



Guidelines for online application

Erasmus Belgica

Deadlines

All the steps described in these guidelines (including the upload of all the signed documents) have to be taken by:

- 01/06 for students applying for the Autumn semester or the full academic year
- 01/11 for students applying for the Spring semester

STEP 1: Online form


The direct link is to the online application form is:

https://www.service4mobility.com/europe/BewerbungServlet?identifier=HASSELT22&sprache=en&kz_bew_art=IN&kz_bew_pers=S

Fill in the online form.


Select the exchange programme **Erasmus Belgica Study**.

Online application




All fields marked with a (*) must be filled in.

Application details

Type of applicant	<input checked="" type="radio"/> Incomings <input type="radio"/> Outgoings
Type of person	<input checked="" type="radio"/> Students <input type="radio"/> Teachers
Exchange Programme	<-- Please select --> 
Academic year	2016/2017
Semester	<-- Please select -->

Personal details

Last name	<input type="text"/>
First name	<input type="text"/>
Sex	<input type="radio"/> Male <input type="radio"/> Female
Date of birth (dd/mm/yyyy)	<input type="text"/>
E-mail address	<input type="text"/> 
Same e-mail-address for verification	<input type="text"/> *
Nationality	<-- Please select -->

Sending institution and current studies

Country of the home institution	<-- Please select -->
Home institution	<-- No choice -->
Last name of the international contact person	<input type="text"/>
First name of the international contact person	<input type="text"/>

Select "Send application".

Your data will be saved and you will receive an automatic email.

STEP 2: Automatic email

You will receive an automatic email stating that you started the application process. In this email, you find all the steps that you have to take in order to finalise your application. The email contains a registration link.

If you don't receive this email immediately, something is wrong. (Maybe you filled in a wrong email address in the online form?)

STEP 3: Registration Mobility Online

Follow the link at the end of the email and register in Mobility Online. You have to choose a personal login and password. Be aware that you will need this login and password for later access to your personal application work flow in Mobility Online.

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.
Please confirm your entries and press the button [Continue]

Registration number *
Date of birth

Step 2 of 2 - Input User Name and Password

Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.
Please confirm your entries and press the button [Continue]

Login
Password
Repeat password

Select "Continue" to finish the registration.

If you want to continue your application immediately, go to "Direct entry to Online Portal".

STEP 4: Automatic registration mail with login link

You will receive a second email with the confirmation of registration. This email contains a **personal link** that you have to **use for all future access** to the online portal. Here you can manage and edit your application at any time (update, change, upload documents, ...).

STEP 5: Personal work flow

Go to the online portal. The work flow guides you through the steps that you have to take in order to finalise your application.

Select "Edit application data" to adjust your application data.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	17/03/2017	1718 Test IN ERABEL 2	Display/Edit application data

Select "Forward to update" to unlock your data. Then make your changes and "Update".

STEP 6: Personal data


Select "Complete personal data" in the work flow.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	17/03/2017	1718 Test IN SMS 3	Display/Edit application data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	20/03/2017	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	20/03/2017	1718 Test IN SMS 3	
Personal data completed	<input checked="" type="checkbox"/>	17/03/2017	Birgitte Wynants	Complete personal data

Complete your personal data and select "create".
In order to proceed, select "Back to the application workflow".

STEP 7: Upload photo

Select "upload passport photo" in order to upload a passport photo that will be included in your application form.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	17/03/2017	1718 Test IN ERABEL 2	Display/Edit application data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	21/03/2017	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	21/03/2017	1718 Test IN ERABEL 2	
Personal data completed	<input checked="" type="checkbox"/>	17/03/2017	Birgitte Wynants	Complete personal data
 Passport photo for the applicaton uploaded	<input type="checkbox"/>			Upload passport photo for the application

STEP 8: Print application form

Go to "print application form" in order to download the application form as a pdf file.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	17/03/2017	1718 Test IN ERABEL 2	Display/Edit application data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	21/03/2017	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	21/03/2017	1718 Test IN ERABEL 2	
Personal data completed	<input checked="" type="checkbox"/>	17/03/2017	Birgitte Wynants	Complete personal data
Passport photo for the applicaton uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload passport photo for the applicator
Application form printed	<input type="checkbox"/>			Print Application Form

Choose the option "save" so that you can print it any time.

