



film_eu

European Universities Alliance
for **Film and Media Arts**



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Mobility Guide - Students

1 - FILMEU -- General Presentation

FILMEU brings together four European Higher Education Institutions. Together, these institutions collaborate around the common objective of jointly promoting high-level education, innovation and research activities in the multidisciplinary field of Film and Media Arts and, through this collaboration, consolidate the central role of Europe as a world leader in the creative fields.



2 - Who is a FILMEU Mobile Student

A FilmEU mobile student can be any student who is enrolled in a study programme in one of the Alliance partners. Please see your home Institutions' webpage for a defined list: <https://www.filmeu.eu/alliance/about-us/>

3 - Types + duration of Mobilities

Mobilities can be short or long in duration depending on the type of funding, program and goals. Here you can find a short description of long and short mobilities among FilmEU European University partners.

Blended Intensive Programme

BIP (Blended Intensive Programme) - BIPs are short, intensive programmes that use innovative ways of learning and teaching, including the use of online cooperation. The programmes may include challenge-based learning where transnational and transdisciplinary teams work together to tackle challenges.

In terms of FilmEU BIP's, the BIP's will change every year in line with the Alliance program and in the innovative nature of the BIP's outlined by the Erasmus+ program. BIP's for students and staff in FILMEU are currently developed under the form of annual challenge-based pilot modules focusing on key topics as green environment, sustainable filmmaking, gender etc and do stimulate student teamwork amongst students from the Alliance members.

BIPs include a physical component and a virtual component. The duration of physical mobility is 5-30 days. The Virtual part may take place before, during or after the physical mobility.

SMS (Student Mobility for Studies)

- Erasmus + Student mobility is the practice of changing universities within one study cycle. Students can choose between partner schools of their home university to attend for a semester or two or travel for a single course as short-term mobility. The attended courses and credit points can be transferred as part of curriculum of home university. Applicants of Erasmus+ Student mobilities can apply for Erasmus+ scholarships that will partly cover the travel and living expenses during the mobility.
- Duration – between 3 to 12 months
- Students apply for Erasmus SMS mobility at their home university. Please contact your International Office for more information.
- Lusófona: <https://www.ulusofona.pt/mobilidade/coordenadores-internacionais>
- LUCA: <https://www.luca-arts.be/en/international-officers>
- <https://iadt.ie/study/erasmus/>
- TLU: <https://www.tlu.ee/en/departamental-erasmus-coordinators>

SMP (Student Mobility for Traineeships)

SMP (Student Mobility for Traineeships) - are part of the mobility opportunities offered by the Alliance and aim to allow students to have international experience in a practical work context.

- Duration – between 2 to 12 months

Short Term Mobility for studies and traineeship

Short Term Mobility for studies and traineeship - are short, mostly organized under the form of intensive programmes that use innovative ways of learning and teaching, including the use of online cooperation.

- Duration – between 5-30 days

Student mobility can be carried out in any study field and cycle (short cycle/bachelor/master/doctoral). To ensure high-quality mobility activities with maximum impact on the students, the mobility activity must be compatible with the student's degree-related learning and personal development needs.

In addition, the Alliance provides several other activities and events like CineClub, FILMEU Talks, different masterclasses etc. Please have a look at the Alliance website:

<https://www.filmeu.eu/news-and-events/events/> .

4 - How to apply

TLU

Long-term Mobilities

Application for long-term mobilities takes place twice a year - mid-February and mid-September. Students need to get in touch with their Erasmus+ Departmental Coordinator and Study Counsellor and discuss the possibilities to study abroad. Students apply online ([SOLEMOVE](#)) and attach the following supporting documents:

- Proof of Language Proficiency (international language test / foreign language course at TLU / current studies in English, and all documents which prove that student's language skills correspond to the host university's language requirements).
- (Digitally) signed preliminary learning agreement* with the list of TLU courses which will be replaced by the courses taken at the host university
- Motivation Letter in English or Estonian (1-2 pages). The following criteria will be assessed: motivation, independence and ability to take initiative, cultural competences, having information about the host university and the organisation of studies and economic preparedness.

Internship Mobilities

Student Mobility for [Traineeships](#) offers TLU students and recent graduates an opportunity to do a traineeship at a company or organisation abroad. Applications are accepted throughout the year, except in July! Internship must be made within the compulsory traineeship/or international traineeship subject. Full recognition must be given by the home university for the traineeship made abroad as agreed in the Learning Agreement for Traineeship, and it must be counted as an integral part of the students' TLU Study Programme.

Application documents (to be submitted at least 2 months before traineeship):

- (Digitally) signed Application (traineeship made while being TLU student) / Application (traineeship made as TLU recent graduate);
- Motivation letter 1-2 pages (including a brief description of the planned traineeship). The following criteria will be assessed: motivation, independence and ability to take initiative, cultural competences, having information about the internship, the organisation of studies and economic preparedness;
- Proof of language (B1)* spoken in the host organisation;
- Initial letter of acceptance from the host organisation (e-mail is fine);
- International language test / foreign language course at TLU / current studies in English, and all documents which prove that student's language skills correspond to the host organisation's language requirements.

