

ERASMUS+

GUIDE FOR
STUDENTS
2018/19





INTRODUCTION

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

Firstly, a couple of quick points. You are a mobile student and you will either be studying at a 'Host Institution' for a minimum of 3 months or working (a traineeship) at an 'Enterprise' for a minimum of 2 months. An enterprise can be e.g. a school, university, industry, commercial business, health board etc. This document refers to both types of mobility. Wherever you are studying or working, I use the generic term 'Host' when referring to the institution or enterprise you are at.

This document is 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 you are away. 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 you making your initial application to participate in Erasmus+ to completing your mobility and returning back to Scotland and UWS. 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. UWS now utilise the software package Mobility Online to administer and manage Erasmus and you will engage with it in order to complete all the necessary steps towards a successful mobility. 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 Host Institution (if studying abroad).

During your mobility you will see reference made to, primarily, the European Union (EU) and the British Council. 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 many students have participated in it. Research indicates that 98% of students have 'hugely benefitted' from undertaking an exchange period. 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

Name	Department	e-mail contact
Norman MacMillan	Regional Manager (Europe)	norman.macmillan@uws.ac.uk
UWS Erasmus Mailbox	International Centre	erasmus@uws.ac.uk

School contacts

Name	School	e-mail contact
Nondas Pitticas	Business & Enterprise	nondas.pitticas@uws.ac.uk
Laurence Giraud Johnstone	Education	laurence.giraud-johnstone@uws.ac.uk
Joe Heffernan	Engineering & Computing	joseph.heffernan@uws.ac.uk
Christopher Collins	Health, Nursing & Midwifery	christopher.collins@uws.ac.uk
Emilia Pietka-Nykaza	Media, Culture & Society (Social Science programmes)	emilia.pietka-nykaza@uws.ac.uk
Lynn Sinclair	Media, Culture & Society (Media programmes)	lynn.sinclair@uws.ac.uk
Richard Thacker	Science & 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, including your funding.

The Erasmus School contacts are responsible for the academic element of your mobility. In addition, the School will help you with the application process to the chosen Host Institution.

Whilst on mobility in an emergency e.g. you have a serious health difficulty, you can contact;

Norman MacMillan, Regional Manager (Europe)
00 44 (0)7730 192692

If you have an emergency out with normal working hours, please contact; **+44141 848 3505** or **+44141 848 3168**
Any serious health difficulties should be referred to the 24/7 emergency assistance line with AonProtect Assistance on +44 (0) 20 7173 7797.

STAGES TOWARDS COMPLETION OF YOUR MOBILITY

Before looking at the forms you must complete, 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 within your School. This may involve attending promotional sessions.	School Erasmus Contact and Programme Leader	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 or working abroad with you.
Consider your choices	Research options that are available from the University's institutional database. If working abroad then speak to School Erasmus Contact to identify a suitable enterprise.	School Erasmus Contact and Programme Leader	Choosing the right destination is important. You must choose a partner University or enterprise that offers an approved academic experience, similar to the one you would have had at UWS and is in a country that you want to live in.
Confirmation of participation	Completion of application and registration.	School Erasmus Contact and Programme Leader	Continue to speak to family and friends to ensure that you have their support. Why not think about learning a language. Your School Erasmus Coordinator will provide you with the link and instructions for Mobility Online
Contacting and applying to the institution of choice	You have chosen the preferred university or enterprise.	School Erasmus Contact and Programme Leader	The School Erasmus Coordinator and/or Programme Leader will contact the preferred institution/enterprise to ascertain whether they can take you and that they have a suitable study/work programme. You are responsible for making the application to study at the institution, guided by academic staff. REMEMBER – you may also have to apply for residential accommodation.

Stage	Action	Key enabler	Additional notes
Attend Information Session	<p>You must attend a compulsory information session that you will be invited to by the International Centre. During this session you will have completed contractual paperwork in relation to your mobility abroad. In addition, this session will also focus on welfare and insurance issue</p> <p>Forms 1-5 will be discussed and partially complete</p>	International Centre	Please note that you are not permitted to go on mobility until you have attended the information session and all paperwork is in order.
Completion of FORM 1 – The Learning Agreement	This agreement gives effect to what you will be studying/ working at your host institution or enterprise.	School Erasmus Contact and Programme Leader	This is a tri-partite agreement that is signed by you, your Home Institution and your Host Institution.
Enrol on Online Linguistic Support (if applicable)	<p>Erasmus+ requires students, who are mobile in certain countries to take this complete mandatory workshop sessions.</p> <p>Form 1 will be fully completed</p>	International Centre	You will be guided to enrol on this compulsory programme at the Information Sessions.
Make travel arrangements	Once you have been accepted by your host and UWS is satisfied that you can undertake the mobility, you can start making your travel arrangements.	You	UWS do not provide travel advice although you are required to provide details of your flights, trains, coach or car travel to the International Centre for insurance purposes.
Payment of your Erasmus Grant	You will receive approximately 70% of your total grant prior to travel. Form 8 must be completed.	International Centre	Ensure you complete and return your Erasmus Grant Receipt Payment Form (Form 8).

