



BISHOP
GROSSETESTE
UNIVERSITY



Erasmus+

Erasmus+

Outgoing Student

Handbook



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1. Overview

Erasmus is the European Union's Flagship educational exchange programme for Higher Education students, teachers and institutions. It was introduced in 1987 with the aim of increasing student mobility within Europe.

In January 2014 the Erasmus+ programme started as the new EU programme for Education, Training, Youth and Sport. The Erasmus+ programme will run from 2014 to 2020 and supports activities in education, training, youth and sport across all sectors of lifelong learning including Higher Education, Further Education, adult education, schools and youth activities.



2. Aims and Objectives of Erasmus+

Erasmus+ aims to boost skills and employability as well as modernise education, training and youth work across Europe. Over the next 7 years it aims to provide opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad and will also support transnational partnerships between education, training and youth organisations.

3. Why take part in the Erasmus+ programme

- Discover a different culture
- Improve your language skills
- It counts towards your degree
- Access a wider range of subject areas than in the UK
- Get a grant and receive tuition fee support
- Stand out in the job market

4. Can I take part in Erasmus+?

BGU offers Study Mobility under the Erasmus+ programme and this involves a study period in a programme country abroad lasting from 2 to 12 months. BGU offers Study Mobility to those students currently in their **second year of study**.

5. Eligibility

- ***You must be enrolled in your second year of higher education studies.***
- A bilateral agreement must be in place between the two respective departments of the two universities
- Your study exchange must be for a **minimum of 2 months and a maximum of 12 months** to qualify for Erasmus+ status.

6. BGU Partner Universities

BGU currently have bilateral agreements with the following universities:

- | | |
|--|---|
| - University of Greifswald, Germany
www.uni-greifswald.de | University of Marburg http://www.uni-marburg.de/ |
| - Karlsruhe University, Germany
www.en.ph-karlsruhe.de | University of Koblenz-Landau
http://www.uni-koblenz-landau.de/de |
| - Thomas More University, Belgium
www.thomasmore.be | Masaryk University, Czech Republic
https://www.muni.cz/ |
| - University of Amsterdam
http://www.uva.nl/en/home | Aydin University, Istanbul
www.aydin.edu.tr |
| - University of Cologne, Germany
www.portal.uni-koeln.de | University of Nicosia, Cyprus
https://www.unic.ac.cy/ |
| - Inland University, Norway
www.eng.hihm.no | University of Applied Science, Poland
www.pwsz.eu |
| - HEHLA University, Belgium
www.helha.be | University of Tuscia, Italy
http://www.unitus.it/ |
| University of Vienna, Austria
http://www.univie.ac.at/ | South Bohemia University, Czech Republic
http://www.jcu.cz/ |

7. Do I receive any support?

The Erasmus+ Programme is a European Union Life Long Learning Programme, administered in the UK by the British Council. Participating Institutions in all countries have an Erasmus+ Co-ordinator/International Office who provide support and are a first point of contact and will provide guidance and support before, during and after your Erasmus+ study exchange.

8. How do I apply?

Please contact the International Office if you have any questions about the Erasmus Scheme.

Clare Davey – Erasmus/International Administrator Tel.: (01522) 563818
Clare.davey@bishopg.ac.uk

Wayne Dyble – International Manager Tel: (01522) 563808
Wayne.dyble@bishopg.ac.uk

Our admissions team will send you an application form and a list of the modules that you can take when you need to start applying for the programme.

Once your Application is processed, your details will then be passed to your chosen host university who will then contact you directly and start their application process with you. They should also provide you with information regarding Accommodation and travel.

9. Erasmus+ Grant/Funding

The UK National Agency has set the Erasmus+ study and train abroad grant rate for students taking account of what is expected to be a high level of demand from institutions and students to study or train/work abroad.

The Grant is a contribution to the costs of studying or training/working abroad, to help as many students as possible to take part in the scheme.

UK students who decide to spend up to a year of their in Europe through the Erasmus+ programme will be eligible for grants up to 300 euro per month for study, or up to 400 euro per month for student traineeships.

