

ERASMUS+

GUIDE FOR INCOMING STUDENTS



Student
Services



International Student Support

WWW.UWS.AC.UK



Introduction

At UWS, we are delighted that you have chosen to study or work abroad within the Erasmus+ programme and that you have chosen Scotland as your destination. We hope you will find it a rewarding experience and know that your period studying or working abroad will significantly add to your CV, future career prospects, develop and enhance your personal & inter-personal skills, AND BE GREAT FUN!

Firstly, a couple of quick points on terminology. You are a mobile student and you will be studying or working at UWS (Host Institution). I use the generic term 'Host' when referring to UWS.

This document is critically important to your preparation for mobility and highlights key issues that you must be aware of and deal with during your mobility period. You must read and understand this document, take action where required and meet the deadlines that are highlighted. UWS staff are able to help you prepare for your mobility and support you whilst here. However, you must understand that undertaking the mobility is your responsibility and, therefore, you must ensure that all paperwork is completed and any other actions that must be taken are done timeously.

We are going to take you through the process, from expressing an interest in participating in Erasmus+ at your home institution to completing your mobility and returning back to your Home Institution and country. Along the way, we will point you to the key paperwork that you must complete, provide additional information and point you to additional resources where necessary.

We do understand that it is a lot to read but help is there each step of the way from staff at UWS and your Home Institution.

During your mobility you will see reference made to, primarily, the European Union (EU). Erasmus+ is the EU programme for education, training, youth and sport. The EU funds the programme. In the UK, the Erasmus+ programme in the UK falls under the authority of the Department for Business, Innovation & Skills (BIS) and the programme is managed by the National Agency, who are the British Council (with ECORYS). Your contact with any of these organisations is minimal; it is the University that liaises with them. However, we draw them to your attention for information only.

Finally, you are not alone. The Erasmus programme has been around since 1987 and over 4 million students have participated in it. Annually, UWS are delighted to welcome around 400 Erasmus students to the University. It is a rewarding experience, both personally and academically. Yes, there are challenges but remember that help from UWS is always there.

HAVE A GREAT TIME!!!

Norman MacMillan
Regional Manager (Europe)



The UWS Team

Before getting into the detail of your mobility, we would like to ensure that you are aware of the key staff at UWS who are there to support you.

International Centre contacts

Norman MacMillan	Regional Manager (Europe)	norman.macmillan@uws.ac.uk
UWS Erasmus Mailbox	International Centre	erasmus@uws.ac.uk