Stage	Action	Key enabler	Additional notes
Enrol at UWS (Trimester 1 students only)	Even although you are on mobility you are still an UWS student. You must enrol as an UWS student for the year (or part of the year) that you are mobile.	You	It is easy to forget to do this and normally the school will prompt you.
Arrive at Host Institution	Participate in all necessary induction activities organised by your Host Institution. Completion of Certificate of Attendance (Part 1) (Form 6) and Learning Agreement (Form 1) if not completed in advance of travel.	You	Once you arrive, your Host will have various activities, such as induction, that you participate in. Remember to complete any outstanding paperwork. If your Certificate of Attendance (Part 1) is not completed as instructed on the form, then UWS will seek re-payment of your grant.
Undertake classes/start work!	Enjoy the academic and cultural experience!!	You	Keep in touch and immediately respond to any communication from UWS.
In the last 2 weeks of your mobility	Please ensure that your Certificate of Attendance (Part 2) (FORM 7) is completed.	You	You will not be paid the 30% balance of your mobility unless UWS receive the Part 2 certificate and are satisfied that the mobility has been completed.
Receive final Erasmus grant payment	Once you have submitted your Part 2 Certificate of Attendance you will receive your final Erasmus Grant Payment. Form 8 must again be completed.	International Centre	If you have not submitted all relevant documentation we may decide to withhold your final payment until these documents are received.
Complete your mobility	You have completed your mobility and must ensure that UWS receive your transcript of the credit achieved.	School Erasmus Contact, Programme Leader and key contact at partner institution.	Keep in touch with the school on this. Host Institutions have different ways of providing the transcript so ensure you understand how your transcript will be presented to UWS and yourself. You will not get a transcript if working abroad but you will have agreed with your programme leader as to how your mobility will be recognised by UWS.

Stage	Action	Key enabler	Additional notes
Post mobility	At the end of your Erasmus period abroad, it is compulsory for you to complete an Erasmus Survey and OLS Language Assessment (if applicable). We also require you to submit feedback on your mobility.	You	The European Commission want to know about your Erasmus experience. You will be prompted to complete this.
Receive your transcript from your Host Institution	Ensure you find out exactly how your transcript will be sent to you and more importantly if they will send a copy direct to UWS once you have completed your mobility. Ensure you find out when you are likely to receive this.	You	Delays in your transcript being submitted may cause issues with enrolling in the next academic year.



THE FORMS YOU MUST COMPLETE

In this section, we will highlight the initial step of registering with Mobility Online (MO) and subsequent forms that you must complete before, during and after your mobility. Each of these forms must be completed or Erasmus+ (and the University acting as their representative) reserve the right to take action, such as seeking repayment of part or all of any grant you have been paid. The completion of the forms is your responsibility but we will help you wherever possible. Please contact the International Centre if you are in doubt as to whether any of the forms have not been completed. We will go through the forms in sequential order. A sample of each form is attached, as an appendix, to this document.

Registering With Mobility Online

Mobility Online (MO) is a software package that assists staff at UWS to administer and manage the Erasmus+ programme but it also helps you in your preparation by assisting you to complete the necessary stages towards undertaking your mobility as well as ensuring you complete all necessary formalities during and post mobility.

Completion of the registration process means that you have expressed a serious interest in studying or working abroad. The registration allows the following;

- The International Centre to capture your details,
- The School Contact and Programme Leader to capture your details and start the process of liaising with you to lead to a successful mobility.

Please note that certain schools at UWS have a deadline for you submitting your application and, critically, partner universities also have deadlines for applying to them. In other words, do not think you can complete this form in July expecting to go in September – it will not happen. You should be thinking about mobility in Level 9 during Level 8.