STEP 9: Complete learning agreement

You now have to complete your learning agreement with the courses that you intend to take at PXL. Erasmus Belgica students can select courses for exchange students (see international brochure) and/or courses from the regular degree programmes (in Dutch).

Select "Complete learning agreement".

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Registration	<input checked="" type="checkbox"/>	21/03/2017	1718 Test IN ERABEL 2	
Personal data completed	<input checked="" type="checkbox"/>	17/03/2017	Birgitte Wynants	Complete personal data
Passport photo for the applicaton uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload passport photo for the application
Application form printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Application Form
 Learning Agreement completed	<input type="checkbox"/>			Complete Learning Agreement

Select "Enter further courses" to enter a course.

Course unit title at the host institution	Course no./host	ECTS Credits	Acad.year	Semester
All original courses No records found!				
All added courses No records found!				
All deleted courses No records found!				
No courses found! Please select left icon to enter a new course.				
Sum of ECTS credits:				0,00
<input type="button" value="Back to the application workflow"/>		<input type="button" value="Enter further courses..."/>		

Fill in the necessary fields as explained below.

Host institution	HOGESCHOOL PXL - HASSELT22
Study area	Bachelor of Secondary Education
Study field	Secondary Education: general subjects
Academic year	2017/2018
Semester	Autumn 2017
Course unit code at the host institution	<input type="text"/>
Course unit title at the host institution	<input type="text"/>
There are still 255 characters available	
Number of ECTS credits of the course	<input type="text"/>

- Host institution:** Hogeschool PXL- HASSELT22
- Study area:** This is default the study area of your application form. It should only be changed in the following cases:
- To add language courses to your learning agreement, select the study area 'PXL Language Courses'.
 - To add courses from other study programmes, change the study area here. Check the brochure to know if a combination of courses from different study programmes is possible.
- Study field:** This is default the study field of your application form. It should only be changed in the following cases:
- To add language courses to your learning agreement, select the study field 'PXL Language Courses'.
 - To add courses from other study programmes, change the study field here. Check the brochure to know if a combination of courses from different study programmes is possible.
- Academic year:** 2019/2020
- Semester:** This is default the semester of your application. It should only be changed if you apply for a full academic year. Select
- Autumn for courses taking place in the Autumn semester
 - Spring for courses taking place in the Spring semester
 - Full academic year for courses lasting a full academic year

Course unit code, course unit title, ECTS credits for international courses listed in the brochure

All the international courses are published in our brochure "Course for exchange students". For more information on the content of these courses, please check the course catalogue on the website www.pxl.be/international.

Click the search icon.

Host institution	HOGESCHOOL PXL - HASSELT22
Study area	Bachelor of Secondary Education
Study field	Secondary Education: general subjects
Academic year	2017/2018
Semester	Autumn 2017
Course unit code at the host institution	<input type="text"/>
Course unit title at the host institution	<input type="text"/>
Number of ECTS credits of the course	<input type="text"/>

There are still **255** characters available

Select the course type 'course' or 'traineeship' and execute search.

Master data/Course unit data/Courses per semester

Selection masks

Academic year: 2019/2020
Semester: Autumn 2019

Study area: Bachelor of Visual Arts
Study field: Fine Arts BA
Study subject: <-- Select all -->

Course type: <-- Select all -->

Course number: <-- Select all -->

Course name: **Course - CO**
Exercise course - EC
Lecture - LE
Project - PR
Traineeship - TR
Tutorial - TU
Workshop - WO

The list of courses will appear. Click the box to select a course unit.

Academic year	Semester	Study field	Course unit	Course no.	Type	ECTS
<input type="checkbox"/> 2017/2018	Autumn 2017	Secondary Education: general subjects	Commerce 2a virtual enterprise	60ERA9110	Course	3,00
<input type="checkbox"/> 2017/2018	Autumn 2017	Secondary Education: general subjects	Computer science 1a	61ERA9110	Course	7,00
<input checked="" type="checkbox"/> 2017/2018	Autumn 2017	Secondary Education: general subjects	Computer science 2a	62ERA9190	Course	6,00

All the fields will be completed automatically. Click "Create" to add the course unit to your learning agreement.

