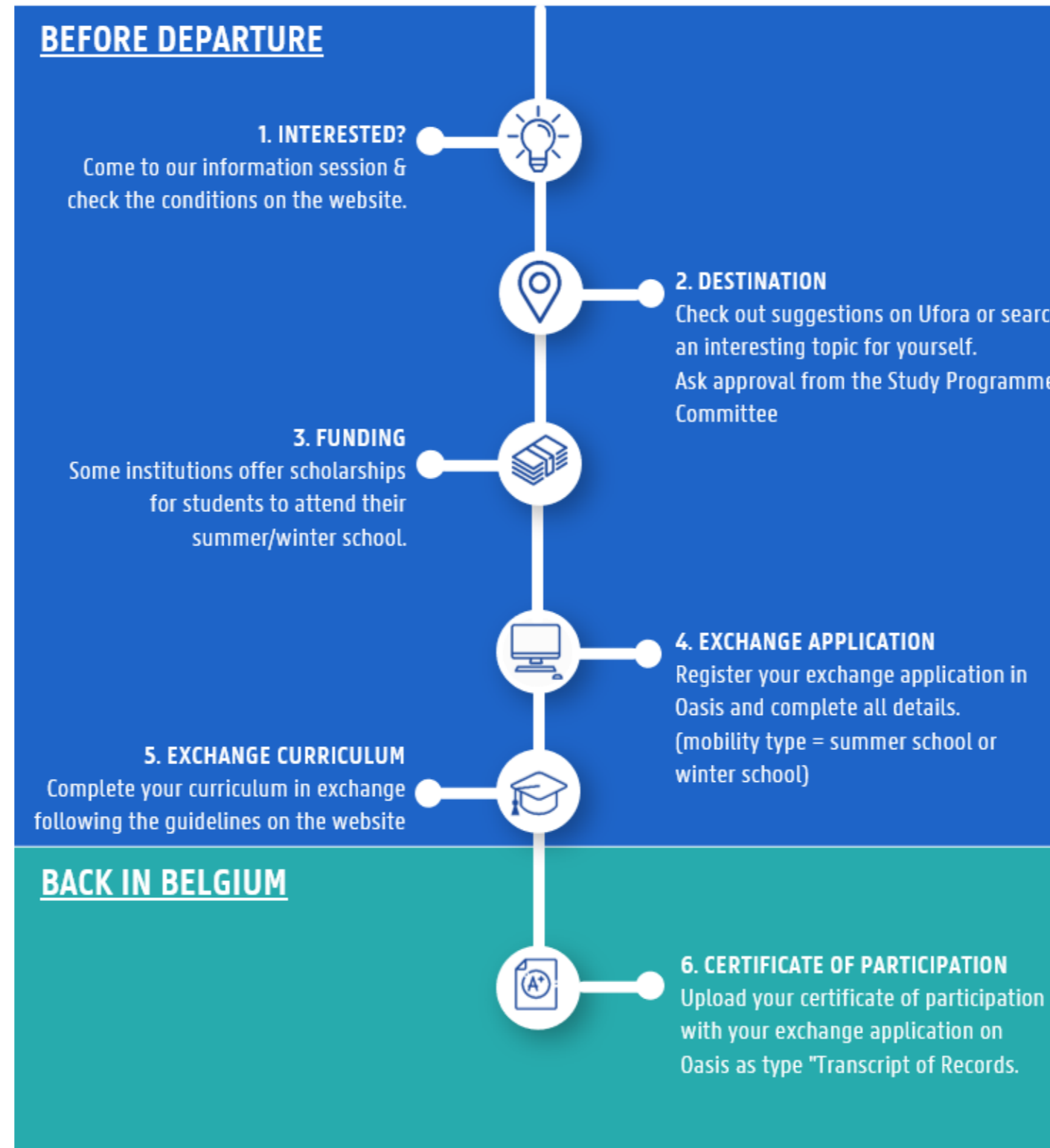
TIMELINE

- All info on procedures and deadlines on [website](#)
- Only when taking it as a part of your curriculum!

