



**Faculty of Pharmaceutical, Biomedical and
Veterinary Sciences (FBD)**

**Roadmap and conditions
for studying abroad**

Approved by the Faculty Internationalisation Commission on 15/11/2011 and 21/12/2011
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1 Introduction

Students in the Faculty of Pharmaceutical, Biomedical and Veterinary Sciences (Dutch: *Farmaceutische, Biomedische en Diergeneeskundige Wetenschappen*, FBD) have the option of completing part of their study programmes, including programme components and Master dissertation research, hereafter referred to as their 'studies', outside of the University of Antwerp, either in Europe or beyond. Given that companies are now focusing more and more on the international market, a study abroad experience is a plus point in any job application.

Studying in Europe takes place within the framework of Erasmus+ (*Erasmus Study - Student Mobility for Studies - SMS*). In order to participate in Erasmus+, students must be enrolled at the University of Antwerp. Students may be eligible to receive an Erasmus scholarship for study periods lasting at least three months. Studying in Europe is only possible if an interinstitutional agreement has been concluded with the host institution.

In certain cases, research work carried out in the context of a Master dissertation can be considered an 'internship' (*Erasmus Placement - Student Mobility for Placement - SMP*). This applies to research that is performed not at a higher education institution, but at an independent research institute, for example (SCK_CEN, CERN, CEA, etc.). For an internship to qualify for an Erasmus scholarship, a minimum period of two months applies. An interinstitutional agreement is not necessary for internships.

Studying in Europe at a higher education institution in the French-speaking Community is covered by *Erasmus Belgica*.

In the Faculty of FBD, studying outside Europe can only take place within the framework of Master dissertation research and is classified as an internship (*Other Work Placement*). For studies outside Europe, students can apply for financial assistance from the University of Antwerp in the form of a travel grant or scholarship programme. Students wishing to study in a developing country can apply for a VLIR travel grant.

More information about Erasmus scholarship amounts, travel grants and scholarship programmes for studies outside Europe can be found on the website of the International Relations Office (Dutch: *Dienst Internationale Samenwerking*, DIS): <https://www.uantwerpen.be/en/education/international/studying-abroad/>. DIS initiates and coordinates grant applications both inside and outside Europe.

2 Before departure

Students who are interested in studying abroad should attend the general information session 'Internationalisation – Study abroad' organised for Bachelor students during the faculty's Master information afternoon (first Wednesday of the second semester in the academic year prior to application). At the start of the following academic year, students should then attend the programme-specific information session on studying abroad, organised by each study programme's academic coordinator for internationalisation.

Students who want to write their Master dissertations abroad can request a list of internal supervisors for studying abroad at the information sessions organised by each study programme (not earlier!). This list, compiled by the academic coordinator for internationalisation, also includes possible subjects and host laboratories in addition to potential supervisors.

Students who want to take courses abroad should discuss the various options in terms of destinations and study programmes with the academic coordinator for internationalisation.

Students should formally indicate their interest in studying abroad (for Master dissertation research or courses) by 15 November in the academic year before departure at the latest. This is done by sending a short motivation letter to the study programme's academic coordinator for internationalisation by email. This motivation letter should also mention the student's area of interest. Students with a Bachelor degree from an institution other than the University of Antwerp should add their Transcript of Records.

The faculty invites students who have expressed an interest in studying abroad to a briefing on the application procedure before the Christmas holidays. The 'Faculty roadmap and conditions for studying abroad' are explained at this briefing.

Based on the motivation letter and after checking the conditions set by the faculty and the study programme, the academic coordinator for internationalisation refers students who want to do their Master dissertation abroad to one of the internal supervisors. This process may involve an interview. The internal supervisor then meets with the student and assesses the student's interest, motivation, language skills and so on. In the event of a positive interview, the academic coordinator for internationalisation is informed of this outcome, who in turn informs the student. The supervisor then works out a specific proposal with the student (host laboratory and topic). The internal supervisor is responsible for the relationship with the host laboratory and for obtaining the contact details of the academic coordinator for internationalisation at the host institution.

Based on the motivation letter and after checking the conditions set by the faculty and the study programme, the academic coordinator for internationalisation helps students who want to take courses abroad to choose a destination and decide on their study programmes.

The student submits an application through SisA and Mobility-Online, the University of Antwerp's online mobility platform, after an agreement has been made with the host institution (for a Master dissertation) or between the student and the academic coordinator for internationalisation about the study programme (courses). The application cannot be submitted earlier than the Christmas holidays (as from 18/12/2018) in the year before departure.

Students can attend a faculty workshop on submitting the application through Mobility-Online.

The official Mobility-Online application involves:

- completing an application form with personal details and information on the internal and external supervisors and host institution;

- uploading a passport photo and the Transcript of Records;

Students should submit their applications through SisA/Mobility-Online no later than 14 February in the academic year before departure.

Students are expected to read the application manuals for SisA/Mobility-Online carefully. The manuals describe the documents required and the various steps in the central application procedure. These manuals are part of the faculty roadmap. For this reason, the steps in the application procedure are not described in further detail here. Students can contact the faculty's staff member for internationalisation if they have any problems.