The links for registering for mobility online are:

If you are studying abroad (In MO, this uses the acronym 'SMS').

www.service4mobility.com/europe/BewerbungServlet?identifier=PAISLEY01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en

If you are undertaking a placement abroad (In MO, this uses the acronym 'SMP').

www.service4mobility.com/europe/BewerbungServlet?identifier=PAISLEY01&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMP&sprache=en

FORM 1 – Learning Agreement for Studies/Traineeships

We cannot under estimate the importance of completing this form. The Learning Agreement is a tri- partite agreement between UWS, the university/employer and yourself. Basically, it is saying that UWS are happy with the modules you are taking at the Host Institution, the host are able to offer them and you are happy to study them. If working abroad then the same applies concerning the nature of the proposed workload. The School Erasmus Contact has overall responsibility for the Learning Agreement. It is a live document for the life of your mobility and is a key part of your case being considered at the relevant Progression and Awards Board at UWS on your return from mobility. Your School Contact will take you through the Learning Agreement and will also ensure that the modules you are taking or work you are undertaking is suitable.

The Learning Agreement is split into 3 sections. Firstly, you will complete the 'Before the Mobility' section. Ideally, this should be done and signed by all 3 parties prior to leaving. However, if this is not achieved then you have 2 weeks after your mobility starts to have this completed. If any changes are made you complete the 'During the Mobility' section and have it approved by your School Contact and your host. On completion of your study abroad period, you have the 'After the Mobility' section completed by your host. However, many universities will not complete this as it replicates the transcript you will get from them.

FORM 2 – Erasmus Student Charter

The charter is not a form you complete, rather it is a document briefly outlining the rights and obligations conferred by the European Commission on UWS, your host and yourself as a result of this mobility. Read and ensure you understand it.

FORM 3 - Erasmus+ Mobility Contract

In signing your personalised contract, you are agreeing to meet the obligations of the placement period stated and to return all documents by the stipulated deadlines to avoid any delay in the payment of your Mobility Grant. Please note that the University will be unable to pay your grant without receipt of your signed contract.

FORM 4 – Travel Abroad Insurance Notification Form (TAIN)

This is a UWS form that is available from the University's Senior Risk & Insurance Officer. When you are on mobility, you are still a student of UWS as well as being an enrolled student of your Host Institution. UWS has arranged to provide Personal Accident & Business Travel Insurance cover during your mobility period. The TAIN form must be completed and returned to the University's Senior Risk & Insurance Officer in order that the University's insurers know you are studying abroad. Once received and accepted, a summary of the student Personal Accident and Business Travel insurance policy together with emergency assistance card will be issued. This clearly outlines what you are covered for under the policy. Please note that a new form needs to be completed each time there is a journey to and from the UK during your mobility.

FORM 5 - Study Abroad Pre-departure Agreement

This document captures rights and obligations that UWS and you have in undertaking this mobility.

FORM 6 & 7 – Certificates of Attendance (Part 1 and 2)

These certificates are required to be completed so that UWS are able to verify the following;

- That you have safely arrived at your host and made contact with the key member of staff there.
- That UWS has a verifiable confirmation of the exact dates of your mobility
- That you have completed your mobility to the host's satisfaction

The key deadlines are;

Certificate	Procedure	Deadline for submitting form to UWS
Part 1	On arrival at the host Institution, you establish contact with the key member of staff responsible for your Erasmus activity and request that the form is completed within 2 weeks of your mobility commencing. Do not worry, the member of staff will be expecting it.	Once completed, the form must be sent back electronically to Erasmus@uws.ac.uk no later than the end of week 2 of your mobility.
Part 2	During the last 2 weeks of your mobility (forms completed earlier will not be accepted), you must have the form completed by the key member of staff at your host.	Once completed, the form must be sent back electronically to Erasmus@uws.ac.uk no later than the end of your mobility period

Please note that the University will seek repayment of your grant if Part 1 is not completed and will be unable to pay the outstanding element of your grant without Part 2 being fully completed and returned to UWS.

Additional Forms

Finally, in this section, we would like to highlight 2 further forms that will be drawn to your attention pre departure. Each of these forms is dealt with on a 1 to 1 basis with students and are both evidence based e.g. a letter of support from a GP and liaison with other Student Support staff at UWS is required to support a Special Needs Grant.

1) Special Needs Grant for Students - These additional grants are available for students with special needs wishing to participate in Erasmus+ and where participation would not be possible without extra financial support. In recent years, UWS has supported applications from students with recurring illnesses and physical disabilities.