International Student Services Team

Gillian Ashby	Student Services	internationaladvice@uws.ac.uk
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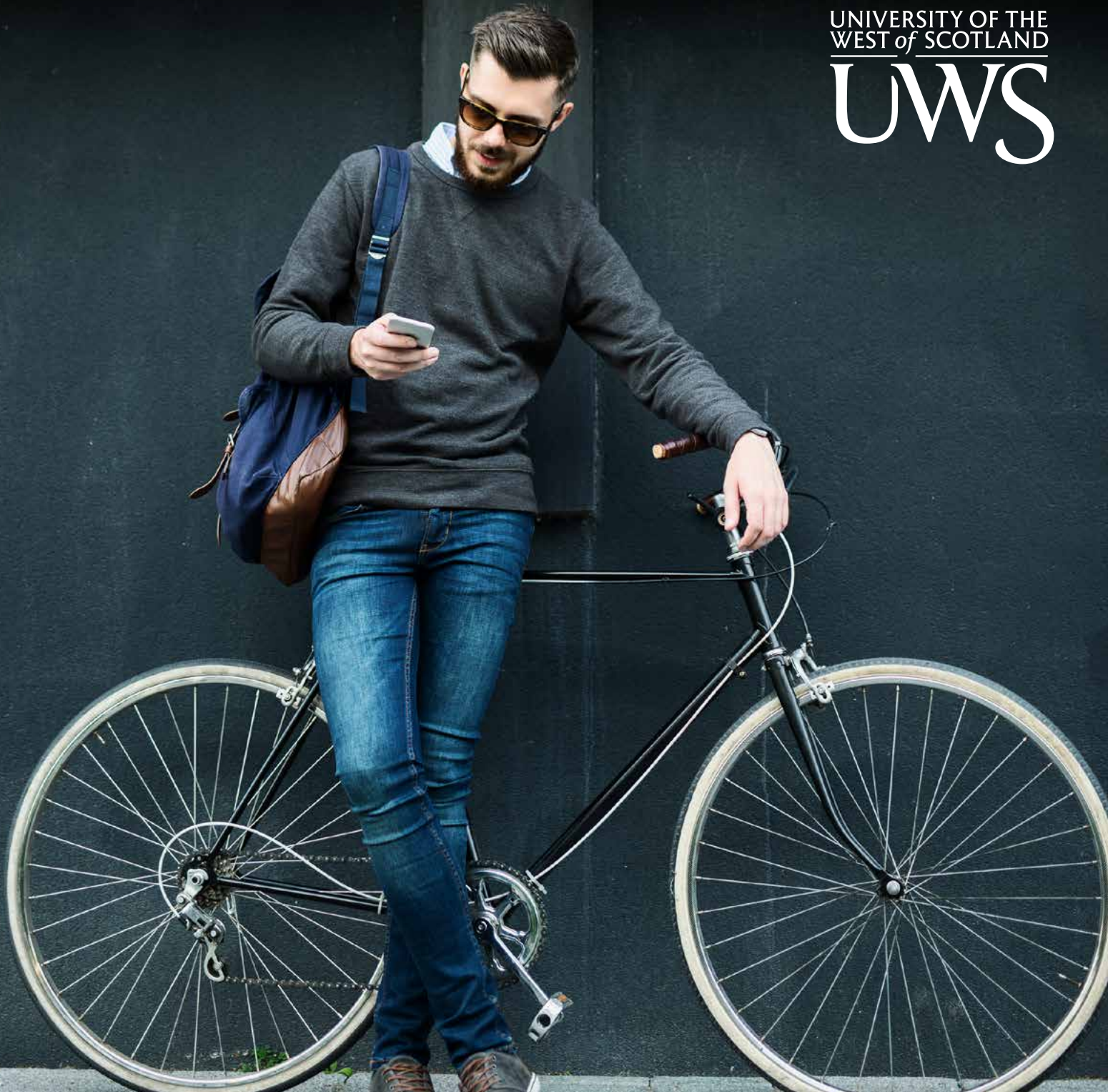
School Contacts

Nondas Pitticas	Business and Enterprise	nondas.pitticas@uws.ac.uk
Laurence Giraud Johnstone	Education	laurence.giraud-johnstone@uws.ac.uk
Joe Heffernan	Engineering and Computing	joseph.heffernan@uws.ac.uk
Christopher Collins	Health, Nursing and Midwifery	christopher.collins@uws.ac.uk
Various members of academic staff	Media, Culture & Society	ErasmusMCS@uws.ac.uk
Richard Thacker	Science and Sport	richard.thacker@uws.ac.uk

Please note that you will be notified if the contacts change during the period of your mobility.

The International Centre is responsible for the management and administration of the programme at UWS. The Erasmus School contacts are responsible for the academic element of your mobility.

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Stages Towards Completion of your Mobility

We would like to highlight the normal stages in the mobility process, from initial interest to completion of your mobility period. At each stage, action is required and notes are provided to assist you. Every mobility is different and some of the stages highlighted below may not follow the order shown, however you must ensure that each stage is dealt with. The forms mentioned in the table are dealt with in the next section.

Stage	Action	Key Enabler	Additional Notes
Intimation of interest	Note your interest in participating in the Erasmus+ programme with your Home Institution.	Key staff at your home institution	Speak to family and friends to ensure that you have their support. Why not speak to class colleagues to see if there is anybody else interested in studying in Scotland with you.
Consider your choices	Research options that are available from the Home Institution's partnership database. We hope you choose Scotland and UWS!	Key staff at your home institution	Choosing the right destination is important. You must choose a partner University that offers an approved academic experience. Refer to www.uws.ac.uk to ensure we offer a programme that is relevant to you.
Confirmation of participation	Every University deals with this stage in a different way. It is critical that your Home Institution have approved your proposed mobility. UWS does not accept Erasmus students out with our nomination process.	Key staff at your home institution	Continue to speak to family and friends to ensure that you have their support. Why not think about improving your English.