After the application has been checked, the faculty's staff member for internationalisation grants provisional approval for the mobility application. After the provisional approval of the application in Mobility-Online, the student can complete, sign and upload his/her *Learning Agreement (Learning Agreement for Studies* in the case of courses or *Learning Agreement for Traineeships* in the case of internships). The learning agreement must be signed by the student, the academic coordinator for internationalisation and the host institution. The *Learning Agreement* specifies the arrangements between the student, the home institution and the host institution. It describes the courses the student will take and how many ECTS credits the student will receive. The agreement also stipulates the language level the student must have at the start of the mobility period, in accordance with the language level specified in the interinstitutional agreement. The final, signed version of the *Learning Agreement (Learning Agreement for Studies* in the case of courses or *Learning Agreement for Traineeships* in the case of internships) must be uploaded to Mobility-Online before the student's departure.

The application is followed up through Mobility-Online. The faculty's staff member for internationalisation will follow up on the application through the back office of Mobility-Online and take the necessary steps in the procedure. When updates are made in Mobility-Online, the student will receive an email from the system and may need to take action.

After the first or second exam session in the academic year before departure, once the faculty's staff member for internationalisation has consulted the study programme's academic coordinator for internationalisation, the student will receive the 'final approval' of his/her stay abroad. This approval depends on the conditions set by the faculty and the study programme in relation to the results the student obtains in the academic year before departure. Upon final approval, the student can continue and complete his/her application in Mobility-Online, and prepare for his/her trip.

If the student does not receive final approval and his/her application is cancelled, the academic coordinator for internationalisation will inform the student and, if applicable, the supervisor. If the application was related to research for a Master dissertation, the supervisor also informs the supervisor at the host institution. The faculty's staff member for internationalisation reports the cancellation to the administrative contact person at the host institution.

If the period abroad overlaps with an examination period at the University of Antwerp, the student must contact the faculty's staff member for internationalisation no later than 15 October in the internship year to make the necessary arrangements (if necessary).

Before departure, the student receives a funding agreement (*Grant Agreement*) from the DIS, which specifies the details of the study abroad experience and the grant amount, as well as the student's rights and obligations. Before departure, the student must provide a signed copy of the contract to the DIS. After submitting the signed contract to the DIS, the student receives an information pack containing information about insurance and child benefit, for example.

Before departure, the student must do a language test through the 'Online Linguistic Support' portal (OLS) of the EU for the language that he/she will use abroad. In order to do this mandatory test, the student will receive the necessary instructions from the 'Dienst Internationale Samenwerking'. If the requested level (mostly B2 level is requested by the host institution) is not achieved, he/she must follow an online language course before or during his/her stay abroad.

The student is responsible for organising his/her accommodation, enrolment and other preparatory formalities for his/her stay at the host institution. The student must also inform him/herself regarding a possible visa application, vaccinations, travel assistance insurance, health insurance or other necessary and specific regulations.

3 During the stay abroad

Upon arrival, the student ensures that the *Certificate of attendance – Arrival clause* is filled in and signed by the host institution. The student uploads this certificate to Mobility-Online. After receipt of this certificate, the DIS makes an advance payment of the scholarship amount. Before departure, the *Certificate of attendance – Departure clause* needs to be completed and signed by the host institution. The student uploads this certificate through Mobility-Online.

4 Upon return

Upon return, the student must submit a report about his/her stay abroad through Mobility-Online and complete a questionnaire for the Erasmus+ National Agency (EPOS).

The rest of the grant is paid by the DIS under the following conditions:

- If applicable: *Changes to the learning agreement* have been uploaded in Mobility-Online;
- The completed and signed *Certificate of attendance* has been uploaded in Mobility-Online;
- The UAntwerp internship report has been completed in Mobility-Online;
- The EPOS questionnaire has been completed.

The student will only receive the balance of the grant once all formalities have been completed.

The student also provides an (electronic) report by way of a poster of his/her experience to the academic coordinator for internationalisation and to the faculty's staff member for internationalisation.

The courses taken abroad and/or the host institution where the student carried out his/her Master dissertation will be included on the student's diploma supplement. Study abroad stays which are not completed according to the correct procedure are not included on the diploma supplement.

5 Faculty conditions for studying abroad

The student must meet the following faculty conditions in order to apply for and start studying abroad:

Master dissertation

- The student has obtained his/her Bachelor degree before the start of the academic year in which the application for studying abroad takes place;
- The student has already obtained credits for the first Master year, during the resit period in the first Master year at the latest;
- The student meets any additional programme-specific conditions for studying abroad;
- The student has correctly filled in and signed the faculty's compulsory internship contract for the Master dissertation;
- The application has been approved by the study programme's academic coordinator for internationalisation and the supervisor of the Master dissertation.

Courses

- The student has already earned all credits for academic years prior to the start of the academic year in which the application for studying abroad takes place;
- The student has already obtained credits for the academic year prior to departure, during the resit period of that academic year at the latest;
- The student meets any additional programme-specific conditions for studying abroad;
- The programme's academic coordinator for internationalisation has approved the application and the study abroad programme.

6 Contact

Staff member for Communication and Internationalisation:

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International Relations Office (DIS)

Outgoing exchange students: outgoingstudents@uantwerpen.be – CST Gk10.003

Helpdesk FBD:

Consult our FAQ/Going abroad or address another question to our helpdesk:

<http://uahost.uantwerpen.be/helpdesk/fbd/>