Please see the [Erasmus+ Traineeship Checklist](#) for more information.

TLU also offers internships for recent graduates. More information can be found [HERE](#).

Learning Agreement for Traineeship

Learning Agreement for Traineeships is a form where (1) the student, (2) TLU Departmental Erasmus+ Coordinator and (3) the representative of host organisation agrees on the contents and duration of the traineeship, signed before the beginning of the traineeship abroad and it is a prerequisite for a scholarship contract between the student and TLU.

Reporting at the end of Traineeship

Within 1 month from the end of the traineeship abroad the student must submit the following documents:

- To TLU Senior Specialist for International Studies: the last part of Learning Agreement for Traineeships (After the Mobility). Here both the beginning and end dates of the traineeship, as well as the activities and tasks conducted by the trainee, are confirmed by the host organisation;
- Online: fill out and submit the European Commission feedback report which has arrived on student's/recent graduate's e-mail;
- To student's academic unit: traineeship portfolio (if applicable, and according to the requirements of student's study programme at TLU) and transfer the credits obtained with the traineeship in the Study Information System

Short-term mobilities

Application for short-term mobilities takes place all year round (except July).

Students apply online ([SOLEMOVE](#)) and attach the following supporting documents:

- motivation letter in English or Estonian;
- written permission from the administrator of the study programme to go on studies abroad with a confirmation that the positive results are accepted for the completion of the study programme;
- proof of language proficiency;

in case of students on the second level of higher education applying during the first semester of studies, academic transcript with the results of the previous completed study level;

in case of a BIP, preliminary confirmation from the host university of the BIP taking place (except for competition organised by the academic unit and intended for a specific field of studies), containing the title of the BIP, information about the host university, date and place, volume and the duration of physical and virtual mobility.

Questions related to studies should be addressed to Birgit Rosenberg

(birgit.rosenberg@tlu.ee)

Questions related to programme rules and financing should be addressed to Nele Dobrõš

(nele.dobros@tlu.ee)

LUCA

Long-term Mobilities

Study mobility

- Applicants for study abroad period should apply via (<http://kuloket.luca-arts.be>) > Onderwijs en studenten >aanvraag studieperiode buitenland. Registration must be completed by 1 December at the latest in the academic year, before the mobility academic year.
- Applications must consist of:
 - Motivation letter: in Dutch/English about why they motivate their choice of destination, study, programme choice;
 - CV;
 - Transcript of records: copy of your previous obtained study results
 - Portfolio: not mandatory for all, only for specific programmes
- Evaluation of the motivation and study/destination choice by LUCA course leaders -> departmental level,
- (Internal) allocation of student's definitive choices to the partner schools
- If student accepts the internal nomination, the international coordinator at LUCA nominates the student by the partner university
- The student applies at the partner university (portfolio, motivation letter, transcript home studies, Learning Agreement proposal (online or paper-based),
- The student is accepted or not by the partner,
- The international coordinator at the LUCA department (campus) helps the students:
 - To complete and sign the (online) Learning Agreement,
 - To fill out the Erasmus Grant Agreements for the students
 - To send out the individual invitation to the participant to do an OLS Assessment before the mobility,
 - The recognition of credits at programme/departmental level
- At central level:
 - Signing of the Grant Agreement (by the Dean/head of institute)
 - Information entered to Beneficiary Module

- Payment of scholarships
- Collect the Transcript of records and Certificate of Stay
- Reminder sent out to fill out the BM Participant report.

Internship mobility

LUCA supports traineeships during studies as well as traineeships for recent graduates.

Traineeship during studies

The procedure described below is dedicated to traineeships during studies.

- Applicants for internships abroad can apply twice per academic year via KULoket > (<http://kuloket.luca-arts.be>) > Onderwijs en studenten > aanvraag studieperiode buitenland. They should register by 1 May with a motivation letter, CV, portfolio + an internship progress file if the internship that takes place in the first semester of next academic year and by 31 October with an internship progress file for internships in the second semester of the ongoing academic year.
The internship progress file contains a list with possible internship locations and communication with potential internship companies about the internship programme, work assignments and the feedback from the internship mentor in the student's study programme.
- Evaluation of the motivation and internship proposal(s) by LUCA course leaders or internship mentors in the programme -> departmental level,
- The student applies for an internship position at the company (portfolio and motivation letter required.)
- Definitive selection by the internship company. Compiling the Learning Agreement for Training (paper-based/pdf) => green light for mobility
- The international coordinator at the LUCA department (campus) helps the students:
 - To complete and sign the (online) Learning Agreement,
 - To fill out the Erasmus Grant Agreements for the students
 - To send out the individual invitation to the participant to do an OLS Assessment before the mobility,
 - The recognition of credits at programme/departmental level
- At central level:
 - Signing of the Grant Agreement (by the Dean/head of institute)
 - Information entered to Beneficiary Module
 - Payment of scholarships

- Collect the Transcript of records and Certificate of Stay
- Reminder sent out to fill out the BM Participant report.