Host institution	HOGESCHOOL PXL - HASSELT22
Study area	Bachelor of Secondary Education
Study field	Secondary Education: general subjects
Academic year	2017/2018
Semester	Autumn 2017
Course unit code at the host institution	62ERA9190
Course unit title at the host institution	Computer science 2a
There are still 255 characters available	
Number of ECTS credits of the course	6,00

"Enter further courses" to add more courses to your learning agreement, or go back to your application workflow (if you completed the learning agreement).

Course unit title at the host institution	Course no./host	ECTS Credits	Acad.year	Semester
All original courses				
Computer science 2a	62ERA9190	6,00	2017/2018	Autumn 2017
All added courses				
No records found!				
All deleted courses				
No records found!				
<input type="button" value="Enter further courses..."/>				
1 Course(s)			Sum of ECTS credits:	6,00

Course unit code, course unit title, ECTS credits courses from the regular degree courses

To know which Dutch taught courses of the regular bachelor degree programmes can be followed by Erasmus Belgica students, please contact the departmental coordinator. Ask the coordinator for the exact name, the code and the ECTS credits of the courses you would like to take.

Fill in the course unit code, title and the number of credits in the text fields. Click "Create" to add the course unit to your learning agreement. An example:

Host institution	HOGESCHOOL PXL - HASSELT22
Study area	Bachelor of Secondary Education
Study field	Secondary Education: general subjects
Academic year	2017/2018
Semester	Full academic year 2017/2018
Course unit code at the host institution	63LSO1140
Course unit title at the host institution	Opvoedkunde 3
Number of ECTS credits of the course	3,00

There are still 242 characters available

Cancel Create

Select "Enter further courses" to add more courses to your learning agreement, or go back to your application workflow (if you completed the learning agreement).

Course unit title at the host institution	Course no./host	ECTS Credits	Acad.year	Semester
All original courses				
Computer science 2a	62ERA9190	6,00	2017/2018	Autumn 2017
Opvoedkunde 3	63LSO1140	3,00	2017/2018	Full academic year 2017/2018
All added courses				
No records found!				
All deleted courses				
No records found!				
<input type="checkbox"/> Enter further courses...				
2 Course(s)				Sum of ECTS credits: 9,00
<input type="button" value="Back to the application workflow"/>		<input type="button" value="Enter further courses..."/>		

STEP 10: Print learning agreement

Print the learning agreement (it is best to choose the option "save" so you can download it as a pdf document).

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	17/03/2017	1718 Test IN ERABEL 2	Display/Edit application data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	21/03/2017	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	21/03/2017	1718 Test IN ERABEL 2	
Personal data completed	<input checked="" type="checkbox"/>	17/03/2017	Birgitte Wynants	Complete personal data
Passport photo for the applicaton uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload passport photo for the application
Application form printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Application Form
Learning Agreement completed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Complete Learning Agreement
Learning Agreement (part one) printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Learning Agreement (part one)
Signed application form uploaded	<input type="checkbox"/>			<input type="button" value="Upload"/> Print Learning Agreement (part one)
Signed Learning Agreement uploaded	<input type="checkbox"/>			

STEP 11: Signatures home institution and extra application documents/certificates

- Go to the representatives at your home university for approval and signatures.
- Don't forget to sign yourself.
- Collect the extra documents and certificates.
- Scan the signed documents so you can upload them.


STEP 12: Upload signed application form

Upload the signed application form in pdf format (page 1-3).

Necessary steps	Done	Done on	Done by	Direct access via following link
Passport photo for the applicaton uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload passport photo for the application
Application form printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Application Form
Learning Agreement completed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Complete Learning Agreement
Learning Agreement (part one) printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Learning Agreement (part one)
Signed application form uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload signed application form

STEP 13: Upload signed learning agreement

Scan and upload the signed learning agreement in pdf format (all pages).

