### Pedagogique_QU

### PERSONAL COMMITMENT CONTRACT

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| --- | --- | --- | --- |
| Surname : |  | First name : |  |

**Commitment and respect**

The student realizes that the organization of such projects is rather complex. Therefore he/she commits himself/herself seriously to this project he/she 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 placement and the relationship with the reference persons at HELMo.

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/her file.** He/she commits himself/herself to :

* seeking information about the procedure in his/her home institution ;
* sending the necessary documents in due time to the reference persons at HELMo ;
* checking regularly his/her mail box – ***and in case of Erasmus mobility his/her HELMo mail box*** as soon as it is available - in order for him/her to make sure he/she has read all the mails concerning his/her mobility project.

***Non-observance of the procedure can lead to :***

* ***on the one hand non-payment of the grant or obligation to reimburse it,***
* ***on the other hand non-validation of the ECTS taken at HELMo.***

**Accommodation**

HELMo doesn’t have any rooms on campus. The international office only provides some information. Therefore it can’t be held responsible for any problem linked to accommodation. The student is the one who signs the contract with the agent of a residence or the landlord of a room.

**Cancellation of the project**

Grounds for cancelling before the start of the project can be linked to :

* a sanitary situation that is considered as too alarming by the authorities in the home country or in Belgium, or by the management at HELMo;
* 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/her project could be interrupted :

* if his/her level in French is inferior to the minimum requirement,
* 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. The agent or landlord of the booked accommodation will be allowed to ask for some compensation.

**Travel documents, insurance and medical assistance**

The student must seek information :

* from the authorities in his/her home country about travel conditions;
* from the Belgian authorities about travel restrictions

<https://www.info-coronavirus.be/en/travels/>

* from the administration in order to know if a passport and a visa are needed.
* from his/her health insurance in the home country, so that medical or hospital costs in Belgium will be reimbursed according to international agreements;
* from his/her insurance broker about
* compulsory coverage by a public liability insurance that would work in case of damages caused to a third party,
* a tenant insurance for the room you are renting in Belgium if risks are not covered by the agent or landlord of the room or by the insurance of the student’s parents (check with the agent or landlord of the room),
* an insurance covering assistance in Belgium and repatriation for the period spent in Belgium.

The student attests hereby that he/she has been informed about those regulations and that he/she 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 : |

**Please send this signed contract to international.education@helmo.be**