TIMELINE EXCHANGE FOR SUMMER/WINTER SCHOOL



TIMELINE EXCHANGE FOR SUMMER/WINTER SCHOOL



BEFORE DEPARTURE

1. INTERESTED?

Come to our information session & check the conditions on the website.



2. DESTINATION

Check out suggestions on Ufora or search an interesting topic for yourself.
Ask approval from the Study Programme Committee



3. FUNDING

Some institutions offer scholarships for students to attend their summer/winter school.



4. EXCHANGE APPLICATION

Register your exchange application in Oasis and complete all details.
(mobility type = summer school or winter school)



5. EXCHANGE CURRICULUM

Complete your curriculum in exchange following the guidelines on the website



SUMMER SCHOOLS AND BIPS

- **What's a summer school?**

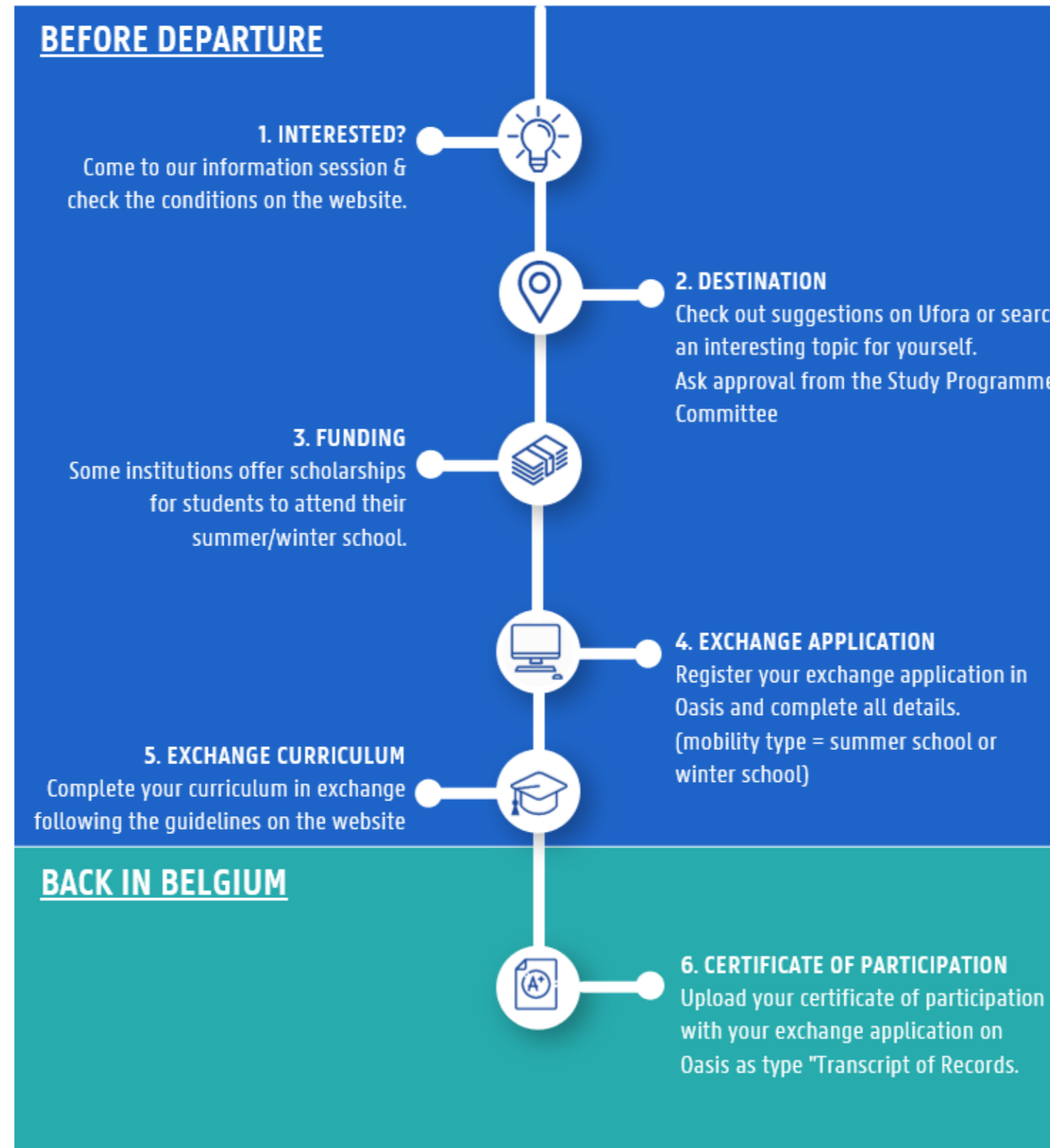
- Short exchange where you follow a FULL course/project/module at partner institution
- As an elective course in curriculum
- Study programme decides for how many credits it counts in curriculum