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	17/03/2017	1718 Test IN ERABEL 2	Display/Edit application data
Confirmation e-mail online application	<input checked="" type="checkbox"/>	21/03/2017	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	21/03/2017	1718 Test IN ERABEL 2	
Personal data completed	<input checked="" type="checkbox"/>	17/03/2017	Birgitte Wynants	Complete personal data
Passport photo for the applicaton uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload passport photo for the application
Application form printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Application Form
Learning Agreement completed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Complete Learning Agreement
Learning Agreement (part one) printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Learning Agreement (part one)
Signed application form uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload signed application form
 Signed Learning Agreement uploaded	<input type="checkbox"/>			Upload signed Learning Agreement

STEP 14: Upload extra documents (if requested)

Erasmus Belgica students applying for bidediplomation must submit their diploma secondary education.

For students applying for the international courses in Arts and Design and Music, an extended electronic artistic and personal portfolio must be submitted. For Arts and Design, this portfolio presents professionally a minimum of 20 arts works. For more information, please contact dirk.kenis@pxl.be (Arts and Design) or gert.stinckens@pxl.be (Music).

Students applying for a bachelor project/final project at PXL-Digital or PXL-Tech must submit a CV and a transcript of records. For more information, please contact marijke.sporen@pxl.be (Digital) or chris.noelmans@pxl.be (Tech).

Necessary steps	Done	Done on	Done by	Direct access via following link
Application form printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Application Form
Learning Agreement completed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Complete Learning Agreement
Learning Agreement (part one) printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Learning Agreement (part one)
Signed application form uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload signed application form
Signed Learning Agreement uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload signed Learning Agreement
Extra documents uploaded (if requested: portfolio, CV, transcript, diploma, ...)	<input type="checkbox"/>			Upload extra documents

STEP 15: Upload certificate English Proficiency

Finally, upload the certificate of your English proficiency. You only need to upload an English proficiency certificate if you take courses in English.

Necessary steps	Done	Done on	Done by	Direct access via following link
Application form printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Application Form
Learning Agreement completed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Complete Learning Agreement
Learning Agreement (part one) printed	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Print Learning Agreement (part one)
Signed application form uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload signed application form
Signed Learning Agreement uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload signed Learning Agreement
Extra documents uploaded (if requested: portfolio, CV, transcript, diploma, ...)	<input type="checkbox"/>			Upload extra documents
Certificate English proficiency uploaded	<input type="checkbox"/>			Upload certificate English proficiency

STEP 16: All documents received by PXL?

Your application is complete as soon as

- you filled in everything correctly,
- your application form and learning agreement is approved by your home institution with signatures,
- you uploaded the signed application form and learning agreement,
- you uploaded a certificate of your English proficiency (level B1),
- you uploaded a portfolio (in case you apply for courses in arts and design or music)
- you upload a CV and a transcript of records when applying for a bachelor project/ final project at PXL Tech.

We will then check whether your application is valid. You can check the status in the work flow.

Necessary steps	Done	Done on	Done by	Direct access via following link
Signed Learning Agreement uploaded	<input checked="" type="checkbox"/>	28/03/2017	Birgitte Wynants	Upload signed Learning Agreement
Extra documents uploaded (if requested: portfolio, CV, transcript, diploma, ...)	<input type="checkbox"/>			Upload extra documents
Certificate English proficiency uploaded	<input type="checkbox"/>			Upload certificate English proficiency
 All necessary documents received by PXL	<input type="checkbox"/>			

STEP 17: If needed: send application documents by ordinary mail

If you need an approved application form and learning agreement **with original signatures**, don't forget to send all the documents by ordinary mail.

Otherwise you don't have to send the paper forms, we will download everything from the portal, screen the application, approve (or not), sign and upload again.

STEP 18: Approval by the department (faculty) of PXL

After the formal check, the PXL department where you applied for will screen and approve your application. After the departmental approval, the central international office approves and uploads the approved application form, learning agreement and letter of acceptance in Mobility Online.

Good luck with your application!