Traineeships of recent graduates

For traineeships of recent graduates LUCA is member of the Flemish Traineeship Platform consortium, managed by VLUHR-I, the Flemish Council for Universities and Universities of Applied Sciences and arts. The consortium offers Erasmus+ grants for traineeships after graduation.

More information about the procedure: Toledo intranet: <https://toledo.luca-arts.be> > International Office > Beurzenprogramma's > Stage na afstuderen/Flanders Traineeship Platform.

More information about the Flemish Traineeship Programme:

<https://www.studentsonthefly.be/en/scholarships/erasmusplus-traineeship-after-graduation> .

Short-term blended mobilities

Currently, there is no official route to this kind of study mobility, but the current process is quite similar with long-term mobility.

- Application for short-term mobilities can take place all year round.
- Applicants for short-term mobilities should apply via KULoket (<http://kuloket.luca-arts.be>) > Onderwijs en studenten > aanvraag studieperiode buitenland.
- Applications must consist of:
 - Motivation letter: in Dutch/English to motivate the reason and added value of the short-term mobility programme
 - A description of the activities and/or letter of acceptance (summer school, BIP, micro credential) if the student successfully applied
- The international coordinator at the LUCA department (campus) helps the students:
 - To complete and sign the (online) Learning Agreement,
 - To fill out the Erasmus Grant Agreements for the students
 - To send out the individual invitation to the participant to do an OLS Assessment before the mobility,
 - The recognition of credits at programme/departmental level
- At central level:
 - Signing of the Grant Agreement (by the Dean/head of institute)
 - Information entered to Beneficiary Module

- Payment of scholarships
- Collect the Transcript of records and Certificate of Stay
- Reminder sent out to fill out the BM Participant report

IADT

Long-term Mobilities

- Students are given an overview of the Erasmus+ programme in October. They then need to get in touch with their Erasmus+ Departmental Coordinator and Tutor and discuss the possibilities to study abroad.
- Students apply directly to the Erasmus Coordinator (Dec + Jan) - 3 choices of college in order of preference, incl the following:
 - Motivation Letter (500 words). The following criteria will be assessed: motivation, independence and ability to take initiative, cultural competences, having information about the host university and the organisation of studies and economic preparedness.
 - CV
- Erasmus coordinator nominates student as per partners nomination requirements
- Partner issues application link + requirements to student (copying the Erasmus coordinator)

Short-term mobilities

IADT has just started to introduce short-term mobilities and BIPs and a more recent option for alliance shared programmes is through FilmEU.

- The Academic member of staff confirms which students have been selected to go on studies abroad and confirms that the student has all fees paid and ECTs are up to date.
- An application link would be sent to the student, looking for all the information to generate the Beneficiary Model profile/Grant
- Preliminary confirmation from the host university of the BIP taking place (with the exception of competition organised by the academic unit and intended for a specific field of studies), containing the title of the BIP, information about the host university, date and place, volume and the duration of physical and virtual mobility.

Internships / Traineeships / Work Placement

The Erasmus+ Programme funds three different types of traineeships:

1. Traineeships during the academic year; students will carry out a traineeship of min 2 months - max of 12 months' duration during the academic year.

This Traineeship must be approved by your Course Co-ordinator and Head of Department. Accreditation (ECTS) will be recorded in your transcripts.

2. Summer Traineeships; students will carry out a traineeship of at least 2 months' duration during the summer months.

This Traineeship must be approved by the IADT Erasmus Office for funding purposes. While no accreditation (ECTS) will be awarded, the Traineeship will be recorded in your Diploma Supplement.

3. Graduate Traineeships; students will carry out a traineeship of at least 2 months' duration within 12 months of completing your IADT course.

This Traineeship must be approved by the IADT Erasmus Office for funding purposes. While no accreditation (ECTS) will be awarded, the Traineeship will be recorded in your Diploma Supplement.

IADT also runs a work placement programme that is designed so that the student learns to apply the knowledge and skills gained on their degree programme to a work environment. The placement introduces students to structured employment in order to develop their understanding of an industry and an organisation. This is traditionally a local mobility rather than an Erasmus mobility.

Lusófona

Long-term Mobilities

Students apply ([Mobility Online](#)) and attach the following additional personal data and supporting documents:

- Email
- Address
- Contact Person
- Citizen Card
- Bank Account information
- CV
- Language Certificate
- Motivation Letter in English (1 page)
- Transcript of Records (Mobility Services Responsibility)

Application Confirmation by the Mobility Services

Selection by the International Coordinator of the Organic Unit

Nomination by the Mobility Services

Learning Agreement Preparation

Learning Agreement Acceptance by the International Coordinator

Grant Agreement Signed

Students Departure

Students Arrival Confirmation at Host Institution
Scholarship payment

Elisabete - short term mobilities and Internships

5 - Selection of Participants

The selection of students for participating in mobility activities is done at the home institution. The selection process changes depending on the type of mobility. For more information about the internal selection procedure for outgoing students, please contact the Erasmus Coordinator at your home institution and/or find information about the procedures on the institutions' websites/intranet.

