### Pedagogique_QU

(Photo)

### REGISTRATION FILE INTERNATIONAL WEEK

### (teacher training department)

## ACADEMIC YEAR 20…/ 20…

***Fill in the shaded boxes***

**STUDENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname : |  | First name : |  |
| Birth date : |  | Gender :  | **M - F** |
| Mobile phone (with international code) : |  | Nationality : |  |
| Permanent address : |  |
| E-mail address : |  |

**SENDING INSTITUTION**

|  |  |
| --- | --- |
| Name : |  |
| Name of international coordinator : |  |
| E-mail address : |  |

**CURRENT STUDIES** *(tick the right box)*

|  |  |
| --- | --- |
|  | teacher trainee for pre-primary education |
|  | teacher trainee for primary education |
|  | teacher trainee for secondary education |
|  specific subjects: |  |
|  | other : |  |
|  | 1st year |  | 2nd year |  | 3rd year |  | 4th year |

## LANGUAGE COMPETENCE

|  |  |
| --- | --- |
| Mother tongue : |  |
|  |
| How do you rate your competence in ***English*** : | How do you rate your competence in ***French*** : |
| good |  | good |  |
| fair |  | fair |  |
| poor |  | poor |  |

## DATES *(important for accommodation, will be confirmed later)*

|  |  |
| --- | --- |
| I intend to arrive in Liège on : |  |
| I intend to leave Liège on : |  |

**ACCOMMODATION** *(Subject to availability. Tick your first choice, we’ll do our best to satisfy you)*

|  |  |
| --- | --- |
|  | **Host family \*** |
|  | I don’t mind being accommodated in a host family outside Liège |
|  | I would prefer to be accommodated in a host family around Liège, but if you can’t find any, I will accept a host family outside Liège |
|  | I don’t want to be accommodated in a host family outside Liège. If you can’t find any host family around Liège, then I would prefer to be hosted elsewhere *(please tick in addition one of the items below : either youth hostel or student’s room, so that we know what your second choice is)* |
|  | **Student’s room \*\*** |
|  | **Youth hostel \*\*\*** |

*\* If you stay with a host family, you will have to pay 80 € for the whole week (accommodation, breakfast and some evening meals included).*

*\*\* If you stay in a student’s room, you will have to pay around 20 € per night for accommodation only. You*

 *will then have access to the kitchen to cook your own meals.*

*\*\*\* Rooms at the youth hostel have their own bathroom and toilet, but have to be shared with 4 people. The rate is 23 €/night/person breakfast and linen included.*

|  |  |  |
| --- | --- | --- |
|  | I could share a room with : |  |
|  | I could share a double bed with : |  |

**TRAVEL**

|  |  |
| --- | --- |
|  | I will have my own car available for commuting when in Liège |
|  | I won’t have any car available when in Liège |

|  |  |
| --- | --- |
| **ALLERGIES :** |  |
|  |  |
| **SPECIAL DIET :** |  | no pork |  |  |  | smoker |
|  | vegetarian |  |  |  | non-smoker |
| other : |  |  |  |

## IN CASE OF EMERGENCY, PLEASE CONTACT :

|  |  |  |
| --- | --- | --- |
| 1 | Name : |  |
| Kinship with the student : |  |
| Address : |  |
|  | Telephone (with international code) : |  | Mobile phone (with international code) : |  |
|  |  |
|  |  |
| 2 | Name : |  |
| Kinship with the student : |  |
| Address : |  |
|  | Telephone (with international code) : |  | Telephone (with international code) : |  |

|  |  |
| --- | --- |
| Pour obtenir une version imprimable du logo, contactez le service communication | **PERSONAL COMMITMENT CONTRACT** |

**Commitment and respect**

The student realizes that the organization of such projects is rather complex. Therefore he commits himself seriously to this project he has chosen freely, and to respecting the rules set by the persons in charge in both the home and the receiving institutions.

This mainly regards the involvement expected in the school visit and the relationship with the host institution and the host family.

The student knows from the start that such a stay abroad will inevitably ***induce a cultural shock*** which people react to in different ways according to their personality.

**The student is responsible for his file.** He commits himself to :

* seeking information about the procedure in his home institution ;
* sending the necessary documents in due time to the authorized person, as mentioned in the procedure ;
* checking regularly his mail box in order for him to have the information sent by the local international coordinator.

***Non-observance of the procedure can lead to non-validation of the ECTS taken at HELMo.***

**Accommodation**

The international office does its best to provide the student with suitable accommodation. The student will be ready to adopt an attitude showing open-mindedness and cooperation, and to adapt himself to a new situation.

However, if major complaints occur, the student will refer to the local international coordinator and they will try to find together the best solution.

**Cancellation of the project**

The project could be cancelled before the start. Grounds for such decisions could be :

* imponderable situations related to the organization,
* imponderable situations related to the student’s life.

Anyway each party will inform the other party as soon as possible.

The student accepts the idea that his project could be interrupted :

* if he refuses to communicate in English with the group,
* if the student behaves inappropriately.

Dilemmas will be solved unanimously by the persons in charge in both the home and the receiving institutions.

The student realizes that cancellation might have financial consequences. Payment for accommodation might be due.

**Insurance and medical assistance**

The student must seek information :

* from his health insurance in his home country, so that medical or hospital costs in Belgium will be reimbursed according to international agreements,
* from his insurance broker about
* compulsory coverage by a public liability insurance that would work in case of damages caused to a third party,
* an insurance covering assistance in Belgium and repatriation for the period spent in Belgium,
* from the administration in order to know if a passport and a visa are needed.

The student attests hereby that he has been informed about those regulations and that he complies with them.

HELMo cannot be held responsible for the student’s non-compliance with the regulations.

I the undersigned …………………………………………………………………………………………….

after having read the contract above, commits myself to respecting and implementing the above-mentioned procedures.

Date : ………………………………………………………………

Signature :

**Deadline for registration :**

November 20th

**Please send this file to Martine Wilmots (****m.wilmots@helmo.be****)**