2) Support for students from Disadvantaged Groups - for students undertaking study mobility, a supplementary grant may be paid to students who are eligible for full grants and loans. This is a means tested grant.



ADDITIONAL RESOURCES

We would like to highlight additional websites (that have not already been highlighted) that may provide additional information that you could find useful. Before doing so, please note that your Host website is also a key resource. Familiarise yourself with it (most have pages in English) as soon as you have chosen your host. Further, all countries have useful websites e.g. on tourism, culture and sport, that will help you familiarise yourself with your chosen destination prior to departure.

Please note that UWS are not responsible for the content on any external sites.

Website	Notes
www.gov.uk/government/world	This site will provide up to date information from the UK government that travellers should be aware of. It will also point you to your host country UK embassy website.
https://www.erasmusplus.org.uk/	This site is the British Council's site for UK students such as yourself. It is an excellent resource for you.
www.facebook.com/EUErasmusPlusProgramme	Particularly useful resource as many of the postings are from fellow students.
www.fco.gov.uk	The Foreign and Commonwealth Office website provides official travel advice for all countries, including information on travel, local laws and customs, health and safety, security etc.
https://www.facebook.com/pages/UWS-Study-Abroad/1553456291561181	This is the University's Facebook page and we use it to communicate information to you but also actively encourage you to post on it in order to share your experiences with fellow students going out on mobility and those back in Scotland thinking about it in future years.
@erasmusplusuk	Again, very useful to sign up to this Twitter site.

BEFORE DEPARTURE

The Erasmus + Online Linguistic Support (OLS)

One of key skills that can be developed whilst studying abroad is learning the language of your host country. The European Commission consider this an intrinsic part of Erasmus and, in 2015, introduced the OLS. It is compulsory for most students and is designed to give you basic language skills. Learning is by an online environment and is extremely flexible in design. You will be prompted to start OLS before you go on mobility.

Funding

Think about your budget.

You will receive an Erasmus grant payment at the beginning of your mobility, however as per previous notes, the total grant you receive will be paid in stages (depending on the duration of your mobility).

The grant allowance can differ each year and the total grant you receive will contribute to the overall costs of your mobility. It is not expected that the grant you receive will fund all off the costs related to your mobility.

The cost of living differs from country to country and city to city across Europe. Allow for travel (both to the country and whilst there e.g. trams etc.), accommodation, food and an allowance for other day to day living expenses. You will be aware of some of these costs in advance e.g. flights and accommodation, but think what you would spend on the other expenses in the UK and that will be a reasonable gauge as to what you will spend in your host country (The UK is one of the more expensive countries in the EU so some of you will find that the cost of living is cheaper in Central, Eastern and Mediterranean Europe).

The European Commission provides funding for students through the Erasmus + programme. Within the programme, fees will be waived by the host University (you will be enrolled but you do not pay any tuition fees) for students undertaking a study period. The grant is calculated for the period you are at the institution. These grants are not intended to cover all costs. Please note, if you go 3 weeks early to the host country to familiarise yourself/have a holiday then the grant will not cover this period. The calculated period will appear on your Grant Agreement that you will have signed prior to departure – failure to do so will result in you being ineligible for funding.

UWS will monitor your attendance during your study period by the Certificate of Attendance (Part 1 and 2 – see below). Your final grant will be calculated on the dates provided by the host in the certificates.

The minimum duration of an Erasmus study period is 3 months (study) or 60 days (work). In the event that you permanently leave your study earlier than anticipated and before 2 or 3 months have been completed, you may not be eligible to retain any funding. If there is a genuine reason for returning early (e.g. illness) you will have to provide supporting documentation that will be forwarded to Erasmus to determine if you are eligible to retain any element of the funding.

Scottish Awards Agency for Scotland (SAAS) Grant

If your mobility is compulsory or you choose to take a voluntary period of study abroad as part of your course that is part of an Erasmus+ exchange, you can apply for the same level of living cost support you would get if you were studying in the UK.

When you know you have been accepted on to the Erasmus+ programme you should make enquiries with SAAS regarding when you should apply for a loan. Do not leave it to the last minute or you may not receive your loan prior to you starting your exchange.