- ULusofona: <https://www.ulusofona.pt/en/mobility/international-officers>
- LUCA: Toledo intranet: <https://toledo.luca-arts.be> > International Office > Beurzenprogramma's > naam beurzenprogramma > Selectiereglement
- TLU: <https://www.tlu.ee/en/erasmus-exchange-studies-europe-and-outside-european-union>
- IADT: <https://iadt.ie/study/erasmus/outgoing-students-study/> and <https://iadt.ie/study/erasmus/outgoing-students-traineeships/>

6 - Recognition of Activities and Courses during the mobility period

All activities will be recognized as defined and recorded in the Learning Agreement (for Studies and Training). The Learning Agreement sums up the course units at the home university and the replacement courses at the host university. For inquiries contact your Erasmus Coordinator at your home university (see chapter 3).

7 - Credit Weighting

The credits are defined in the Learning Agreement, for example, 30 ECTS per Semester and 60 ECTS per Academic Year. For participants in Short Term Mobilities + BIPs, the ECTS are defined by the Learning Agreement, and it should be no less than 3 ECTS.

A year of full-time studies at university level is generally worth 60 ECTS credits, and defined as equal to 1,500 - 1,800 hours of study work. This means 1 ECTS is equal to between 25 to 30 hours.

8 - Languages

The working language of the Alliance is English.

Universities offer local language courses and other activities that help students get involved in the local culture, please check for the possibilities with the host institution.

ULUSOFONA

All inbound students have access to the Portuguese Language Courses organized and taught at the Institution. These Courses have a duration of 30 hours per level and three levels are offered each semester (Level I, II and III). An evaluation test is given to place students in each level.

These introductory courses are designed and developed to meet the needs of foreign students who wish to learn the language in a limited amount of time.

The courses are organized according to the proficiency levels provided by the QERCL.

These courses are a complement to the OLS courses.

It should also be noted that once accepted, students are invited to visit the online Portuguese Course of the ACM - High Commission for Migrations (<https://pptonline.acm.gov.pt>).

LUCA

Toledo intranet: <https://toledo.luca-arts.be> > International Office > Praktisch> Taalvoorbereiding.

LUCA has no language learning courses in its course portfolio. Students are advised to consult the Online Linguistic Support (OLS) website where they have the opportunity to take a free online language course in order to advance the proficiency of the relevant language before the start of mobility.

Staff can contact the Language Learning Centre of KU Leuven where they have the possibility to apply for courses on academic writing or speaking (English).

IADT

As all Erasmus learning and traineeships are done through English, IADT do not need to provide language support for outgoing students.

Students who join a mobility period for study or training under the Erasmus programme, also mandatorily must take an Online Language Support (OLS) assessment in the language used at the receiving university or at the traineeship company prior to departure. This can be English or any (local) language.

TLU

Students have the possibility to join language courses taught at TLU in case they feel they need to improve their language skills. Online Linguistic Support (OLS) website also offers the opportunity to take a free online language course in order to advance the proficiency of the relevant language before the start of mobility.

9 - Scholarships

There are several opportunities for students to apply for a scholarship to support their mobility.

Mobilities are mostly carried out with the help of Erasmus+ scholarships but there are also other funding sources that are specific for your country. More information can be obtained from your home institution.

- TLU: Please read about scholarships at <https://www.tlu.ee/en/scholarship-and-costs>

- LUCA: please read about scholarships at LUCA Toledo > International Office > Beurzenprogramma's
- ULUSOFONA: <https://www.ulusofona.pt/en/mobility>
- IADT: <https://iadt.ie/study/erasmus/outgoing-students-study/> and <https://iadt.ie/study/erasmus/outgoing-students-traineeships/>

10 - Documents needed

Documents between sending and receiving university:

- There should be a valid Erasmus+ Inter-Institutional Agreement between the sending and receiving university before student mobility under Erasmus can be set-up. Under the Erasmus 21-27 framework many paper IIA's will be replaced by digitally produced and digitally signed IIA's.

Documents for students:

- Learning Agreement for Studies (for study exchanges)
- Learning Agreement for Training (for traineeships)
- Online Language Assessment
- Grant Agreement (financial agreement)
- Transcript of Records
- Certificate of Attendance
- Erasmus Student Charter: <https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-student-charter-0>

11 - Contracts & rights & obligations

For each mobility, participants must sign a contract with the home institution, in which the period of mobility, scholarships, rights and obligations are defined

At the level of the European Commission: the Erasmus Charter for Higher Education:

The Erasmus Charter for Higher Education (ECHE) provides the general quality framework for European and international cooperation activities a higher education institution may carry out within Erasmus+.

The award of an ECHE is a pre-requisite for all higher education institutions located in an Erasmus programme country and willing to participate in learning mobility of individuals and/or cooperation for innovation and good practices under Erasmus+. Consequently, all FILMEU consortium members have a valid ECHE for the 21-27 Erasmus framework agreement.