Kristien Bauwens
PXL International Relations
international@pxl.be

Postal Address

International Relations Office
Hogeschool PXL – PXL University of Applied Sciences and Arts
Elfde-Liniestraat 23A – Building D – D213
B-3500 Hasselt
Belgium

Practical guidelines for changing the learning agreement (during the mobility)

Deadlines

- 10/10 for the courses of semester 1
- 10/03 for the courses of semester 2

By this date you have to submit the official document "Changes learning agreement" approved by your home institution (signatures) to the departmental coordinator at PXL.

You can only change your learning agreement once each semester.

STEP 1: Log in

Log in to your personal work flow using your login and password.

Log in link: <https://www.service4mobility.com/europe/LoginServlet?sprache=en>.

MOBILITY-ONLINE login

Language English

Login

Password

Cancel Login

Forgot your password?

SOP Hilmbauer & Mauberger GmbH & Co KG | A - 3300 Amstetten, Siemensstraße 5
Tel. +43 720 316 300 | Fax +43 720 316 306 90 | mobility-online@sop.co.at

STEP 2: Would you like to make changes?

Application approved by PXL	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	
Learning Agreement signed and uploaded by PXL	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Download signed learning agreement
Application Form signed and uploaded by PXL	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Download signed application form
Acceptance letter uploaded by PXL	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Download acceptance letter
Application finished	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	
Question about LA changes answered	<input type="checkbox"/>			Would you like to make changes to your LA?

Answer 'yes' to the question and click on 'create'.

Learning Agreement Changes (test Test In ER STUDY - Erasmus study)

Back to the application workflow Create

Please answer the question...

Would you like to make changes to your LA Agreements No Yes

Back to the application workflow Create

Go back to the application workflow and make adjustments to LA.

STEP 3: Make adjustments to LA

Question about LA changes answered	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Would you like to make changes to your LA?
Complete LA changes (LA part 2)	<input type="checkbox"/>			Make adjustments to LA (if necessary)

Add courses listed in the brochure

Add the course that you want to add to your learning agreement using "Enter further courses".

Course unit title at the host institution	Course no./host	Course unit title at the home institution	Course no./home	ECTS	Credits Added	Deleted
ABC	123			4,00	No	Yes
test	123			7,00	Yes	No
English for incoming students	English1			3,00	Yes	No

[Enter further courses...](#)

3 Course(s) Sum of ECTS credits: 10,00

[Back to the application workflow](#)

Use the search icon to select the course you want to add.

Host institution: HOGESCHOOL PXL - HASSELT22

Study area: Bachelor of Communication Management

Study field: Commercial Communication

Academic year: 2017/2018

Semester: Autumn 2017

Course unit code at the host institution: Course unit code at the host institution must be filled

Course unit title at the host institution:

Number of ECTS credits of the course:

There are still 255 characters available

[Cancel](#) [Create](#)

Select a course from the list and confirm your choice by clicking 'create'.

Courses per semester

Choose the desired entry from those found by clicking the box. Should none of the shown records fit your requirements, restrict your choice further using the search icon.

Academic year	Semester	Study field	Course unit	Course no.	Type	ECTS
2017/2018	Autumn 2017	Commercial Communication	Applied Marketing Research SME's	32QMO4020	Course	3,00
2017/2018	Autumn 2017	Commercial Communication	Communication Internationale & Projet	83CMA1020	Course	4,00
2017/2018	Autumn 2017	Commercial Communication	Communication Professionnelle 1	82CMA1040	Course	3,00
2017/2018	Autumn 2017	Commercial Communication	Digital Marketing	33MAR3250	Course	5,00
2017/2018	Autumn 2017	Commercial Communication	Digital Photography	80ERA9025	Course	4,00
2017/2018	Autumn 2017	Commercial Communication	Direct Marketing Communication	80ERA9030	Course	4,00
2017/2018	Autumn 2017	Commercial Communication	Doing Business with New Markets	33INB4010	Course	6,00
2017/2018	Autumn 2017	Commercial Communication	European Studies	33MAS3140	Course	3,00
2017/2018	Autumn 2017	Commercial Communication	International Communication & Project	83CMA1030	Course	4,00
2017/2018	Autumn 2017	Commercial Communication	Marketing	80ERA9024	Course	4,00
2017/2018	Autumn 2017	Commercial Communication	Professional Communication 1	82CMA1020	Course	3,00
2017/2018	Autumn 2017	Commercial Communication	Public Relations	80ERA9023	Course	5,00
2017/2018	Autumn 2017	Commercial Communication	Spanish - level A1	82ERA9010	Course	3,00
2017/2018	Autumn 2017	Commercial Communication	Spanish - level B1	83FAC1010	Course	4,00
2017/2018	Autumn 2017	Commercial Communication	Understanding Global Cultures	32INB4010	Course	3,00