Passports

All countries require students to possess a 10 year passport in order to study in the country and some require that your passport is valid for between 3 and 6 months after the end of your visit. Make sure that all your passport details are in order. If you do not have a 10 year passport then apply well in advance of departure as it can take several months for your passport to be processed, especially over busy holiday periods. Any British student, who is travelling abroad for part of their studies and applying for an adult British passport for the first time, may be required to attend a face-to-face interview as part of the process. Further information can be obtained from the UK Government: <https://www.gov.uk/browse/abroad/passports>

You should photocopy the personal details page of your passport. Leave one copy with a friend or relative and, if possible, provide a copy of your itinerary should it be necessary to locate you in the event of an emergency. Further, you should also take a copy of your other valuable documents, such as your travel tickets, in case they are lost or stolen during your stay and keep them in a separate, secure place. It is a good idea to keep a scanned copy of your passport in an easily accessible email account. However, if this email account is linked to a smartphone – you must ensure that your phone is locked by a PIN or similar code – you don't want a thief to be able to access your identity as well as stealing your phone!

Health

The European Health Insurance Card (EHIC) has replaced the E111 form and all students should obtain one prior to going abroad. This card can be used in any of the following countries: Austria, Belgium, Cyprus (not North Cyprus), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

The EHIC card provides students with access to reduced-cost, sometimes free, medical treatment that becomes necessary during a temporary visit to most European countries. It will cover you for state-provided treatment only, and they will receive treatment on the same terms as 'insured' residents of the country they are visiting. Other benefits for students include peace of mind whilst studying overseas, no medical costs to pay up-front (there may be a small fee to pay for e.g. prescription or consultation charge. Evidence of any such payments can be submitted to the NHS for reimbursement.) and possible savings on excess for insurance claims. It may also be a standard prerequisite of travel insurance. The European Commission have developed a smartphone app which explains how to use the EHIC in different countries. It also provides information on

treatment available, the costs, procedure for reimbursement and emergency numbers. The app is available for both iPhone and Android, simply search for EHIC in the App Store or Play Store. Students undertaking a study period abroad must apply for an EHIC by post. Please see <https://www.gov.uk/european-health-insurance-card> for further information.

If you are on any sort of medication, you should ensure that you pack it in your hand luggage, so that you have it with you at all times, even if your luggage goes astray. It is advisable to obtain a letter from your doctor to confirm the proper name of your medication and that you need it in case you lose it or need to get more during your stay.

Insurance

The University has an insurance policy which provides certain travel and medical cover for students while they are studying/working overseas. Further details are given to you at the Pre-Departure session. If you have any doubts as to whether the insurance policy will cover your needs, please email Jacqueline.thomson@uws.ac.uk. If you have an ongoing medical condition, e.g. asthma, diabetes, epilepsy etc., you should obtain a letter from your GP stating that you are fit to travel.

Visas

If you hold a non-EU or non-EEA passport, you may require a visa to study abroad. It is your responsibility to check whether you need a visa or not. If you do, it is also your responsibility to apply for one in good time.

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 you become adjusted 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, but please do remember to come back!!

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 including opening up new possibilities for employment. 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.

Accommodation

No matter which country you are going to always remember that all Erasmus study students can expect their host university to provide or assist them to arrange accommodation for them. You may be required to pay a deposit and one month rent in advance prior to your exchange commencing. It is advisable to check with the host before you go that your accommodation has been confirmed.

You should check whether you are expected to provide bed linen, cutlery and cooking utensils. It is quite common for students to be expected to provide these items – if this is the case, ask in your host University whether they have sales of things former students have left behind.

Do remember that accommodation can vary hugely from country to country – what is normal for the UK may not be normal for other countries, so you should expect there to be some differences. For example, in some cities, it is quite normal for students to have to cycle for half an hour to get to University rather than living near the campus. This is all part of the experience of living in a different country. Please note that students participating in work mobility will require to find their own accommodation.

Money

If your bankcard has a 'Visa' or 'MasterCard' facility then you may be able to use this card whilst abroad, however, you may be charged each time you use your card - check with your bank before you go. Many banks now offer pre-paid credit cards for travellers which do not attract bank charges when used abroad. Not only does this mean you could avoid bank charges, but it is easier to have money transferred to you. If you wish to open a bank account whilst in Europe you should remember to take along three pieces of documentation:

- Passport
- Letter with proof of residence
- Student ID card

The euro (sign: €; code: EUR) is the official currency of the Eurozone, which consists of 19 of the 28 member states of the European Union: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia, and Spain. 9 countries within the EU (including the UK) have their own currency.

Familiarise yourself with the currency of the country you are going to and ensure you have made arrangements to have access to funds when you arrive. Please note the Erasmus + grant that is issued to you by UWS is paid into your UK bank account and is in sterling.