- ULUSOFONA: <https://www.ulusofona.pt//media/erasmus-charter.pdf>

- TLU: https://www.tlu.ee/sites/default/files/Õppeosakond/Erasmus%2B%20vahetusõpin_gud/erasmus_student_charter-Oct21_en.pdf
- IADT: <https://iadt.ie/study/erasmus/>
- LUCA: <https://www.luca-arts.be/en/erasmus-charter-higher-education-eche>

At the level of the FILMEU Consortium members: Inter-Institutional Agreements

See chapter 10 ('Documents') above.

At the level of institution organizing the student mobility: Grant Agreement (or annexes to the Grant Agreement):

As already described in the chapter 'Documents' the Grant Agreement between the International Office of the sending university and the student participant will not only include information about the grant amount but also describe the responsibility of the participant with respect to reporting, insurance and what to do in terms of conflict situations.

12 - Insurance

Make sure you have your [European Health Insurance Card](#) (EU students) and for more detailed information and specific requirements please check with your international office.

- Accidents during the study mobility period
- European Health Insurance Card (EU students)
- Medical insurance (non-EU students)
- Insurance Sending Institution
- Insurance Host Institution
- Accidents during the training mobility period
- European Health Insurance Card
- Medical insurance (non-EU students)
- Private Solution Supported by the participant

TLU

You can find more information about insurance for incoming students at <https://www.tlu.ee/en/health-care-and-insurance> and for outgoing students at <https://www.tlu.ee/en/node/111779>

LUCA

You can find more information about insurance for incoming students at <https://www.luca-arts.be/en/insurance-international-students-luca> and for outgoing students at LUCA Toledo > International Office > Praktisch > Verzekeringen.

ULUSOFONA

All Inbound Students in mobility for studies will be enrolled in ULHT's Student Insurance Scheme during their mobility, similarly to the other students of the institution. However:

- a) Proof of the student's insurance at their home institution will be requested from the home HEI;
- b) In case of traineeship, the home HEI will be requested to send the proof of insurance, according to the rules of the Traineeship Programme;
- c) The inbound student will always be requested (in the application process) to send the "Medical Report" - form to be filled in by the "Family Doctor", which gives an account of the student's health condition and refers to any special needs. This document is particularly important in case of an accident - it allows us to act immediately and provide assistance with knowledge or for sports - some institutions require a medical document and sometimes, on arrival in the country, it is difficult to speed up this process.

IADT

Incoming Erasmus Students and EU students registered at IADT are entitled to free medical consultation and prescriptions in Ireland on presentation of a valid European Health Insurance Card (EHIC). You will need to have applied to your country of origin for EHIC before you travel to Ireland. This entitlement is only valid for a period of 1 year while you are on Erasmus. If you continue to stay in the country, you will need to apply for a Medical Card or pay for medical services.

IADT has a limited General Medical Practitioner service. You may attend the IADT doctor at the student rate (€10) in the Health Centre on campus. All other foreign nationals other than EU students have no medical services entitlements here. It is strongly recommended that you have adequate medical insurance.

EHIC The European Health Insurance Card (EHIC) entitles the holder and dependants accompanying him or her to all health services available to residents of the EEA Member State where he or she is staying under the General Public Medical Scheme. The card covers a person who stays in a member state to study there for a defined period – this is usually up to the “country of stay”. The study or training must be an integral part of a course leading to a qualification officially recognised by the authorities of the Member State. (See Appendix One for detail of what you are entitled to in Ireland with an EHIC and how to access it.) It must be remembered though that the EHIC may not cover the full cost of medical or hospital expenses.

Students are strongly advised to take out private health Insurance for such matters, e.g. VHI, a private company, offers a package for Erasmus students studying abroad. If you require further information on any of the above please contact the HSE info line on 1850 24 1850 or visit www.hse.ie

Private Medical Insurance Companies in Ireland: If you wish to take on private medical insurance while in Ireland, please check the companies below: visit: <http://www.vhi.ie> <http://www.layahealthcare.ie> <http://www.avivahealth.ie/> <https://www.glohealth.ie/> <http://www.oaktreefinancial.ie/>

13 - Emergencies

In the event of an emergency, students should call the free emergency number 112, which is operated in English.

In case of an emergency, injury, childbirth, sudden disease or health deterioration, patients should either call an ambulance or go directly to a hospital.

Emergency contacts at FilmEU Alliance Institutions:

- TLU - Ingrid Hinojosa (exchange@tlu.ee)
- LUCA - <https://www.luca-arts.be/en/international-officers>
- ULUSOFONA – <https://www.ulusofona.pt/en/mobility/international-officers>
- IADT – Sonya Hogan (erasmus@iadt.ie)

14 - Accommodation

Accommodation guidance is mostly provided by the student support offices at the FILMEU universities.

