

BIJLAGEN

Bijlage 1: Tabel beursbedragen

Beursbedragen Erasmus+ voor 2014-2015

De beursbedragen worden bepaald door het nationale agentschap van het desbetreffende land. Er zijn drie groepen van beursbedragen, op basis van het gastland.

Groep 1: Denemarken, Finland, Frankrijk, Ierland, Italië, Liechtenstein, Noorwegen, Oostenrijk, Verenigd Koninkrijk, Zweden

Groep 2: België, Cyprus, Duitsland, Griekenland, IJsland, Kroatië, Luxemburg, Nederland, Portugal, Slovenië, Spanje, Tsjechische Republiek, Turkije

Groep 3: Bulgarije, Estland, Litouwen, Letland, Hongarije, Malta, Polen, Roemenië, Slovaakse Republiek, Voormalige Joegoslavische Republiek Macedonië

Land	Agentschap	Groep 1	Groep 2	Groep 3
België	Epos	435	385	335
Nederland	National Agency Erasmus + Education and Training	270	210	150
Verenigd Koninkrijk	British Council, in partnership with Ecorys UK	400	350	350
Frankrijk	Agence erasmus + France/Education Formation	300	250	150
Duitsland	NA-DAAD	250	200	150
Griekenland	Greek State Scholarship's Foundation	450	400	350
Tsjechië	Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education	500	400	300
Denemarken	Danish Agency for Higher Education	220	220	170

Estland	Foundation Archimedes	500	450	400
Spanje	OAPEE	300	250	200
Kroatie	AMPEU	460	410	360
Ierland	The Higher Education Authority	250	200	200

Bijlage 2: Vragenlijst enquête

Questionnaire about the wellbeing of international students

1 Personal data

- first name
- last name
- gender
- date of birth
- where were you born
- marital status
- how many children do you have
- have you already obtained your bachelor degree

2 Arrival and stay in Belgium

- On the website I could easily find information about:
- Was there information you could not find?
- How did you arrive in Hasselt?
- Did you attend the orientation programme organized by Hasselt University?
- Was this orientation programme useful?
- If not, please explain why you didn't attend
- Where do you currently live?
- What type of accommodation do you live in?
- How did you find accommodation?
- During your stay in Belgium, will you visit your home country sometime?

3 Hasselt University: application

- Which level of study programme are you in?
- In which programme are you enrolled?
- How did you hear about Hasselt University?
- If you found Hasselt University on a comparative website, please mention which one
- Why did you choose Hasselt University?
- Is all necessary information on Hasselt University programmes provided in English on the website?
- Is all necessary information about university facilities provided in English on the website?

- How was your experience with the application process at Hasselt University?

4 Expenses and costs in Belgium

- Did you make a financial plan before arrival? Please explain?
- Before your arrival, how high did you estimate your monthly living expenses?
- How much do you spend on a weekly basis?
- If you have one, how much is your scholarship?
- What products are more expensive in Belgium?
- What products are less expensive in Belgium?
- How would you define poverty?
- Would you describe yourself as poor in Belgium?
- Would you describe yourself as poor in your home country?
- If there is a difference between the two previous questions, where you think this comes from?

5 International Platform

- How do you rate the importance of an International Platform?
- I would make use of the International Platform for...
- Have you ever heard of a buddy system?
- If there was a buddy system at Hasselt University, would you use it?
- Please explain why you would or wouldn't
- Would you like to have an international language café?
- How much would you like to organize cultural events?

Bijlage 3: Eerste overleg focusgroep



Meeting International Platform

Welcome and guidance of new students

Working group:	<i>Welcome and Guidance of new students</i>
Date:	03/12/2014
Time:	17h00 - 18h00
Location:	Diepenbeek, C21
Attending:	Names are deleted due to the privacy
Reporting:	Michelle Bervoets

1. Introduction

Introduction of who is who, short meeting with other members.