Stage	Action	Key Enabler	Additional Notes
Contacting and applying to the institution of choice	You have chosen to study at UWS. We now need to know. At 2 different points in the academic year, we ask your Home Institution for the details of the students they are nominating to study at UWS in the following trimester or academic year. Make sure you are on the list of nominees.	UWS International Centre and key staff at your home institution	We will record your interest in our database and will send you an e mail of confirmation that you have been nominated. Please note: you still have to apply to UWS (see below).
Apply to study at UWS	We know you are interested in studying at UWS as you have been nominated by your home institution. However, we now need you to apply to study at this University. There is more detail on the process later. You will also be prompted to apply for residential accommodation.	International Centre and key staff at your Home Institution	The application process is not onerous. There is help available from your Home Institution but also at UWS. It is better to get your application right first time so do not be afraid to ask for support.
Completion of the Learning Agreement	This agreement gives effect to what you will be studying/ working at your host institution or enterprise.	School Erasmus Coordinator at UWS and key staff at your Home Institution	This is a tri-partite agreement that is signed by you the student, your Home Institution and your Host Institution. It should be completed prior to your arrival at UWS. In the event that it is not or requires to be amended, there is time set aside during the UWS Welcome Week (Induction).
Enrol on Online Linguistic Support (if applicable)	Erasmus+ requires students, who are mobile in certain countries to take this complete mandatory workshop sessions.	Key staff at your home institution	You will be guided to enrol on this compulsory programme by your Home Institution

Stage	Action	Key Enabler	Additional Notes
Make travel arrangements	Once you have been accepted by your UWS and your Home Institution is satisfied that you can undertake the mobility, you can start making your travel arrangements.	You	UWS do not provide travel advice although there is general information on the website.
Arrive and enrol at UWS	Participate in all necessary induction activities organised by UWS. Completion of Certificate of Attendance and Learning Agreement (if not completed in advance of travel) should be dealt with by you.	School Erasmus Coordinator and you	These documents are critical so ensure that completion of them is a priority during the first week at UWS.
Undertake classes	Enjoy the academic and cultural experience!!	You	Keep in touch and immediately respond to any communication from your home Institution and UWS.
In the last 2 weeks of your mobility	Please ensure that your Certificate of Attendance is completed.	You	This document is critical so ensure that completion of it is a priority before you leave UWS.
Complete your mobility	You have completed your mobility and UWS will provide you with a transcript of the credit achieved.	School Erasmus Contact, Programme Leader and key staff at Home Institution.	It is your responsibility to ensure your Home Institution see this transcript.



The UWS Admissions Process

Please note that being nominated by your home institution is only to make UWS aware that you are proposing to study here. We still require you to apply. There are 2 stages to the application process.

1. Determine what kind of student you are.

Please refer to the table below:

Type of Student	Number of Trimesters/ Programme Choice	Proof of English/Reference required
Erasmus Exchange Student	1 Trimester (not wishing to graduate) / choose Erasmus/Exchange for appropriate School.	None required. The language level is stated in the Inter Institutional Agreement
Erasmus Exchange Student	2 Trimesters (not wishing to graduate) / choose Erasmus/Exchange for appropriate School.	
Erasmus Exchange Student	2 Trimesters (wishing to graduate)/ Choose Programme you wish to study.	
SAAS supported (Not Erasmus) and from a partner institution	At least 1 academic year / Choose Programme you wish to study.	Academic Reference and Statement from partner institution confirming English is at B2 level.

2. Access the UWS Application

The UWS application form can be accessed at: https://apply.uws.ac.uk:444/BANProd/bwskalog.P_DisplLoginNon



WWW.UWS.AC.UK

USEFUL INFORMATION TO HELP YOU SETTLE INTO YOUR NEW SURROUNDINGS

The International Student Support Team at UWS

The International Student Support Team will introduce themselves when you first arrive at the institution. They are here to support you and ensure you get the most out of your student experience. The team can offer advice and guidance in a number of areas that may be relevant to you during your studies, to include:

- Immigration matters (if you require a visa to enter the UK).
- Working in the UK whilst studying
- Hints and tips on life in the UK
- Liaising with academic staff regarding your studies

Adapting to a New Culture

You will find that your time studying and living in the UK will be a rewarding experience that you will look back on with good memories. It may take time to settle in, especially if this is your first visit to the UK, and you will probably experience some aspects of 'culture shock' – the impact of moving from a familiar culture into an unfamiliar one.

You can contact the Counselling Service or International Student Advisors if you would like to come and talk about anything that is bothering you. You can access these services at the Hub/Student Link on our Scottish campuses.