TLU

You can find more information about accommodation possibilities at

www.tlu.ee/accommodation

Contact person at TLU: Ingrid Hinojosa (exchange@tlu.ee)

- On-site/campus accommodation FILMEU universities
- Off-site/external accommodation FILMEU universities
- Legal aspects (caution, subletting)

LUCA

You can find information about housing for students at <https://www.luca-arts.be/en/housing>. Contact person and opportunities for on-site or off-site accommodation may vary depending on the LUCA campus where the student will be hosted.

ULUSOFONA

For accommodation please visit: <https://www.ulusofona.pt/en/mobility/incoming>

IADT

IADT does not provide any student accommodation on campus. However, Dun Laoghaire and its neighborhood offer a wide range of accommodation possibilities for students. Students will have to decide themselves if they prefer to rent a studio, or share a house, or an apartment with others.

The prices for accommodation vary, but in general, costs are:

- Studio: from €800 per month.
- A single room in a house or apartment: from €500 per month.
- A shared double room in a house or apartment: from €400 per month.

The deposit for the room would be normally one month's rent and should be returned to you when your rent contract expires.

The best way to book your accommodation is to check the following websites:

<http://www.facebook.com/iadtaccomodation> - IADTSU Facebook Accommodation Page.

You can email your accommodation queries to accommodationiad@gmail.com

www.daft.ie (go to Sharing/Student Accommodation and select IADT).

www.rent.ie

www.isaccommodation.com

www.collegecribs.ie

www.homestay.com (staying with families)

www.spunout.ie

You can also search in Facebook, as there are many groups regarding shared accommodation in Dublin (Rent in Dublin, Hosting Power, etc.).

We recommend that you look for accommodation near the train line (DART) or the Dublin Bus routes that service IADT: 46A and 75 (they both have stops outside IADT), 4, 63, 111.

Check these bus routes on www.dublinbus.ie

15 - Inclusion/special needs

<https://inclusivemobility.eu/>

TLU

TLU has a counsellor for students with special needs who can offer you help and counselling in case you have a special need. Please contact Maarja Jõgioja

(maarja.jogioja@tlu.ee)

LUCA School of Arts

You can find information about counselling support for special needs students here:

<https://www.luca-arts.be/en/special-needs-students>

You can find information about inclusive support for mobile students here:

<https://inclusivemobility.eu/countries/be-vlg/institutions/2357>

ULUSOFONA

For special need support please contact:

<https://www.ulusofona.pt/en/mobility/international-officers>

IADT

IADT is committed to providing support services in line with best practice as outlined under the Higher Education Authority (HEA) guidelines.

These services include:

Health Centre | Student Counselling Service | Careers Advisory Service | Access Service
| Writing and Research Skills Service

Our facilities on Campus include: Library | Student Canteen | Information Communication Technology (ICT) Services

You can read about these services and facilities on www.iadt.ie/services or on the IADT Student Handbook that you will receive on your arrival.

16 - What to do upon arrival at the Host HEI

- Administrative steps for the sending university
- Administrative steps at the host university (registration, access to IT-infrastructure-campus-facilities)
- Registration at the city
- Welcome days/activities
- Local integration (buddy system/ESN/local initiatives/student networks)
- Cultural tips, how to deal with culture shock

TLU

Students coming to TLU

For short-term mobilities:

- Find your way on campus, please check our [virtual tour](#).
- Obtain the Tallinn University [e-mail account](#) (room: S-203, Silva building).6. Sign a tenancy agreement in your dormitory or private apartment.
- Confirmation of your student status, your arrival and your departure can be received from the Incoming Exchange Students Coordinator. Send an email to exchange@tlu.ee.
- If you need to use the library, please obtain a library card (www.tlulib.ee).
- Take part in the events organised by the [Tallinn University International Club](#) and [Erasmus Student Network Tallinn](#).

For long-term mobilities

- Check the [timetables](#).
- Take part in the [Orientation](#) for international students.

- Obtain the Tallinn University [e-mail account](#) (room: S-203, Silva building, during Orientation in A-117).
- [Register for courses](#) - please respect the registration deadlines set by the [academic calendar](#). You can only register for courses after you have opened the university email account.
- Meet your student buddy (a local student who is helping you with practical matters during your studies). Further information: ic@esindus.ee [student buddies and registration](#)
- Sign a tenancy agreement in your dormitory or private apartment.
- If you are a non-EU student, who does not need a visa to enter Estonia and you are staying in Estonia for more than three months, then you must apply for the [long-term visa - D-visa](#) - in Estonia. Please book an appointment [online](#). Please note: we strongly advise obtaining the visa before arrival in Estonia even if you can enter Estonia without a visa.
- If you are an EU student, please go to the [Population Register](#) to register your place of residence. After you have registered your place of residence, please go to Police and Border Guard Board (P. Pinna 4 or A. H. Tammsaare tee 47) to apply for the [Estonian ID card](#). Please book an appointment [online](#). With the ID card you can use public transportation for free in Tallinn, use it as a library card, and electronically load money onto the card to make copies.
- You can apply for an Estonian Student Card or ISIC card at www.minukool.ee. For additional information go to the Student Union (room S-140).
- Confirmation about your student status can be received from the Incoming Exchange Students Coordinator, send an email to exchange@tlu.ee, call +372 6409 217 or book an appointment directly through [Google Calendar](#).
- Consider whether you need to open a bank account in Estonia. Opening a bank account is free of charge for residents of the EU. For non-residents opening an account can cost around 200 euros. You can check out the options Wise.com and Revolut.com offer.
- Obtain a library card (www.tlulib.ee).
- Take part in the events organised by the [Tallinn University International Club](#) and [Erasmus Student Network Tallinn](#).