SUMMER SCHOOLS AND BIPS

- **What's a BIP or Blended Intensive Programme?**

- Programme (course, course unit, module) where you work with students and teachers from different institutions in a blended format (**online and physically**).
- Exchange component : minimum 5 days, maximum 30 days
- Study load: min. 3 credits = ECTS (physical + virtual component together)
 - final decision make by study programme!

TIMELINE EXCHANGE FOR SUMMER/WINTER SCHOOL



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SUMMER SCHOOLS AND BIPS – HOW TO FIND ONE?

1. Announcements on [UFORA Welcome Abroad \(IX00014\)](#)
2. Through contact person internationalisation and/or teachers
3. Free to look for one yourself!



SUMMER SCHOOLS AND BIPS – KEEP IN MIND..

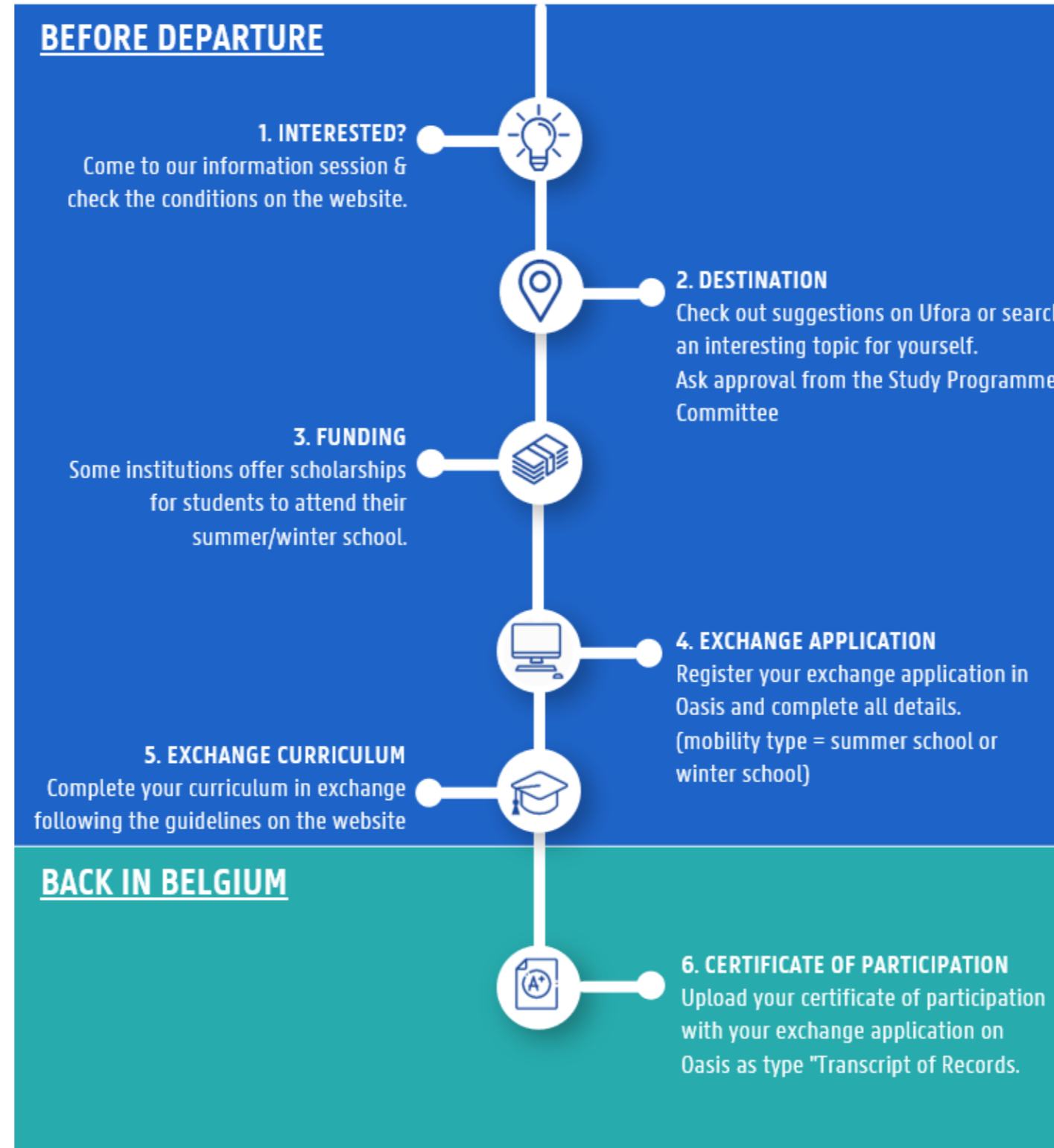
- **Keep the following in mind:**

- You can only validate a summer school / BIP as an elective **during your master program**
- You can only go on an exchange during **lesson-free periods** (check your [academic calendar](#)).

**IMPORTANT to get approval
from your study program!**



TIMELINE EXCHANGE FOR SUMMER/WINTER SCHOOL



BEFORE DEPARTURE

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5. EXCHANGE CURRICULUM

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FINANCIAL SUPPORT – SUMMER SCHOOLS

- Sometimes offered by partner institution (depends)
- Financial support from our Faculty:
 - Budget available for small number of students
 - Apply by mailing motivation, info regarding summer school and budget estimation to out.fbw@ugent.be

Deadline: 15 April 2024

Reminder on Uforasite Welcome Abroad

FINANCIAL SUPPORT – BIPS

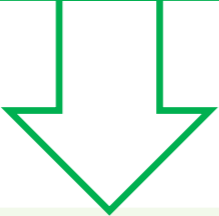
- Erasmus+ grant options:

- Exchanges for **5-14 days** → **€70/day** (student grant/work student: top up of €100)
- Exchanges for **15-30 days** → **€50/day** (student grant/work student: top up of €150)
 - Day before and after exchange are covered by this grant (don't need to register in Oasis)

FINANCIAL SUPPORT

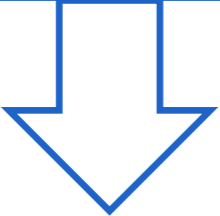


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Apply for Green Travel grant (€50)