Add more courses if necessary by choosing "Enter further courses". If you finished adding courses, go back to the application workflow.

Add courses from the regular degree programme

To know which Dutch taught courses of the regular bachelor degree programmes can be followed by Erasmus Belgica students, please contact the departmental coordinator. Ask the coordinator for the exact name, the code and the ECTS credits of the courses you would like to take.

Fill in the course unit code, title and the number of credits in the text fields.

Add more courses if necessary by choosing "Enter further courses". If you finished adding courses, go back to the application workflow.

Delete courses






Delete courses by clicking on the delete icon (garbage icon) and confirm your choice.

Edit learning agreement

Back to the application workflow | Enter further courses...

Please click on the icon on the left side to enter a new course.

Last name: Test PXL_IN	First name: Birgitte
Home institution: Robert Gordon University	Country of the home institution: United Kingdom
Host institution: HOGESCHOOL PXL	Country of host institution: Belgium
Academic year: 2015/2016	Name of Semester: Autumn 2015

Course unit title at the host institution	Course no./host	Acad.year	Semester	ECTS	Credits Added	Deleted	Signed	Date of update
 bbb	101	2015/2016	Autumn 2015	3,00	No	No	Yes	
 ccc	102	2015/2016	Autumn 2015	4,00	No	No	Yes	
 ddd	ddd	2015/2016	Autumn 2015	5,00	Yes	No	Yes	19/03/2015
 aaa	100	2015/2016	Autumn 2015	3,00	No	Yes	Yes	02/10/2015
 xxx	test	2015/2016	Autumn 2015	5,00	Yes	No	Yes	13/10/2015

Enter further courses...

5 Course(s) | Sum of ECTS credits: 17,00

Back to the application workflow | Enter further courses...

Go back to the work flow after deleting all the necessary courses.

STEP 5: Print the learning agreement (part 2)

You can now download and print the new learning agreement. The document consists of the original learning agreement, as well as an overview all the added and deleted courses.

Question about LA changes answered	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Would you like to make changes to your LA?
Complete LA changes (LA part 2)	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Make adjustments to LA (if necessary)
Learning agreement (part 2) printed	<input type="checkbox"/>			Print Learning agreement (part 2)

STEP 6: Signatures

You now have to submit the changed learning agreement to:

- The coordinator at your home institution.
- The departmental coordinator at PXL.

They have to approve and sign the complete document. All the pages must be signed. This is your responsibility. Please note that we don't need original signatures, a scanned document (of good quality) is OK.

As soon as you receive an approved document, please give it to the departmental coordinator international relations of your department. He/she will send the changes to the international office, where the institutional coordinator will sign it. Afterwards the signed learning agreement changes will be

- uploaded in the online portal.
- forwarded to the student administration for formal registration.

It is very important that you are registered for the correct courses! Otherwise you cannot participate in exams, and we cannot provide your grades and transcript of records.

STEP 7: Download the signed Learning Agreement Changes

You can download the signed learning agreement in your personal workflow.

Question about LA changes answered	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Would you like to make changes to your LA?
Complete LA changes (LA part 2)	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Make adjustments to LA (if necessary)
Learning agreement (part 2) printed	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Print Learning agreement (part 2)
Signed LA Changes uploaded by PXL	<input checked="" type="checkbox"/>	18/03/2016	Birgitte Wynants	Download LA Changes