LUCA

Administrative steps at the host university (registration, access to IT-infrastructure-campus-facilities):

- o Internal information: LUCA Toledo > International Office > Incoming students
- o Prepare your stay: <https://www.luca-arts.be/en/step-3-prepare-your-stay-luca>
- Registration at the city:
 - o City registration: <https://www.luca-arts.be/en/registration-procedure-foreign-students-the-belgian-city-office>
 - o City/local mobility: <https://www.luca-arts.be/en/mobility>
- Welcome days/activities
 - o Virtual tour: <https://www.thinglink.com/scene/1390621251231285250>
 - o Welcome activities: <https://www.luca-arts.be/en/welcome-buddy-system>
- Local integration (buddy system/ESN/local initiatives/student networks):
 - o Buddy: <https://www.luca-arts.be/en/welcome-buddy-system>

ULUSOFONA

At Lusófona University all the useful information for incoming students can be found here: <https://www.ulusofona.pt/en/mobility/incoming>

Arrival Steps: <https://www.ensinulusofona.pt/en/general-information/your-arrived-and-what-now>

IADT

At IADT all the information for incoming students can be found here: <https://iadt.ie/study/erasmus/incoming-students/>

The Erasmus Coordinator is Sonya Hogan, erasmus@iadt.ie

17 - During the Mobility

FILMEU

As a general explanation and considering the Erasmus Mobility Handbook of the European Commission, force majeure applies to mobilities that could not be started or completed

due to an unforeseeable exceptional situation or event beyond the individual participant's control. It is not attributed to error nor negligence on the participant's part. Such situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes.

LUCA

Cultural & leisure activities: <https://www.luca-arts.be/en/sports-culture>

- Student work: <https://www.luca-arts.be/en/student-jobs>
- Changes to the mobility period (Force Majeure/Prolong your stay):
 - Prolonging stays outgoing LUCA students: TBC
 - Prolonging the stay of incoming international students: TBC
 - Force majeure: please contact the Erasmus Coordinator wim.aerts@luca-arts.be

TLU

Sports and culture at TLU: <https://www.tlu.ee/en/sports-and-culture>

What to do in Tallinn? - <https://visittallinn.ee>

Prolonging your stay - If you decide to extend your stay at Tallinn University, then please fill in the [form](#), have it signed by your home university and your coordinator at TLU and take it to room T-215 or send it by email to exchange@tlu.ee.

ULUSOFONA

- Cultural & leisure activities: <https://www.esnlisboa.org/>
- Student work: <https://www.ulusofona.pt/vagas>
- Changes to the mobility period (Force Majeure/Prolong your stay):
 - Please contact your International Coordinator: <https://www.ulusofona.pt/contactos>

IADT

All Irish Higher Education Institutes and colleges have a dedicated Student Union (SU), consisting of a student elected President, Welfare office and Education officer. IADT has a very engaged SU, pop in to see them while you are at IADT.

<https://www.instagram.com/iadtsu/>

<https://iadt.ie/study/college-life/>

<https://iadt.ie/study/college-life/clubs-societies/>

<https://iadt.ie/study/college-life/sports-recreation/>

<https://iadt.ie/study/college-life/about-dun-laoghaire/>

<https://iadt.ie/study/college-life/students-union/>

Culture shock

Culture shock occurs as part of a broader culture learning process. This process, this progression through the different stages of personal development, challenges one's sense of self, cultural identity and worldview (Michael Paige, 1993)

Being on exchange in a foreign country it is normal that students experience some feelings of uneasiness.

If you are experiencing some of the following conditions, it might be that you have a culture shock:

- Boredom, loneliness
- Allergies, pain
- Obsession with own health
- Sleeplessness, excessive need of sleep
- Mood changes, depression, powerlessness
- Anger, animosity against other people
- Identification and idealisation of home culture
- Trying to absorb everything within the new culture too fast
- Not capable of solving even the simplest problems

How to deal with culture shock? Some tips:

- Keep an open mind
- Try to do things that you did at home
- Stay in touch with family and friends at home – it is OK to miss them
- Get to know someone from the new culture
- Talk to a friend or somebody else
- Stay active – physical activity often helps
- Learn from experience – but be patient, learning new things takes time
- Remember the good things as well
- Knowing about culture shock helps

18 - Study dates/Academic calendar

LUCA

- Academic calendar: <https://www.luca-arts.be/en/academic-calendar>
- FAQ: <https://www.luca-arts.be/en/faq-academic-calendar>

TLU

<https://www.tlu.ee/calendar>

ULUSOFONA

<https://www.ulusofona.pt/en/calendars>

IADT

The IADT academic calendar can be found at this link <https://iadt.ie/for-students/calendar/>

It includes important dates including exam information and the Institute's opening and closing times.