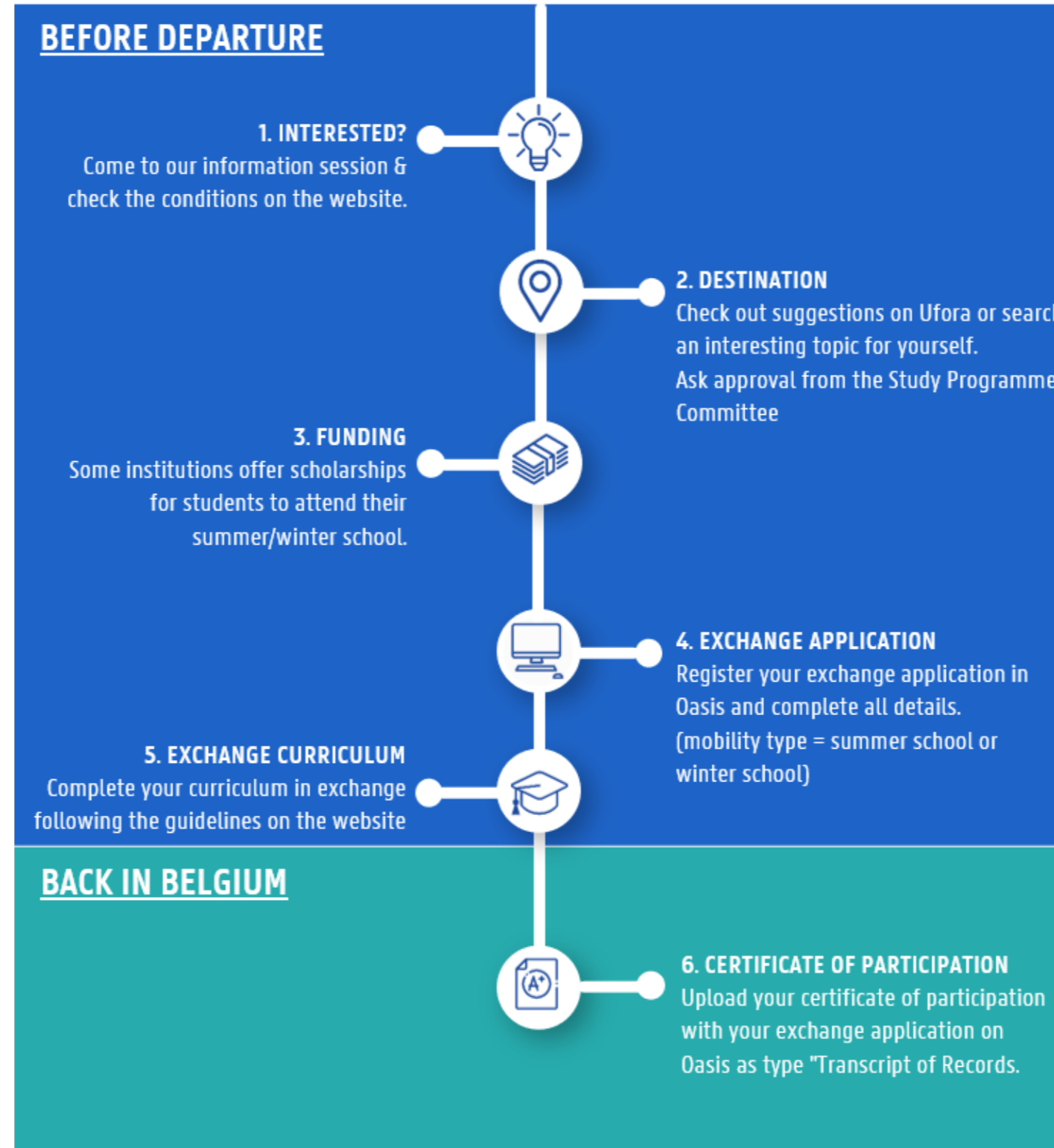
How can I travel a sustainable way?



Check this UGhent site!



TIMELINE EXCHANGE FOR SUMMER/WINTER SCHOOL



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Complete your curriculum in exchange following the guidelines on the website



EXCHANGE APPLICATION (UWA)

Every exchange needs to be registered in an exchange application
(for insurance, diploma supplement,...)

How?

