



Living Ageing

Better Living: Quality of Life facing degenerative diseases and end-of-life

Information letter for Participants

Dear participant of the International Programme on Living Ageing,

We would like to welcome you for the participation in the **Interdisciplinary Programme on Living Ageing**.

The opportunity of benefiting from the expertise of 9 countries in Europe and United States and different institutions is definitely a unique chance to broaden up your professional perspective and will be an eye-opener in the work with other cultures. We are convinced that the possibility of meeting and studying with different international students will be an experience never to be forgotten.

Since the programme starts Monday, 20th January, we expect you to plan your travelling so that you arrive in Dworp (Brussels), Belgium, on Sunday, 19th January 2014, before 19 pm. The course ends on Saturday, 1th February 2014.

In this letter you will find some **important guidelines for your staying** in Dworp (Brussels) and Ghent. We need an online registration for every participant in order to ensure the special requirements for diet, medical background etc.

Please read the information very carefully, especially the one about refunding!

You will receive a letter with the confirmation of your participation and the location of the youth hostel in Ghent. We will send also a 'preliminary' programme by the beginning of January. At arrival, you will receive a copy of the student manual with the programme.

For the course we use a learning platform – Chamilo - with all documents about the course and information on the topic of palliative care. During the first day in Ghent, you will get a personalised password and log-in.

With kind regards,

For the IPLA-team,
Christine Debosschere & Filip Dejonckheere

Practical information about travel and accommodation

Accommodation:

Arrival: Sunday 19th of January, 20.00 – Opening

We ask the different groups to arrive between 18.00h and 19.00h on the campus of Destelheide. As all groups arrive on different moments, dinner is not planned in the restaurant. We have sandwiches, yoghurt and fruit for arriving groups in the bar on the campus. Opening of the course is at 20.00

Part 1: Dworp (Brussels)

Part 1: 19th – 24th January 2014, Art training Center Destelheide, Dworp

Art training Center: ' Destelheide - Vormingscentrum Destelheide, Dworp

Destelheidestraat 66

1653 Dworp, Belgium

T: +32(0) 23803915

F: +32 (0) 23805251

dh@destelheide.be

www.destelheide.be

We stay with the participants in the Art training Center: ' Destelheide - Vormingscentrum Destelheide, Dworp.

The sheets for a duvet and blankets are available in the centre. You have to bring personal hygiene as towels etc. If you have special needs or wishes, please inform us.

There is no Pharmacy near the course place. Take your medications with you!!! There a shop at 2 km but it is not possible to withdraw money from the wall in the centre or the neighbourhood of Destelheide. In art training centre, access to internet is limited to the central building. There is a wireless connection in the income hall, but during the sessions, this is not allowed.

Part 2: Ghent

Part 2: 24th January - 1th of February 2014, Youth hostel, Ghent

Youth hostel: 'De Draecke', Ghent

Sint-widostraat 11

9000 Ghent, Belgium

T: +32(0)9 233 70 50

F: +32 (0)9 233 80 01

gent@vjh.be

www.vjh.be/gent

Youth hostel: 'Hostel 47', Ghent

Blekerijstraat 47

9000 Ghent, Belgium

T: +32 478 71 28 27

www.hostel47.com

In Ghent the incoming international students stay in 2 different Youth hostels. Both hostels are located close to the city centre. All the places of interest are within walking distance.

The staff stays in a local hotel close to the campus of Artevelde.

During this part in Ghent, students of the Artevelde University College Ghent can stay in their home or in their rooms in Ghent.

Travelling:

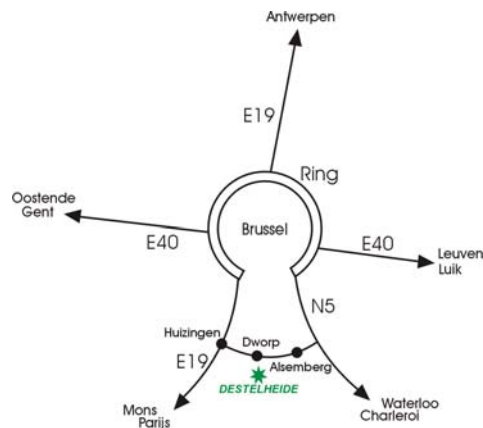
How to get in Destelheide?

If you travel by plane:

- ✓ Airport: National Airport Zaventem
- ✓ Take the train to Brussels Midi
- ✓ Take the local train to **Halle**
- ✓ There is public transport, you can take a local bus to Dworp.
 - Destination: Dworp-village
 - LIJN 153-155
 - Departure every 30 minutes
 - Ask the busdriver about the stop for 'Destelheide'
 - The art centre is two km from the village of Dworp

If you travel by car

- ➔ Ring Brussels, take the highway E19 direction Bergen/Mons (Paris)
- ➔ Take exit 20 Huizingen/Buizingen
- ➔ Direction Dworp, follow the signs 'Destelheide'



Be careful for pickpockets in all stations in Brussels!!

!! Be aware if you travel with Ryanair to Brussels South, you arrive in Charleroi (70 km from BX). The connection to Brussels by bus or train is not frequent and quite expensive. Look on the website!!