Students will receive their UK Maintenance grant or loan, there are no tuition fees in the host country.

The grant is intended to make a contribution to the cost of living abroad.

10. Grant Information – Study Exchanges

Host Country	Total Monthly Grant
Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, Sweden	EUR 330
Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Germany, Greece, Hungary, Iceland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, former Yugoslavia Republic of Macedonia	EUR 250

Things to remember:

- The total grant will be paid in two separate payments (70% and 30%)
- The grant rates are decided by the European Commission.*

You will need to complete a **Student Mobility Agreement** before your grant can be paid – this is available from the Erasmus/International Administrator – clare.davey@bishopg.ac.uk

Government Maintenance Support Regional

Funding Agencies:

Regional Funding Agency	Telephone Number	Website
Student Finance England	0300 100 0607	www.studentfinance.direct.gov.uk
Student Finance Wales	0300 200 4050	www.studentfinancewales.co.uk
Student Awards Agency Scotland	0300 555 0505	www.saas.gov.uk
Student Finance NI	0300 100 0077	www.studentfinancenl.co.uk

Erasmus students are considered for grants and loans for living costs in the same way as when you are studying at BGU, based on the current eligibility criteria.

Travel Grants

Additional travel grants are available from Student Finance if you are studying abroad as part of your course. You can apply for travel grant if you are studying a full-time higher education course and you are receiving student finance that depends on your household income, e.g Maintenance Loan or Maintenance Grant. You must also be attending an overseas institution for at least 50% of any academic term.

The amount of travel grant you can receive depends on your household income and covers reasonable costs incurred on travel expenses during an academic year.



11. Before you go

There are a lot of things you will need to prepare before you go on your Semester abroad. Some of these things are covered below:

Learning Agreement

Once you received a list of available modules from the host institution you will then need to speak with your Academic Co-ordinator to ensure that the module(s) you want to study are suitable to your studies here at BGU.

Before you leave for your exchange, you will need to complete a Learning Agreement. Please ensure that all sections of the Learning Agreement are completed.

The Learning Agreement will be sent to you by the Erasmus/International Administrator. This must be completed and signed by your Academic Co-ordinator, Head of School and the International Manager.

YOU MUST ENSURE THAT 30 ECTS CREDITS ARE ACHIEVED WHILST AT YOUR HOST INSTITUTION.

You must gain academic recognition for the work you complete at your host institution and should be aware of the following:

- The modules on which you will be registered at the host institution, including their ECTS Credit weighting – **this information will be available from the Exchange Coordinator**
- The mechanism of credit/grade transfer – A weighted average of all marks achieved abroad (30 ECTS credits) will be calculated by the Student Administration Manager, supported by the International Manager. This mark will be entered into the Student Record System at BGU
- Any failures will be retrieved for units of work before a calculation is made, normally in the host country

Health Insurance

It is important to ensure that you have valid travel insurance for the duration of your stay at your host country.

You are strongly advised to apply for a **European Health Insurance Card (EHIC)**. This entitles you to any treatment for any condition during your period abroad. It is important to note that the EHIC may not always be sufficient therefore students are advised to take out an additional private medical insurance.



Further information for Health Care abroad can be found on the following websites:

www.nhs.uk www.gov.uk

Travel Arrangements

You are responsible for making your own travel arrangements. As soon as your location of study abroad is confirmed you should start to shop around for advice and quotes on flights. For cheaper flights it's often advisable to avoid weekend flights and to book well in advance.



Visas

If you are a UK, EU or EEA national you will not require a visa to visit most of the countries which participate in the Erasmus+ scheme.

However, if you are a student from a non-EU country and you require a visa to study in Europe, you must ensure that you apply for one to study in your host country in good time.

Banking

You may want to continue to use a UK bank account or open a foreign bank account once you arrive in your host country. Please bear in mind that some bank accounts charge more

than others for using their cards abroad. You should find out how much they will charge you for cash withdrawals and making purchases with your card before you go. Websites such as www.moneysupermarket.com are useful for comparing bank charges.