Via Oasis

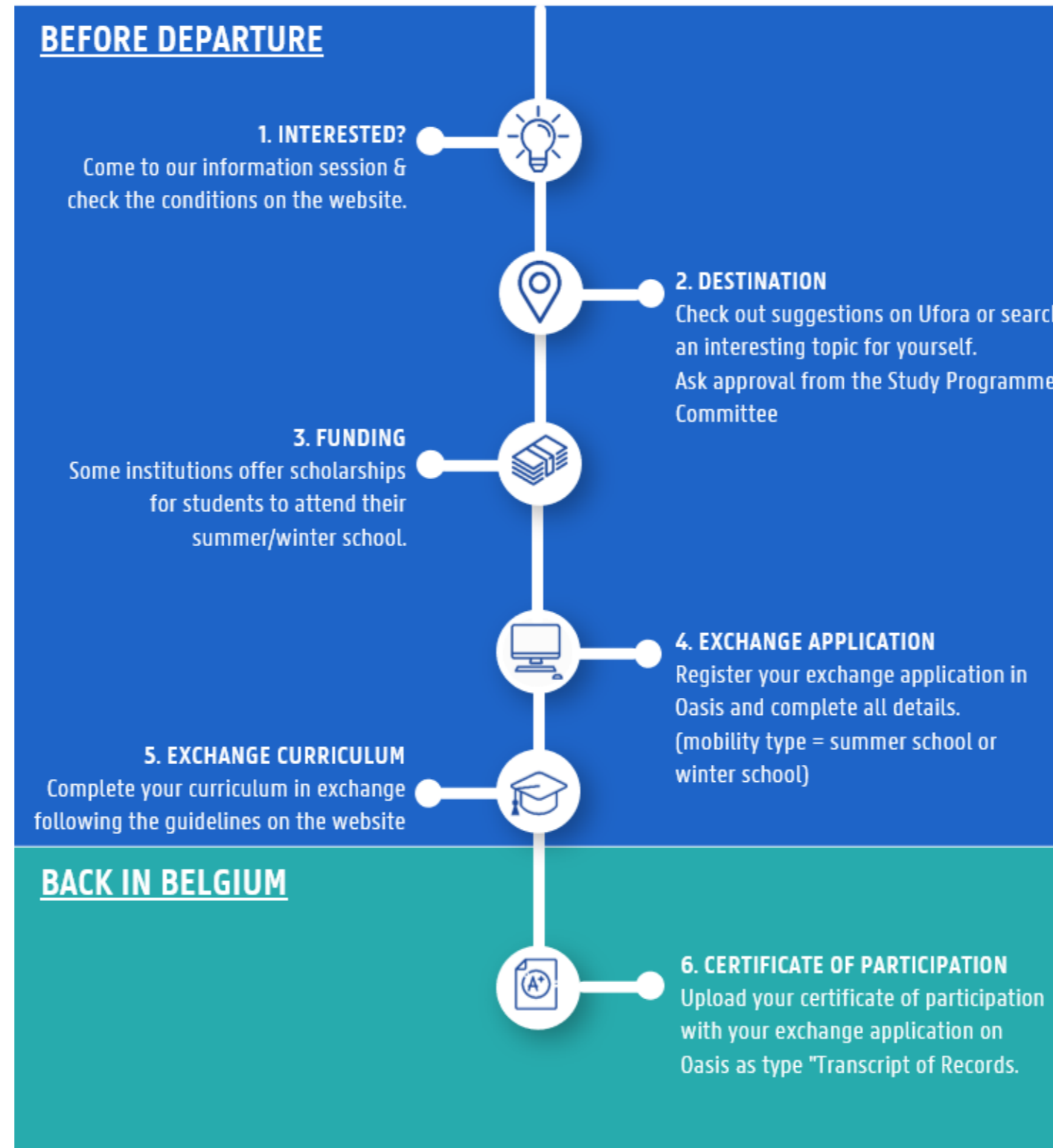
From when?