Accommodation and meals:

In Destelheide and in the youth hostels, blankets and sheets are available. Breakfast is included. During the course, lunches will be provided at the training centre or in the school.

Weekend: the weekend between week 1 & 2 is a free weekend. You are free to travel and visit Ghent, Bruges and Flanders. In the weekend, breakfast is included in the hostel. Meals are not provided in the youth hostel.

During part 2 in Ghent there are also two free evenings.

All other dinners are provided by the programme and organised by the IPLA organisation. You get more information at the opening of the course.

Pharmacy, Diet - Shops – Cash withdrawal:

If you have **special needs** or wishes, please inform us. There is no pharmacy near the course place. Take your medication with you!

Internet access:

As in Dworp, this is an art training centre, access to internet in the centre is only possible in the central building. There is a wireless connection in the income hall, but during the course internet access is limited.

In the youth hostel in Ghent there is WIFI.

On the campus in Ghent, you will get a guest account.

Rules of the house in Destelheide, Dworp

- Telephone: To phone, you can use a telecard or your own mobile. One cannot be reached during the workshops (9 -12.30, 13.30-18 and 19-21hrs.) unless in case of emergency! We insist that mobiles are switched off during the sessions.
- Rules of the house : be punctually at time for the meals and coffee :
 - Breakfast (8.30 hrs.), Lunch (12.15 hrs.), Coffee (15.30 hrs.), Dinner (18 hrs.).
- Bar: the bar opens at night. We are responsible for the organisation of the bar. If you want to dance on your favourite music, please bring some CD's with you. Connection with a laptop or IPoD are possible
- Sleeping
 - In Dworp you have to share a room with 4-5 other students. Every room has a bathroom. There are only a few rooms for two persons. There is only one key for every room.
 - The staf has its own accommodation.
 - Bring with you your **personal towels**.
 - Please don't move your bed or mattress.

- At the departure in Dworp, you have to leave your room before 9 hrs. Fold your blankets and sheets and leave them on your bed.
- You can put your luggage in the hall.
- Return the key (leave it on the door at the inside)
- Be careful with precious objects and money !!!!
- What do you need to bring with you?
 - Casual and sport clothes,
 - Information and material for the cultural evening (music, clothes, food, ...)
 - Card or number of your health insurance, medicine, diet food...



Participation fee Payment Guidelines for reimbursement (students)

Participation fee for students

- Participation fee for students of IP-members: **150,00 euro**
- Participants who are not IP-members: **340,00 euro**

The participation fee includes all accommodation costs during the programme (meals, lodge), and the transport from Dworp to Ghent.

All guest lectures, study visits, study visits, course materials... are also included.

During the free weekend in Ghent, the youth hostel (and breakfast) are included in the organisation. Meals are not included.

Not included:

- Drinks and snacks during bar-evenings and leisure time.
- 2 Free evenings in Ghent.

Cancellation:

Students who cancel their participation, in the course, after 31 December 2012, have to pay 150,00 euro cancellation costs.

Payment

Payments have to be made **before 31th of December 2013**.

We prefer that every institution pays the course through the bank by a collective payment for all students.

Students can also make an individual payment to our bank account.

Bank details can be found underneath.

Do not forget to mention the reference.

STUDENTS ARE REGISTERED DEFINITELY AS SOON AS WE HAVE RECEIVED THE PARTICIPATION FEE.

Bank details:

Arteveldehogeschool vzw

IBAN: BE40 4460 2389 3163

BIC/SWIFT code: KREDBEBB

KBC Bank Gent Kouter

Kouter 175

9000 Gent

Belgium

Reference: IP – IPLA + institution, country and number of participants (for collective payments)

Reference: IP – IPLA + institution, country and name of participant (for individual payments)

TAKE CARE!!! : INDIVIDUAL PAYMENT BY STUDENTS UPON ARRIVAL IN CASH IS NOT POSSIBLE !!!!

Travel reimbursement for students

All **travel costs** to and from the IP must be **proven**.

In the guidelines of the IP-grant it is mentioned that the maximum refunding by the EU can be **75% of the travel costs, up to the maximum of the amount mentioned in the application for the IP. Participants have to pay 25 % of the travel costs themselves.**

The maximum travel cost that can be accepted is mentioned in the list underneath.

The refunding can be no more than 75% of the amounts mentioned.

List of maximum amounts that can be accepted for refunding

- Norway: 350,00 euro
- Portugal: 300,00 euro
- The Netherlands: 50,00 euro
- Lithuania: 350,00 euro
- Czech Republic: 325,00 euro
- Estonia: 375,00 euro

When asking for reimbursement you can include **all costs** from your home address to the destination of the IP (also tickets of train/bus to your local airport and from the airport in Belgium to your final destination) up to the maximum amounts.

Documents for reimbursement of travel costs

For reimbursement of your travel costs you need to keep **all original proofs, invoices, boarding passes** of your flights, train and bus tickets, fuel tickets for car, ...

You can find the document 'Student travel reimbursement form' on the Coehre website. Check <http://www.coehre.eu/students-shortcut>

Please send this, together with all original travel documents to Anne before the 28th of February 2014 at the following address:

Artevelde University College Ghent
Anne Van Autryve
Voetweg 66
9000 Gent
Belgium

For more information about refunding, you can also contact your local coordinator!