If you are going to be in a foreign country for a longer period of time it may be advisable to open a foreign bank account, this would mean that you won't be charged for taking your money out or for paying with your card. The European Commission has some useful information about money matters abroad – www.europa.eu

It is advisable to have some foreign currency available for when you first arrive.



Accommodation

If you are studying abroad as part of the Erasmus+ programme then you should be provided with accommodation details by your host institution. Please contact **the Erasmus/International Administrator**, clare.davey@bishopp.ac.uk and your host institution if you have not heard anything about how to apply for accommodation and any deadlines that may be in place.

Living Costs

The living costs will vary from country to country and it is advisable to make sure that you know the cost of everyday items that you will need whilst in your host country. You will need to budget carefully to cover all your living costs which include accommodation, clothes, transport, books, food and entertainment.

You will be able to find out information on living costs from previous students who have studied abroad.

International Student Identity Card (ISIC)

The International Student Identity Card is an internationally recognised Identification and discount card. This proves your official student status wherever you go and gives you access to services and facilities internationally.

To obtain your ISIC card visit www.isic.org



Mobile Phones

If you take your mobile phone abroad with you to your host country please ensure that you contact your service provider who will give you information on international roaming and charges involved. **Your mobile may not operate unless your provider registers your phone for international access.**

You can also purchase International Calling Cards which are a great way to keep in touch with people back home but are a lot cheaper than using a mobile phone. More information on the International Calling Cards can be found at www.tescocallingcards.com or www.talkhome.com. Alternatively you could purchase a SIM Card in your host country.

Cultural Information

It is very useful to buy a guide book all about your host country as this will provide you with important information about the town/city, places to visit and other important information. **Lonely planet** are well respected for their guide books and they also have a lot of useful information on their website www.lonelyplanet.com

The internet is always good for up to date information. The Foreign and Commonwealth Office's Travel Advice site is also worth having a look at www.gov.uk/foreign-travel-advice

If studying abroad it is advisable to find out as much as you can about your host institution before you arrive – referring to their website will give you the most up to date information.



Emergency Contacts

It is important to keep emergency contact details in your possession at all times. Students who encounter any difficulties whilst abroad should contact the **Erasmus/International Administrator** as a matter of urgency. You should ensure that you take their contact details with you as well as family and friends, your insurance company, banks and mobile phone provider. **If you lose your mobile you will need these details stored elsewhere.**

If you need to contact the Erasmus/International Administrator, please email clare.davey@bishopg.ac.uk



Credit Transfer

You will receive BGU credit for the academic work you have completed as part of your Erasmus+ programme. The host institution will send your transcript of marks to the International Office after you have completed your final piece of work/exam.

These marks will be converted into a BGU mark.

The weighted average of all marks achieved abroad (30 ECTS credits) will be calculated by the Student Administration Manager, supported by the International Manager. This mark will be entered into the Student Record System at BGU and you will receive one 60-credit mark for your study abroad experience.

12. Before you return home:

You must complete the following paperwork before you return home from your host university:

- **Confirmation of Arrival Form** – this will need to be signed and stamped by the Erasmus Exchange Co-ordinator
- **Confirmation of Study Form** - this will need to be signed and stamped by the Erasmus Exchange Co-ordinator
- **Complete the Erasmus Student Questionnaire** – provided by your International Office
- **Transcript of Record** – this will be sent to the International Office at BGU, after this has been processed you will then be sent the original transcript of record.
- **The British Council will email you with a short report to complete about your Erasmus visit – this is a mandatory requirement and MUST be completed as soon as possible.**



12. Keep in Contact

During your study abroad you must keep in touch with your tutor at least once a term.

Ensure that you check your BGU emails regularly as this is where your tutor and the Erasmus/International Administrator will send important information to you.

If you withdraw from your studies abroad you must inform both your Academic Coordinator and the Erasmus+ Co-ordinator as soon as possible.

