

# TIMELINE EXCHANGE INTERNSHIP

## BEFORE DEPARTURE

### 1. INFORMATION SESSION

Take a look at the presentation of the information session.



### 2. MOBILITY GRANTS

Depending on your situation, there are different mobility grants possible. Check all the possibilities on our website.



### 3. INTERNSHIP CONTRACT

Follow the instructions on the webpage to establish your internship proposal and contract.



**Deadline 4 weeks before start**



### 4. EXCHANGE APPLICATION

Register your mobility in Oasis.  
Mobility type = traineeship

### 5. EXCHANGE CURRICULUM

Fill in your exchange curriculum following the guidelines on this webpage.



### 6. LEARNING AGREEMENT

Download the document and get signature from all 3 parties.



### 7. APPLICATION MOBILITY GRANT

Submit your portfolio to apply for a mobility grant, following the guidelines on the website.



**Deadline first week of March**

(only for grants via Ghent University)

## DURING STAY



### 8. CONFIRMATION OF STAY

Download from Oasis and get signature from guest institution at arrival and departure.

## AFTERWARDS

### 9. EVALUATION

Follow the instructions on the webpage for your evaluation.



**Deadline 6 weeks after internship**