Meeting Local People

The University Buddy Project gives new students the opportunity to get in touch with students who have been studying at the university for a year or two. It is designed to help you settle into life at university better by having a contact. To request a Student Buddy email: buddies@uws.ac.uk

Translations

Google Translate <https://translate.google.co.uk> can translate words from any language - helpful as you will meet people from all over the world! The app. for mobiles and tablets allows you to talk into a device in your own language before giving the translation. You can also use a device's camera to take pictures of text in books or on street signs and the app will then translate into your chosen language. Be careful though as it is not always 100% accurate and some translations can be very amusing!

LIVING IN THE UK

Health and Insurance

EU/EEA/Swiss nationals who are studying full-time courses of any duration in Scotland are eligible for National Health Service (NHS) treatment. This is automatic and you do not have to apply for it in advance. If you are going to be studying in Scotland for the full year it is recommended that you register with a General Practitioner (GP) at your local Medical Practice. If you need to consult a doctor you will be able to obtain an appointment more quickly if you are already a member of the Practice. To register you will need to provide photo

identification and proof of address. If you have an ongoing medical condition you should bring full documentation with you. If you are going to study in Scotland for one trimester only, registration will be at the discretion of the individual medical practice. If you are not registered but need to see a Doctor, you should be able to ask for an appointment as a Temporary Patient.

Post Offices, Post Boxes & Banks

Use the Post Office Branch Finder to find your nearest branch and to check their opening times - www.postoffice.co.uk/branch-finder. Further information, including prices of sending mail overseas, is available online at www.postoffice.co.uk. Post boxes in the UK are bright red – you can't miss them! You will find details of the collection times on the box. Stamps can be bought from the post office and many shops. Within the UK you can use first or second class stamps.

If you are studying at UWS for one academic year, you may wish to open a bank account. There are banks near all our Scottish campuses and our advice would be that you visit 2 or 3 of them to ascertain what they offer students such as yourself and choose the most suitable one.

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Public and Bank Holidays

See www.gov.uk/bank-holidays for confirmation of public and bank holidays in the UK. On these days, banks and public buildings will close and transport services such as trains and buses operate reduced services. There are local and national differences in some public holiday dates so check before travelling.

Telephone Calls

Telephone calls from private and public landline telephones are normally cheaper between 6pm and 8am and at weekends. International calls can be expensive, however, services such as Skype, Fring, WhatsApp and Yahoo Messenger allow you to make free or discounted phone calls over the internet. If you need to make an international call from a landline, you can call the international operator on 155 and they will be able to tell you how much your call will cost you before you call. If you are using a mobile phone to call overseas, check how much it will cost first, as charges vary between companies.

Television Licenses

If you are staying in university accommodation, you should have received an information leaflet on TV licenses with your accommodation contract. If you are not staying in university accommodation, you can pick up a TV license leaflet from the UWS Accommodation Office. For full current information, visit the website www.tvlicensing.co.uk and click on 'students'.

Council Tax

If you are living in private accommodation, the UKCISA webpage www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Council-Tax is a useful resource. For Council Tax Exemption, you can apply through Self Service Banner at www.ssb.uws.ac.uk and then from the 'Student' tab, select the link 'Council Tax Exemption Request'.

Tourism

At UWS, we want you to work hard on your studies but we also want you to enjoy your free time. There are numerous sites on the Web that will provide information on what you can see and do in Scotland. Perhaps the best starting point is www.visitscotland.com/, the official website of the Scottish Tourist Board.

Churches, Temples, Mosques and more...

There are many churches in the UK, representing the different branches of Christianity. For information on local churches or UWS student worship groups, see the notice boards in the University and Students' Association, or visit the University's Multifaith Chaplaincy webpage <http://www.uws.ac.uk/about-uws/services-for-students/student-support/multifaith-chaplaincy/>

The following websites may also help you find a place of worship:

Hinduism: en.wikipedia.org/wiki/List_of_Hindu_temples_in_the_United_Kingdom

Judaism: en.wikipedia.org/wiki/List_of_synagogues_in_the_United_Kingdom

Sikhism: worldgurudwaras.com/world-gurudwaras/united-kingdom

Islam: en.wikipedia.org/wiki/List_of_mosques_in_the_United_Kingdom

Embassies and Consulates

Most embassies and consulates are based in London although some have offices in Edinburgh. Addresses and contact details are available from the Foreign and Commonwealth Office website: www.gov.uk/government/publications/foreign-embassies-in-the-uk.