15/11/2023

Deadline exchange
application

Min. 6 weeks before departure

TIMELINE EXCHANGE FOR SUMMER/WINTER SCHOOL



BEFORE DEPARTURE

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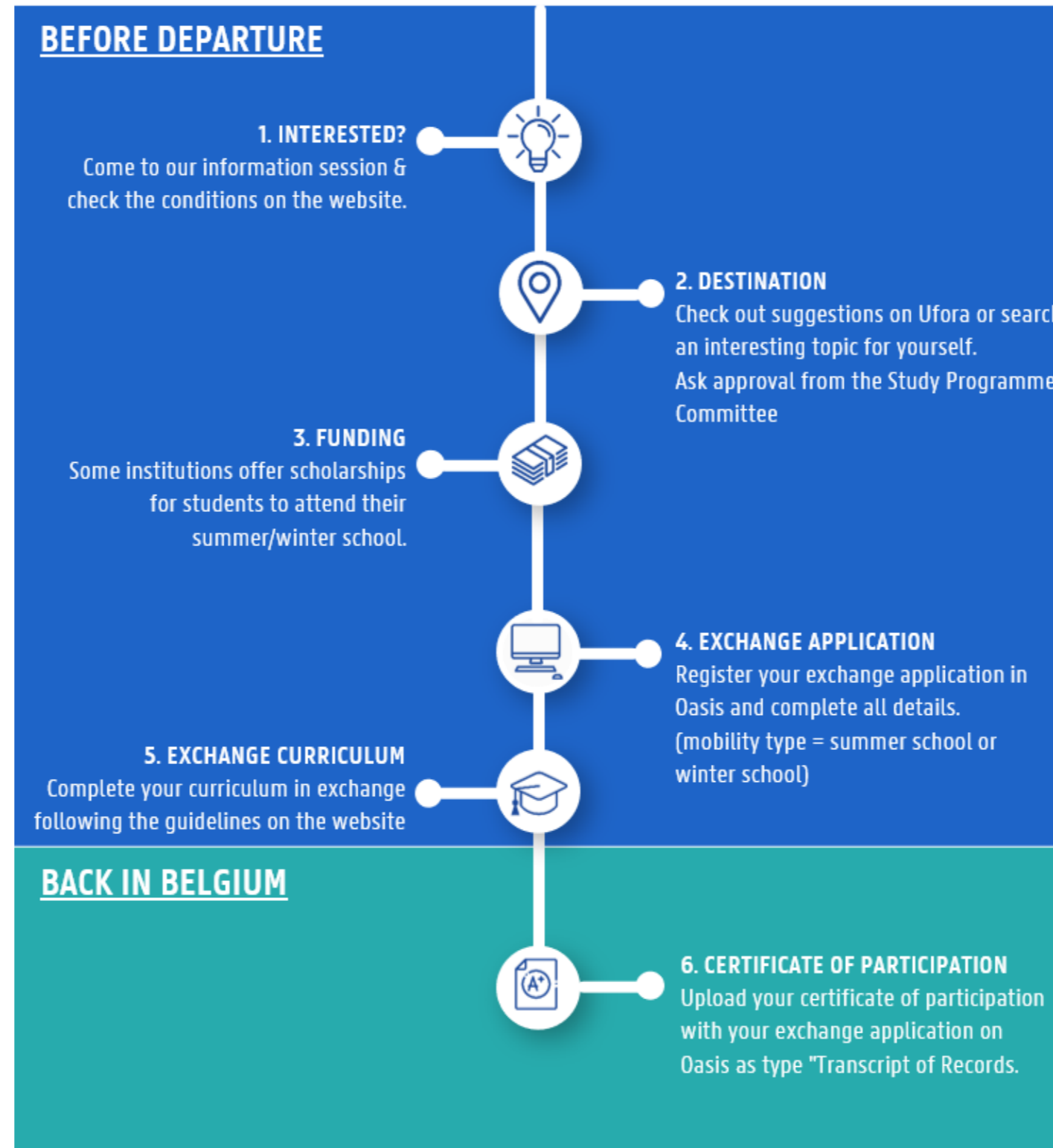


EXCHANGE CURRICULUM (CIU)

- **Via Oasis / 2024-2025**
 - **Exchange course:** name of summer school or BIP
 - Number of **credits** for course?
 - Depends on the decision of the study programme!
 - **Substitution:** you may leave this blank



TIMELINE EXCHANGE FOR SUMMER/WINTER SCHOOL



BACK IN BELGIUM



6. CERTIFICATE OF PARTICIPATION

Upload your certificate of participation with your exchange application on Oasis as type "Transcript of Records."

