

INFORMATION SHEET

Academic Year 2018-2019

INSTITUTIONAL INFORMATION	
Full Legal Name of the Institution (for students coming for an exchange programme in Applied Economic Sciences, Architecture, Biology, Chemistry, Engineering Technology, Interior Design, Mathematics, Physics, Physiotherapy, Transportation Sciences) Full Legal Name of the Institution (for students coming for an exchange programme in Biomedical Sciences, Computer Sciences, Law, Statistics)	Universiteit Hasselt – Hasselt University (UHasselt) Transnationale Universiteit Limburg - Transnational University Limburg (tUL)
Erasmus code of the Institution	B DIEPENB 01 (UHasselt) B DIEPENB 07 (tUL)
Erasmus University Charter (EUC) number	27921-LA-1-2014-1-BE-E4AKA1-ECHE (UHasselt) 217390-LA-1-2014-1-BE-E4AKA1-ECHE (tUL)
Head of the Institution Position	Prof. dr. Luc De Schepper Rector
Address Tel. Website	Martelarenlaan 42 3500 Hasselt Belgium +32 11 26 81 1 http://www.uhasselt.be/en

Institutional Coordinator Tel. E-mail	Non-EU students Ms. Liesbeth Oeyen +32 11 26 80 66 liesbeth.oeyen@uhasselt.be EU students Ms. Lieselot Peeters +32 11 26 90 09 lieselot.peeters@uhasselt.be
Administration Exchange Students (incoming/outgoing) Tel. E-mail	Please send your nominations and general inquiries to incoming@uhasselt.be +32 11 26 81 69 incoming@uhasselt.be
Services for staff and students (e.g. accommodation, visa, insurance, etc.) Tel. E-mail	Mr. Marc Thoelen +32 11 26 81 77 marc.thoelen@uhasselt.be

GENERAL INFORMATION	
Nomination (compulsory)	Please nominate your students by sending an e-mail to incoming@uhasselt.be including the details of the students you have selected (names, date of birth, study programme, study level, e-mail) Deadlines: First semester (Autumn semester) or full academic year: 15 May Second semester (Spring semester): 15 October
Online registration (compulsory)	All incoming exchange students have to register on our website. Please make sure you register as an EXCHANGE STUDENT and for the correct academic year (2018-2019). Please note that only complete forms will be accepted. This implies that all requested documents must be uploaded.
Deadline for online registration by the students (compulsory)	First semester (Autumn semester) or full academic year: 15 July Second semester (Spring semester): 1 December
Documents required for online registration	- Copy of ID or passport - Letter of nomination from home university - (Provisional) learning/training agreement - Official Transcript of Records - Copy of the European health insurance card (compulsory for European students) or other health insurance document

Academic calendar	Please note that each department/faculty has a different academic calendar, so please consult our website. <u>In general:</u> First semester: Mid-September – December Exam period: January Second semester: February – May/June Exam period: June Please note that students are expected to complete the full period for which they have been announced.
Buddy Programme	YES => students can apply to request a buddy in the online registration tool.
Orientation programme (compulsory)	More information will be available on our website .
Preferred semester for receiving incoming students	Both semesters are acceptable for most programmes, provided that the student finds a suitable programme equivalent to 21 ECTS credits/semester (please check the course catalogue on our website. The new course catalogue for 2018-2019 will be available as of April). Exception: The exchange study programme of the bachelor in Sciences (Biology, Chemistry, Computer Science, Mathematics and Physics) is only offered in the second semester.
Online course catalogue	Please consult our website . For 2018-2019, the courses will be available as of April.
Language of instruction	English or Dutch. A B2 level is required to follow courses. Please check the course catalogue on our website.
Grading system	Please consult our website .