And finally... Living and Learning Abroad

Do remember that when you arrive in your country of exchange many things will be new to you, and that you will need a period of adjustment. It may take some time to become accustomed to living in a different country where the language, culture, diet and eating habits may vary from what you consider the norm. It is a good idea to learn the basics of the language of your host country – it can make life so much easier if you know basic words for food etc. when you come to do your first shop!

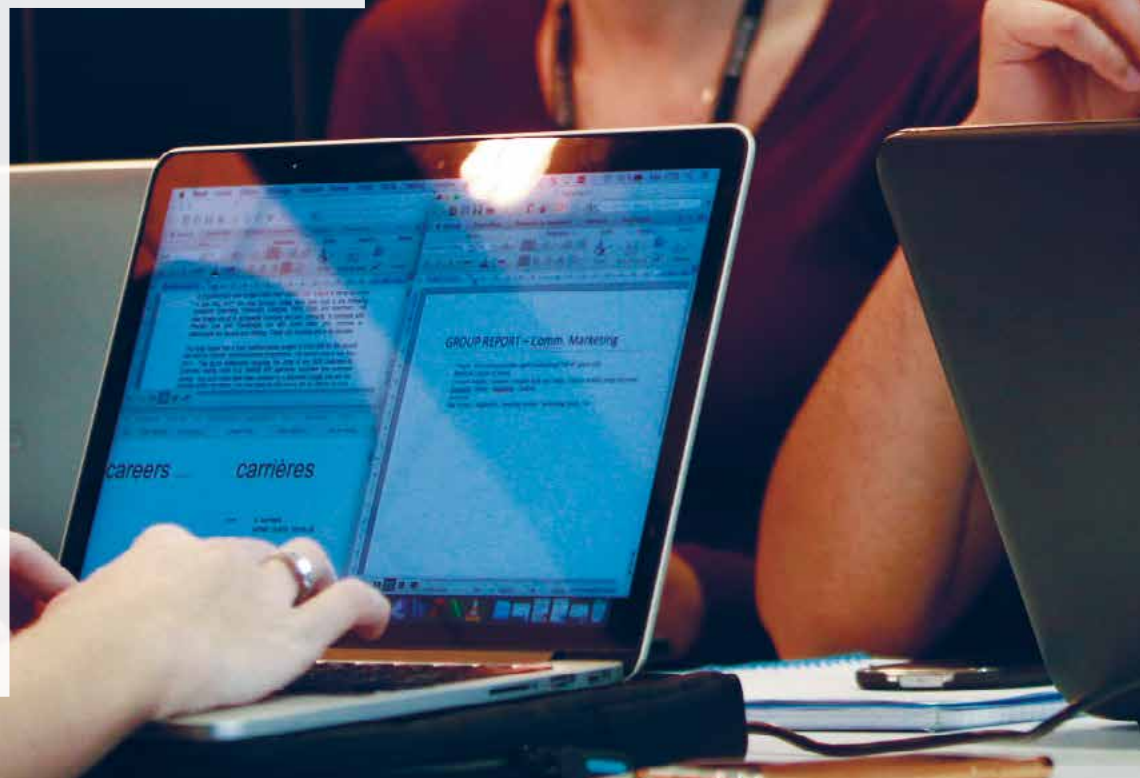
It is quite common to feel lonely or homesick, especially when you first arrive. However, the more adjusted you become to your new lifestyle and meet new people you will probably find these feelings quickly disappear. These feelings are a normal reaction and you won't be the only one who feels this way. Before you know it, you will have made plenty of new friends, and by the end of your period abroad, you may not want to leave.

Before you depart for your exchange, it is advisable to speak to other students who have already undertaken an exchange. They will be able to give you advice on what to expect in your country of destination. Your School Coordinator should be able to put you in touch with these students.

You will find virtually all students are enthusiastic about the experience they have had.

Participating in an exchange programme is a rewarding experience and very worthwhile. Not only do you get the opportunity to learn about a new culture but also learn a great deal about yourself. Your career prospects may benefit considerably from the experience. Be prepared for new teaching methods that may be different from what you are used to. Each University has its own methods of teaching and assessment so be prepared for a different workload as it may be heavier or lighter.

Staff at UWS look forward to welcoming you to Scotland and to UWS in the near future.





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