

## Arrival Info: Minor or Internship Abroad!



### UPON your arrival

- **Approval Learning agreement**

If it is correct you have submitted your Learning Agreement in Mobility Online ***before*** your stay abroad and it has been accepted by the Exam Board or the Coordinator for Internship or Graduation. The LA must also be signed by the host institution or company and yourself. Make sure the you have uploaded the complete version on Mobility Online.

Please note to do it in the right step so essential information is not missing on the form.

**Print the Learning Agreement by yourself** in your workflow (before departure) and go to the regarding for the signature or send it by email (digital signed forms are also accepted).

- **Fontys ICT Instagram**

Join our page [@fontysict](https://www.instagram.com/fontysict) to stay connected and follow activities at our school when you are abroad. We will also ask you to send in pictures of videos to share your experiences abroad by our Fontys ICT goes international posts, stories or a Instagram take-over for a day by yourselves.

### CONTACT details Fontys ICT International Desk

**Visiting** address @Student Desk:  
in our buildings R10, TQ and P8  
please send an e-mail  
[fhictstudyabroad@fontys.nl](mailto:fhictstudyabroad@fontys.nl)

**Postal** address:  
PO box 347  
5600 AH Eindhoven  
The Netherlands

### In case of emergencies

ICE you can call the Dutch Ministry of Foreign Affairs 24/7: **+31 247 247 247**

## DURING your Stay Abroad

### ○ Role model and ambassador Fontys

As an outgoing student you are a **role model** for other FHICT students. Your stay abroad can inspire our students. Show FHICT who you are and what you are doing and share your experiences on [Instagram Fontys ICT](#) with posts or blogs etc. Also be an **ambassador and promoter of Fontys School of ICT** at the company and in the international classroom. You represent Fontys ICT at the partner university or internship. Show your foreign colleagues your personal skills as an Fontys ICT student: an entrepreneurial international student. In case of a presentation you also present Fontys University of Applied Sciences and Fontys ICT.

### ○ Changes in Learning agreement

Your Learning Agreement can be modified **during** your mobility if it is necessary (Step “Changes to Courses in Learning Agreement”). It’s very important that you send us your changes or confirm NO changes within 5 weeks of arrival (officially 7 to finalize permission, signatures, etc.). It’s the next step in MO so do not forget about this after you have completed the step completing LA in MO. When you only tell us about the changes once you are back this is unacceptable according to the rules of the European Commission. So please go through the steps during your stay abroad within the first 5 weeks of your stay!

## AFTER your Stay Abroad

### ○ Documents to hand in

In order to handle everything correctly and to get your credits for your Minor Study Abroad we need you to send us the following documents:

- **Transcript of Records** from the partner university: The partner university will send this overview of courses and grades directly to us or they will send it to you. In case we receive your transcript, we will inform you about this. In case you receive it directly from the partner university, please upload it on Mobility Online and submit the document at Students Desk.
- **Report of internship or graduation**: as asked by the Student Desk under applicable conditions.
- **Written assignment**: send a report with your experiences to [fhictstudyabroad@fontys.nl](mailto:fhictstudyabroad@fontys.nl), preferably with photos or videos.

### ○ Study Abroad presentation

After your stay we want you to present or share your experiences at Fontys School of ICT. For example at an information market or fair, internship briefing or another ‘study abroad’ event.

### ○ Minor Study Abroad Evaluation

You will receive 30 ECTS for your Minor Study Abroad if you finished it successfully but you do not receive a grade for it. The reason for this is that we cannot make sure that a specific grade requires the same effort in all our partner universities.

### ○ What if you do not pass 30 ECTS

In case you have not passed the 30 ECTS for your Minor Study Abroad you have 2 possibilities:

- Do the retakes at the university abroad.
- Compensate failed credits taking some courses or an extra task at Fontys (via Exam Board).