19 - What to do in case of problems

LUCA

Outgoing students:

Students must register their mobility in KU Leuven as part of the internal application procedure and they also must keep their record up-to date in case of changes (destination, period of stay, contact information).

Once being selected by LUCA and the host and upon the preparation of the grant agreement LUCA students must submit an Emergency Sheet document which contains the necessary information about travel itinerary, means of transport, next of kin and emergency details.

Incoming students:

In case of an on-campus emergency situation at the host university students are advised to immediately call +32 16 32 22 22 so that proper action can be taken.

More information: https://admin.kuleuven.be/sab/vgm/luca/hse-luca/emergencies-and-accidents/emergencynumbers_luca

If you experience problems of any kind during your stay at the host institution, contact the local coordinator at the host institution. In case of serious problems, make sure you contact the International Coordinator at from your campus (see contact details chapter 25)

TLU

Outgoing students: please contact your [coordinator](#) or [Senior Specialist for International Studies](#)

Incoming students: please contact [Incoming Exchange Students Coordinator](#)

ULUSOFONA

Outgoing students: please contact the host coordinator at the host institution and your International Coordinator: <https://www.ulusofona.pt/en/mobility/international-officers>

Incoming students: <https://www.ulusofona.pt/en/mobility/international-officers>

IADT

Outgoing students: please contact the host coordinator at the host institution and your international coordinator at home. erasmus@iadt.ie

Incoming students: please contact the coordinator at the host institution, Sonya Hogan erasmus@iadt.ie and your international coordinator at home.

20 - After the mobility

- Erasmus questionnaire (*)
- Erasmus Certificate of Stay (*)
- Transcript of Records (*)
- Surveys and reports (e.g. blog, presentation, reflective report)
- Be an ambassador and share good practices

(*) More information is in the annex 'Glossary'.

IADT

Erasmus questionnaire

The participants will be registered by the home institution in the European Mobility Platform. Immediately after the mobility the participants will receive an email with a link for a questionnaire – it is compulsory to complete it.

- Erasmus Certificate of Stay (*)
- Transcript of Records (*)
- Surveys and report

(*) More information is in the annex 'Glossary'.

21 - Useful links:

Here you can find some useful links with general information about the universities and practical matters

[FILMEU general website](https://www.filmeu.eu) -- <https://www.filmeu.eu>

[Erasmus+ programme](http://eacea.ec.europa.eu/erasmus-plus_en) -- http://eacea.ec.europa.eu/erasmus-plus_en
Erasmus Student Network (ESN) -- <https://www.esn.org/>
EMA: The Erasmus Mundus Students and Alumni Association -- <https://www.em-a.eu/>
Praxis Network -- <https://www.praxisnetwork.eu/app.php/news/19/>
National Agency: <https://www.erasmusmais.pt/>
Education, Audiovisual and Culture Executive Agency: http://eacea.ec.europa.eu/erasmus-plus_en
Ministry of Foreign Affairs:
<https://portaldascomunidades.mne.gov.pt/pt/vai-viajar/gabinete-de-emergencia-consular-gec>; <https://portaldascomunidades.mne.gov.pt/pt/rede-consular>
Social Security Services (European Health Card): <https://www.seg-social.pt/pedido-cartao-europeu-seguro-doenca>
Study in Lisbon: <https://studyinlisbon.pt/>
Study and Research in Portugal: <https://www.study-research.pt/>
Foreign Affairs Service: <https://imigrante.sef.pt/en/#sabermais>
Portuguese Language Course (online): <https://pptonline.acm.gov.pt/>
Erasmus Life Lisboa -- <https://www.erasmuslifelisboa.com/>
ESN Lisboa -- <https://www.esnlisboa.org/>
Insurance for international students: <https://www.luca-arts.be/en/insurance-international-students-luca>
Prepare your stay: <https://www.luca-arts.be/en/step-3-prepare-your-stay-luca>
During your stay: <https://www.luca-arts.be/en/step-4-during-your-stay>
Welcome, ESN & Buddy: <https://www.luca-arts.be/en/welcome-buddy-system>
Visit Flanders and Brussels in Belgium: <https://www.visitflanders.com/en?id=939103> and <https://www.visit.brussels/en/visitors>
Study in Flanders: <https://www.studyinlanders.be/>
Travel advice Belgium -> abroad: <https://diplomatie.belgium.be/nl/reisadviezen> and <https://diplomatie.belgium.be/en/travel-advice/travellers-online>
Consular advice for international citizens coming to Belgium: <https://diplomatie.belgium.be/en/embassies-and-consulates>
Immigration Office Brussels: <https://dofi.ibz.be/en>

filmeu

European Universities Alliance
for Film and Media Arts