For student support at BGU please email:

Studentsupport@bishopg.ac.uk

studentadvice@bishopg.ac.uk

12. Useful websites and contacts

www.erasmus+.org.uk

www.britishcouncil.org/erasmus.htm

www.britishcouncil.org/language-assistants

www.nhs.uk

www.gov.uk

www.moneysupermarket.com

www.europa.eu

www.isic.org

www.lonelyplanet.com

www.gov.uk/foreign-travel-advice

www.tescocallingcards.com

www.talk-home.com

ERASMUS STUDENT CHARTER

This Student Charter highlights your rights and obligations and informs you about what you can expect from your sending and receiving institutions at each step of your mobility

Higher education institutions participating in Erasmus+ have been awarded an Erasmus Charter for Higher Education by the European Commission where they commit to support, facilitate and recognise your mobility activities.

On your side, you commit to respect the rules and obligations of the Erasmus+ grant agreement that you have signed with your sending institution

Before your mobility period

Once you have been selected as Erasmus+ student, you are entitled to guidance regarding the partner institutions or enterprises where you can carry out your mobility period and the activities that you can undertake there.

You have the right to receive information on the distribution of grades at the receiving institution and to receive information in securing a visa, obtaining insurance and finding housing by your sending and receiving institution/enterprise. You can find the respective contacts points and information sources in the inter-institutional agreement signed between your sending and receiving institutions.

You will sign a Grant Agreement with your sending institution (even if you do not receive a financial support from EU funds), and a Learning Agreement with your sending and receiving institution/enterprise. A good preparation of your Learning Agreement is key for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the details of your planned activities

abroad (including the credits to be earned and that will count towards your home degree).

After you have been selected, you will undertake an on-line language assessment (if available in your main language of instruction/work abroad) that will allow your sending institution to offer you the most appropriate linguistic support, if necessary. You should take full advantage of this support to improve your language skills to the recommended level.

During your mobility period

You should take full advantage of all the learning opportunities available at the receiving institution/enterprise, while respecting its rules and regulations, and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.

You can request changes to the Learning Agreement only in exceptional situations and within the deadline decided by your sending and receiving institutions. In that case, you must ensure that these changes are validated by both the sending and receiving institutions/enterprise within a two-week period after the request and keep copies of their approval by e-mail. Changes due to an extension of the duration of the mobility period should be made as timely as possible as well.

Your receiving institution/enterprise commits to treat you in the same way as their home students/employees and you should make all necessary efforts to integrate in your new environment.

Your receiving institution will not ask you to pay fees for tuition, registration, examinations, access to laboratory and library facilities during your mobility period. Nevertheless, you may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

You are invited to take part in associations existing at your receiving institution/enterprise, such as networks of mentors and buddies organised by student organisations such as "Erasmus Student Network".

Your student grant or student loan from your home country must be maintained while you are abroad.

After your mobility period

You are entitled to receive full academic recognition from your sending institution for satisfactorily completed activities during your mobility period, in accordance with the Learning Agreement.

If you are studying abroad, your receiving institution will give you a Transcript of Records recording your results with the credits and grades achieved (normally in less than five weeks after the end of your evaluation). Upon reception of this document, your sending institution will provide you all the information on their recognition in a maximum period of five weeks. The recognised components (for example, courses) will appear in your Diploma Supplement.

If you are doing a traineeship, your enterprise will give you a Traineeship Certificate summarising the tasks carried out and an evaluation and, when it was foreseen in your learning agreement, your sending institution will also give you a Transcript of Records. If the traineeship was not part of the curriculum, the period will at least be recorded in your Diploma Supplement and, if you wish, in your Europass Mobility Document. If you are a recent graduate you are encouraged to request the Europass Mobility Document.

You should undergo an on-line language assessment, if available in your main language of instruction/work abroad, to monitor linguistic progress during your mobility.

You must fill in a questionnaire to provide feedback on your Erasmus mobility period to your sending and receiving institution, the National Agency of the sending and receiving country and the European Commission.

You are invited to join the "Erasmus+ student and alumni association" and you are encouraged to share your mobility experience with your friends, other students, staff in your institution, journalists and let other people benefit from your experience, including young pupils.