2. General brainstorm with all ideas

In this brainstorm, we wrote everything down on post-its. Everything that came to the mind. All possible ideas.

a. Buddy Project

- Encourage enough Flemish students to become buddy of international students

b. Orientation day or infosessions (= serious)

- Help with administrative procedures
- How to take the bus, train,... information on public transportation
- More information about phone charges, which provider is good?
- How to use your money right? Tips & tricks about student life
- The basic rules in Belgium:
 - How to behave in public, what is common, do's and don't in public places
 - How do markets work? Closing times?
- A walk to the cityhall of Hasselt/Diepenbeek
- Tour around the university
- More information about the procedures when you arrive
- General training in traffic rules
 - Bike training (where are you allowed to ride your bike, how do you ride your bike safely)

- Explanation of traffic rules
 - The use of lights on your bike
- Medical information
 - Where to find:
 1. First line physicians
 2. Dentists
 3. Eye doctors
 4. Physiotherapists
 5. Pharmacists
 6. ...
 - Health care in Belgium and an explanation of the used documents
- Information on the tax system and the different kind of taxes

c. Welcome activities (after orientation day/independent organized = fun)

- Show Hasselt/ Diepenbeek
- Meet each other
- Go to the Skybar, you'll have a wonderful view over Hasselt.
- Bowling, skating, football (AES can help here)
- A tour in Hasselt

d. Welcome guide/brochure

- Welcome guide to Belgium and Hasselt
- Working with symbols/logos
- Written version of **b. Orientation day or infosessions**

e. Other

- International student pick-up from Brussel Airport to Hasselt (if a large group is present). *This is possible, if it's clear to the international office when students arrive and if they arrive in a large group*

3. Brainstorm: How to make it better for (incoming) students

a. Buddy project

- Buddy network → small groups of students with a buddy and discover the university etc. One buddy can have more than one student to take care of
- Start a buddy network

b. Orientation day or infosessions (this will be in the welcome brochure) (= serious)

- Things that are necessary to know for new international students
 - The police station

- Supermarket (more info, Sunday = closing day, closing time is 18h30/19h00)
 - Public transportation information, bus schedule (after 19h00 less busses Hasselt-Diepenbeek)
 - Information on buss pass (campuspass, reduction cards,...)
 - o Make information sessions to help internationals/give flyer to Belgium bachelor students directly after lecture, that they have to be there. If you make promo directly after class, students are still there and they don't have to put effort in it.
 - o In February old international students (here from September) and Flemish students, can help to welcome the new international students.
- c. Welcome activities (after orientation day/independent organized = fun)**
- o Cultural event with (cultural) snacks and a drink for new students; to meet each other and the culture of students. *Maybe it's possible to organise this together with the activity-working group. If we can use this idea to close the orientation day (9th of February), it's ideal to meet other people and cultures.*
 - o Introduction days with more time for fun and to meet the other students.
 - o Have a drink together after the orientation day (in the university); try to stay longer!
 - o An introduction day in the begin of September, maybe a trip before studies begin is possible. Before the classes start, students have time to participate
 - o Inauguration event in February about the platform
 - o Start with some 'meeting-games'
- d. Other**
- o An online platform for new students, who are not already in Belgium
 - New and alumni students can talk to each other
 - They can meet each other before coming to university
 - Give the AES facebook page as a link as well
 - o A facebook event of the orientation day
 - o A facebook group of the platform (students can ask questions before arriving to Belgium)
 - o A spokesperson people can ask questions
 - o Invite new Flemish students as well to help on infodays

4. To do

- X makes a new Facebook event about the meeting of the working group: *Welcome and Guidance*. Everyone is welcome to join this meeting;
- Y will contact the buddy system of the university of Maribor where he went last year;

- Z will contact the law faculty about their buddy system
- If possible, everyone reads the *Welcome Guide* of Hasselt University (attached in the mail). If you are missing some items, or something isn't clear, please write it down or mail me your concerns.

5. Date next meeting

Wednesday 10th of December, 17h00 - 18h00 in C140.

Bijlage 4: Tweede overleg focusgroep



Meeting International Platform

Welcome and guidance of new students

Working group:	<i>Welcome and Guidance of new students</i>
Date:	09/12/2014
Time:	17h00 - 18h00
Location:	Diepenbeek, E140
Attending:	Names are deleted due the privacy
Reporting:	Michelle Bervoets

6. Minutes last meeting

Short briefing about last meeting, clarify some minutes.

7. The Buddy Project

We discussed the buddy project and how to start this project. X brought information of the system in Maribor.

a. Infosession UHasselt students

There needs to be awareness about the existence of the buddy project. To inform students, there needs to be a general infosession. That way we can inform the students, and they can ask questions if necessary.

I think you can recruit more people if you have two enthusiastic students who give the presentation. They can talk about their own experience or expectations.

b. Recruitment UHasselt students

To recruit UHasselt student (as well Flemish as international), there needs to be an applicationform. This form needs to be in Dutch for the Flemish students, in English for the international students. Maybe this application can be a part of the student file.

It's okay if two students want to work together as a buddy. Maybe it's easier to volunteer if you can do it together.