ECTS (yes/no)	YES
Additional academic information	Please consult our website .
Housing arranged (yes/no)	Please consult our accommodation database. You can also look upon arrival and stay for a few days in the youth hostel in Hasselt. More information can be found on their website. When you book a room, please mention you're coming to Hasselt University, they will give you a discount.
Average accommodation cost per month	Average rents range from 300-350 EURO per month (please make sure to check whether utilities costs are included in the rent).
Average cost of living per month	Please consult our website for more information .
Transport	Hasselt University offers a free bike for students during their stay at Hasselt University. We only charge a 70 euro deposit that we reimburse after the return of the bike. Students have to register online to obtain a bike: - go to citybike.uhasselt.be and create a login. Pls. NOTE: when your home address shows another country but Belgium, you will not have to fill in the so-called 'National Number'. - then go to 'Rent a bicycle', fill in all fields, and print your contract. - read/print the 'Rent Regulations'. - pay the 70 EURO deposit via bank transfer, if possible, and bring a proof of payment.
Insurance	As health insurance is mandatory in Belgium, Hasselt University insists that all students are covered with insurance for the full period of their stay. Furthermore, we strongly advise students to subscribe to some form of hospitalization and repatriation insurance, as far as it is not included in your health insurance. - <u>EU Students</u> are typically covered via their local insurance and EHI-card. - <u>All NON-EU Students</u> should enrol into the SIP (Student Insurance Programme) at www.sipinsurance.eu which costs 40



	EUR/month. This is a comprehensive insurance, covering civil liability, repatriation, health and accident insurance. After payment of the fee, you will receive a certificate that you should upload into your student file. Please make sure you use the exact same name and surname as for your enrolment at Hasselt University. If you have any further questions about insurances, please contact Mr. Marc Thoelen (marc.thoelen@uhasselt.be).
Visa/travel documents	A visa should be applied for at the Belgian Embassy or consulate in the home country well in advance. Please check the website of the Federal Foreign Affairs Department to find out whether you need a visa to come to Belgium. If you need a visa, you will have to proof your solvency. This solvency can be proved in different ways: - A document certifying that the student has been awarded a study grant or scholarship - "An agreement for acceptance of financial responsibility" (letter of a guarantee) by the so-called Annex 32 - A proof of your own financial means by transferring a certain amount to a blocked bank account in Belgium on your name In case you would like to use the last option (proof your own financial means), Hasselt University can assist you and provide you a letter to proof solvency. Kindly contact Mr. Marc Thoelen (marc.thoelen@uhasselt.be) in case you would like to make use of this procedure. The detailed instructions will be communicated to you afterwards.

	For further information, please contact Mr. Marc Thoelen (marc.thoelen@uhasselt.be).
Additional practical information	Please check our website for practical information prior to departure and upon arrival.

DEPARTMENTAL COORDINATORS INTERNATIONALIZATION	
Applied Economics (UHasselt) Tel. +32 11 26 87 18 E-mail kathy.hoffer@uhasselt.be	Administrator: Mrs. Kathy Hoffer Academic contact person: Mrs. Kristien Fransen
Architecture (UHasselt) Tel. +32 11 24 92 06 E-mail els.hannes@uhasselt.be	Administrator/Academic contact person: dr. Els Hannes
Biomedical Sciences (tUL) Tel. +32 11 26 92 28 E-mail liesbeth.jamers@uhasselt.be and niels.hellings@uhasselt.be	Administrator: Mrs. Liesbeth Jamers Academic contact person: Prof. dr. Niels Hellings
Engineering Technology (UHasselt) Tel. +32 11 29 21 30 E-mail els.wieers@uhasselt.be	Administrator/Academic contact person: dr. Els Wieërs
Interior Design (UHasselt) Tel. +32 11 24 92 42 E-mail jan.vanrie@uhasselt.be	Academic contact person: dr. Jan Vanrie
Law (tUL) Tel. +32 11 26 90 24 E-mail ingrid.vrancken@uhasselt.be	Administrator: Mrs. Ingrid Vrancken Academic contact person: Prof. dr Charlotte Declerck
Physiotherapy (UHasselt) Tel. +32 11 29 49 77 E-mail marita.granitzer@uhasselt.be	Administrator/Academic contact person: dr. Marita Granitzer
Sciences	Academic contact person biology (UHasselt) : Prof. dr. Ann Cuypers Academic contact person chemistry (UHasselt) : Prof. dr. Dirk Vanderzande Academic contact person physics (UHasselt) : Prof. dr.

	Carlo Vanderzande Academic contact person statistics (tUL) and mathematics (UHasselt): Prof. dr. Roel Braekers Academic contact person computer sciences (tUL): Prof. dr. Fabian Di Fiori Administrator: Mr. Peter Vandoren Tel. +32 11 26 82 58 E-mail peter.vandoren@uhasselt.be
Transportation Sciences (UHasselt)	Administrator: Mrs. Nadine Smeyers Tel. +32 11 26 91 04 E-mail nadine.smeyers@uhasselt.be