Guidelines for online application
Erasmus Study

BEFORE THE MOBILITY

Deadlines

All the steps 'before the mobility' 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

Nomination

Exchange students need to be officially nominated by their home university. After your nomination is received and checked by PXL, you'll receive an e-mail from **incoming@pxl.be** *'confirmation of nomination at PXL'*. The email contains a registration link at he end of the e-mail.

STEP 1: Registration Mobility Online

Follow the link in the email (from incoming@pxl.be with subject 'confirmation of nomination at PXL) that you receive after nomination by your home university and register in Mobility Online.

Your registration number is already filled in. Fill in your birth date and select **"Continue"**.

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 **[Next step]**

Registration number [██████████] *
Date of birth (dd/mm/yyyy) [   ] * 📅 Today

Back | Continue   English ▾

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 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login [   ]
Password [   ]
Repeat password [   ]

Back | Continue

Select **"Continue"** to finish the registration.
If you want continue your application immediately, go to **"Login to Mobility-Online"**.

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 2: Log in to the online portal and complete your personal data**

Go to the online portal. The workplace guides you through the steps that you have to take inorder to finalise your application.

Select **"Complete your additional data"** to complete your application data.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application				
Confirmation e-mail registration	☑	23/02/2024	Automatically generated	
Registration Mobility Online	☑	23/02/2024		
Online application form	☑	23/02/2024		
Additional information	☐			Complete your additional data
Personal information	☐			
Picture	☐			
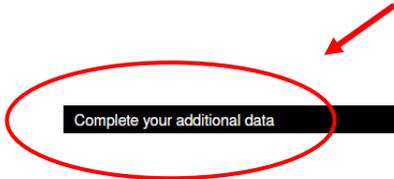
Select **"Click here to update"** to unlock your data.
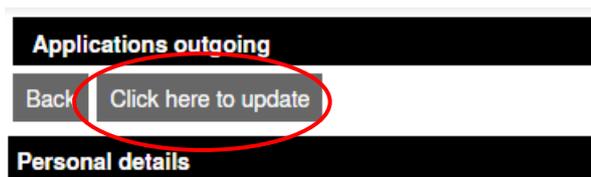
Then complete all data.

Select **"Update"** and then **"Back"**

Select **"Fill in/change personal information"** in the work flow.

Select **"Click here to update"** to unlock your data.

Complete your personal data and select "update personal data". In order to proceed, select "Back to general overview".

Select **"upload picture of yourself for student card"** in order to upload.

*Optional: select **"print/download application form"** in order to download the application form as a pdf file.*

If you want to make changes to your application data. Click 'My application data' in the left menu.
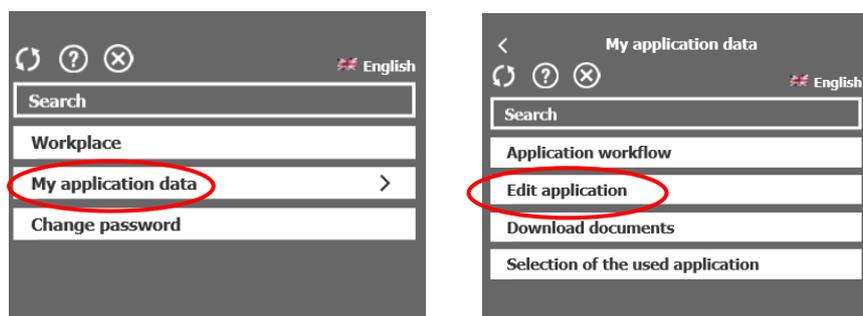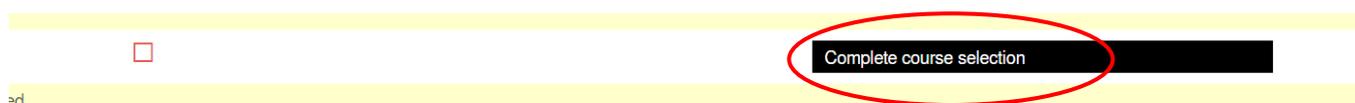

Select **"Click here to update"**

STEP 3: Complete course selection

You now have to select the courses that you intend to take at PXL.
You find all the available courses on www.pxl.be/international-exchange.