There needs to be promotion about the project, to inform students. We can send e-mails. *What other kind of promotion is possible?*

c. Promotion to inform international students

There needs to be an application form, so international students can subscribe for the project before coming to UHasselt. It also needs to be announced on the website, and easy to find on the website.

Also, international students get the link to subscribe for the buddysystem when they receive their admission letter.

d. Buddy ideas

- Get together day
- A hike, a trip,...
- Practical help during first days
- Let buddies be a part of the orientation programme

e. Other good working buddy systems

KHLim - [application](#) form for international students

KULeuven - [application](#) form for KULeuven students

KULeuven - [recruitment text](#)

[Buddy system Prague](#) (really interesting!)

8. The brochure

As part of her thesis, Michelle will implement 5 subjects for an extension of the already existing *Welcome Guide*. The rest is up to you!

1. Public transport/traffic rules
 - a. Bus, train,... public transport
 - i. Prices
 - ii. Time schedules
 - iii. Campus pass
 - iv. General rules in public transport
 - b. Traffic rules
 - i. By bike
 - ii. By foot
 - c. Important vocabulary and translations
2. Health & Hygiene
 - a. Health
 - i. What if you get sick?
 - ii. Where to go?
 - iii. Addresses
 - iv. Pharmacies
 - v. General rules about health
 - b. Hygiene
 - i. In the bathroom
 1. What products should you use?
 2. General rules
 - ii. Cleaning the house
 1. What products should you use?
 2. General rules
 - c. Important vocabulary and translations

3. Saving budget
 - a. List of average prices
 - i. Housing
 1. Rent
 2. Electricity
 3. Water
 4. Phone charges
 - ii. Food & drinks
 1. In the store
 2. In a bar/café/restaurant
 - iii. Clothes
 - iv. Hygiene products
 - v. School materials
 - b. Stores - where to go?
 - i. Food & drinks
 - ii. Clothes
 - iii. Hygiene products
 - iv. School materials
 - c. Important vocabulary and translations
4. Leisure
 - a. BILL
 - b. Sports
 - c. Going out
 - d. Cultural
 - i. Movies
 - ii. Books
 - iii. Concerts
 - iv. Exhibitions
 - e. Important vocabulary and translations
5. Insurance
 - a. General explanation
 - b. European Health Insurance card
 - c. Students Insurance Programme
 - d. Reimbursement
 - e. Important vocabulary and translations

9. To do

- X makes a template of the application form
 - For UHasselt students (English & Dutch)
 - For international students (English)
- Everyone: How can we promote the buddy system?

10. Date next meeting

Tuesday 16th of December, 16h00 - 17h30 in A5. In this meeting we will discuss the orientation programme for new incoming students on February 9th. If you have ideas or suggestions, please take them with you!

Bijlage 5: Brochure

De brochure kan binnenkort gevonden worden op de website van Universiteit Hasselt. Deze brochure is een Engelstalige gids die vijf thema's verder uitwerkt.

1 Openbaar vervoer en verkeersregels

In het eerste deel worden de algemene regels van de bus en trein uitgelegd. De prijzen van verschillende abonnementen worden toegelicht, alsook waar de studenten zelf meer informatie kunnen vinden. Daarnaast is er een overzicht van de verkeersregels zoals ze in België gelden voor fietsers en voetgangers.

2 Gezondheidszorg

Het tweede deel handelt over de gezondheidszorg en –verzekering in België. Er is meer toelichting over hoe studenten aan hun verzekering kunnen geraken, wat deze verzekering dekt en hoe ze bepaalde kosten terugbetaald kunnen krijgen.

3 Gezondheid en hygiëne

In het derde deel kan de student meer vinden over dokters, apothekers en medicatie. Ook is er een toelichting over hygiëne zoals die in België geldt. Hierbij is er een verdere toespitsing op eigen hygiëne, poetsen en afval sorteren.

4 Budgettair leven

Het vierde deel bevat een prijzenregister van basisproducten. Studenten kunnen zo zelf controleren of ze veel of weinig uitgeven aan producten in de supermarkt. Daarnaast is er een onderdeel over kledij, materiaal van allerlei aard, goedkoop uitgaan en adressen waar men voor niet te veel geld kan gaan uiteten.

5 Vrije tijd, cultuur en natuur

Het laatste deel licht de mogelijkheden toe die studenten hebben voor vrije tijd en cultuur in Hasselt en Diepenbeek. Daarnaast is er ook een deel dat handelt over de natuur in Hasselt en Diepenbeek.