CERTIFICATE OF PARTICIPATION

- Upload document on Oasis under **'Transcript of records'**
- Points conversion
 - Using the [faculty conversion table](#)
 - Exam exchange commission has final decision



OTHER ADMINISTRATION

- **Learning agreement**

- Not necessary for UGent

- Only if asked by partner institution ([see guidelines](#))





PRACTICAL TIPS

ALL OTHER ADMINISTRATION?

- Printable on Oasis or available on [website](#)
- Deadlines: website
- Need a stamp or signature?
 - out.fbw@ugent.be

ACCOMMODATION

- Not arranged by Ghent University
- Often arranged by partner (bv. Student homes) or internship organisations
- E-mail us: we can give you contact info of previous exchange students (if permitted by student)
- **Start your search in time!**

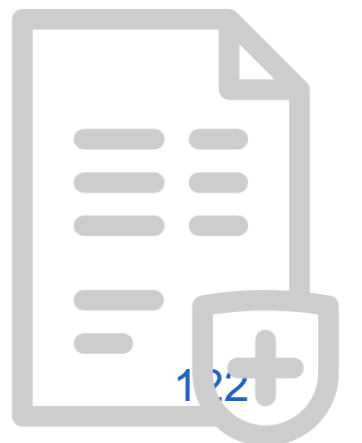


INSURANCE

- Health insurance Check own fund
- [Accidental insurance](#) via UGent
- [Civil liability insurance](#) via UGent
- [Travel insurance](#) via UGent

!! Also think about possible [extra](#) insurance

Questions? verzekeringen@ugent.be



SAFETY AND HEALTH



- **Health**

- [Web page FOD Foreign affairs](#)
- [Travel clinic UZ Gent](#)

- **Safety**

- [Reis wijs](#): brochure Foreign Affairs Belgium
- [Travellersonline](#): Register your exchange abroad
- Ghent University, actueel@ugent.be

!!! Do not purchase anything (for example plane tickets)
before Team Actueel gives you approval to go on exchange !!!

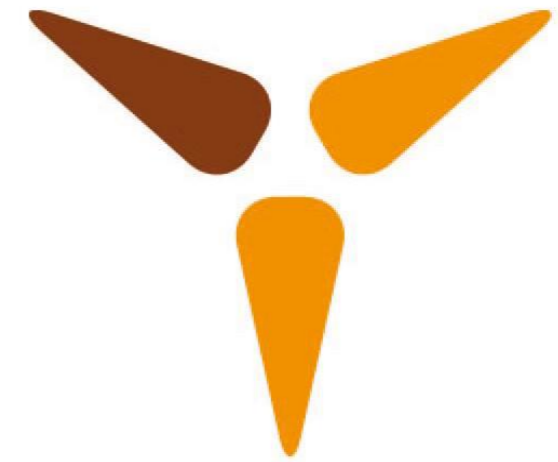


INTERNSHIP ORGANISATIONS - TESTIMONIALS

INTERNSHIP ORGANISATIONS

- **HUMASOL**

- Website: <https://www.humasol.be/>
- Contact: recruitinggent@humasol.be



- **AIESEC**

- Website: <https://www.aiesec.be>
- Contact: gent.outgoing_exchange@aiesec.be



INTERNSHIP ORGANISATIONS

- **IAAS**

- Website: <https://iaasbelgium.wixsite.com/iaasbelgium>
- Contact: expro.belgium@iaasworld.org



- **IAESTE**

- Website: <https://iaeste.be/>
- Contact: iaeste.outgoing@vtk.ugent.be



- **AfD**

- Website: <https://afdimpact.org/branches/afd-gent/>
- Contact: gent@afdimpact.org



QUESTIONS?



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[Online appointment tool](#)

<https://www.ugent.be/bw/nl/voor-studenten/buitenland/studying-abroad>