Select **"Complete course selection agreement"**.

Select **"Enter further courses"** to enter a course.

Semester → Select:
- ➲ Autumn for courses taking place in the Autumn semester
- ➲ Spring for courses taking place in the Spring semester

(If you applied for a full academic year: first select autumn semester, add the courses, than select spring semester, add more courses)

Select a course from the list at '**course unit at the host institution**'

All the fields will be completed automatically. Select **"Create"** to add the course unit to your learning agreement. Do so for all the courses you want to enroll for.

Click **"back"** to go back to your application workflow.

STEP 4: Print the course selection (optional)

You can download the course selection in pdf.

Learning Agreements are managed online through the Erasmus Without Paper (EWP) Network. We will receive a signed online LA from your home institution through EWP. After checking if it matches with your course selection we'll digitally sign the LA.

Therefore, this template is provided for information purposes only and should not be used to manage your Learning Agreements for studies.

STEP 5: Upload extra documents (optional)

For students applying for the international courses in Arts and Music, an extended electronic artistic and personal portfolio must be submitted.

A transcript of records, CV or motivation letter could be necessary in case of a project or internship. Check your programme information on www.pxl.be/international-exchange.

STEP 6: Submit application

When your application is finished (course selection is final). Select **"Submit application".** Tick the box and **"Submit".**

Select **"Back".**

STEP 7: Approval by PXL

The central international office will check if your application is complete and send it to the department. They will screen and approve your application. After the departmental approval, the central international office sends you an acceptance e-mail with a letter of acceptance that you can also download in Mobility Online.

STEP 8: Final registration at PXL

Now you still have to register yourself in another system in order to be enrolled as a PXL student and receive your student account and -card. You find the link and manual to do this in the acceptance e-mail.

DURING THE MOBILITY

You can only change your learning agreement once each semester. This should be done before:
- 10/10 for semester 1
- 10/03 for semester 2

Make adjustments to your course selection (optional)

Only when you need to add or delete PXL courses.

Click the workflow step **'Make adjustments to course selection'**.

Add the course that you want to add to your learning agreement using **'Enter further courses'**. Select a course from the list 'course unit at the host institution' and confirm your choice by clicking **'create'**.
Add more courses if necessary by choosing **'Enter further courses'**. If you finished addingcourses, go back to the application workflow.

Delete courses by clicking on the **'delete icon'** (garbage icon) and click **'delete'** on the next screen.
Go **'Back'**

Once you're finished (you can only do this once)
Click the workflow step: **'confirm the changes'**!

Changes course selection confirmed	☐	Confirm the changes

Please answer the question...

I confirm that the course selection is complete and submit to the departmental coordinator for approval ☑ ⓘ

Back to the application workflow	Create

Tick the box and Click **'create'.**

You'll receive an e-mail when the course selection changes are approved. Once you've received this e-mail the changes will be processed within 2 weeks. When processed, you can see the courses you're enrolled for through https://mijnpxl.pxl.be , module: **study materials**.

Download the course selection (optional)

Download a copy of the course selection changes if needed.

Course selection changes printed	☑	21/11/2023	TERESA SANCHEZ SIMON	Download course selection changes

You can download the changes in PDF. This template is provided for information purposes only and should not be used to manage your Learning Agreements for studies.

Learning Agreements are managed online through the Erasmus Without Paper (EWP) Network. We receive the signed digital LA changes from your home institution through EWP.
We'll check if your (D)LA changes matches your course selection and sign.

AFTER THE MOBILITY

Certificate of departure

In order to obtain the Erasmus+ scholarship from your home institution it's possible that PXL has to confirm the dates you were a student. For a certificate of stay/departure, you'll have to pass by the international office just before you leave or at the end of the semester so we can confirm until what day you were student at PXL and physically present in Belgium.

Download the Transcript of Records

The Transcript of Records will be sent to you by e-mail and uploaded in Mobility Online 2 weeks after the end of the PXL examination period.

Transcript of records uploaded by PXL	☑	14/02/2024	Sara Vanderhoydonck	Download the transcript of records

You can also check your grades on https://mijnpxl.pxl.be go to "Reports". 2nd chance results are updated later

Info about grading scale: ECTS (pxl.be)