Electricity

Remember to take adaptors with you if you intend to take electrical appliances.

Mobile Phones

You may find it cheaper to buy a local SIM card and transfer it to your phone while you are abroad as this is likely to be significantly cheaper.

In Country Culture

Generally, most countries across the Erasmus programme area have many cultural similarities but there are also differences. Most of these differences are relatively minor and are all part of the Erasmus experience. However, some are important and you need to be aware of them. These differences will quickly become apparent and please respect them. We find that the majority of our students studying abroad deal with this issue and we assume you will do likewise. If in doubt, ask staff or fellow students at your host.

AND FINALLY!!!

Like everything else in life, preparation is essential. The more you do pre-departure, the more organised you are and your mobility will be significantly more enjoyable. This handbook is part of that preparation and also to be accessed whilst on mobility. Do not worry if there is any part of it that you do not understand. There is a team of staff here at UWS who will help you. In addition, you will also find that there is a team of staff at your Host Institution that are equally approachable.

Have a great time!!





Form 1

GfNA-II-C-Annex IV-I-Erasmus+ HE-2015



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

The level of **language competence**⁸ in *[indicate here the main language of work]* that the trainee already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2 Native speaker

Table B - Sending Institution

Please use only one of the following three boxes:⁹

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

Form 1

GfNA-II-C-Annex IV-I-Erasmus+ HE-2015



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 20.../20...

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes No

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:		
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>		
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.		
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.		

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			Trainee		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)	
Planned period of the mobility: from [month/year] till [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship period:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

Form 1

GfNA-II-C-Annex IV-I-Erasmus+ HE-2015



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 20.../20...

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:



Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 20.../20...

-
- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- ⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁷ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- ⁸ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁹ **There are three different provisions for traineeships:**
1. Traineeships embedded in the curriculum (counting towards the degree);
 2. Voluntary traineeships (not obligatory for the degree);
 3. Traineeships for recent graduates.
- ¹⁰ **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.
- ¹¹ **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.



During the Mobility

Exceptional changes to Table A <small>(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)</small>						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ¹²	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) <small>(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)</small>					
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

After the Mobility

Transcript of Records at the Receiving Institution					
Start and end dates of the study period: from [day/month/year] to [day/month/year]					
Table C After the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
				Total: ...	

Transcript of Records and Recognition at the Sending Institution				
Start and end dates of the study period: from [day/month/year] to [day/month/year]				
Table D After the mobility	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
			Total: ...	

Form 1



Higher Education Learning Agreement for Studies



- ¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- ³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- ⁶ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

Erasmus Student Charter

This Student Charter highlights your rights and obligations and informs you about what you can expect from your sending and receiving organisation 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.

I. 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.

II. 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.

III. 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.

If you have a problem, at any time:

- *You should identify the problem clearly and check your rights and obligations according to your grant agreement.*
- *Several people work in your sending and receiving institutions to help Erasmus students. Depending on the nature of the problem and when it occurs, the contact person or the responsible person at your sending or receiving institution (or receiving enterprise in case*

Form 2



Higher Education
Erasmus Student Charter

of a traineeship) will be able to help you. Their names and contact details are specified in your Learning Agreement.

- *Use the formal appeal procedures in your sending institution if necessary.*
- *If your sending or receiving institution fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your grant agreement, you can contact the related National Agency.*

Form 3



Erasmus+ Mobility Agreement Key Action 1 – Higher Education Academic Year 2018/19

Home Institution	University of the West of Scotland (UWS)
Address	High Street, Paisley PA1 2BE

called hereafter '**the institution**', represented for the purposes of signature of this agreement by,

Name	Norman MacMillan
Function	Regional Manager (Europe)

of the one part and,

Name		Nationality	
Address		Programme at UWS e.g. BA Business	
Mobile Phone		ISCED code	
Email		Study cycle	
Date of Birth		Years in Higher Education (including current year)	

called hereafter '**the participant**' of the other part, have agreed the **Special Conditions and Annexes** below which form an integral part of this agreement ('**the agreement**')

- Annex I Learning Agreement for Erasmus+ mobility (sent separately)
- Annex II General Conditions (attached)
- Annex III Erasmus+ Student Charter (linked to [here](#))

Form 3

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

- 1.1 The institution shall provide support to the participant for undertaking a mobility activity for studies under the Erasmus+ Programme to **<NAME OF HOST INSTITUTION>**
- 1.2
- 1.2 The participant accepts the financial support in the amount specified in article 3.1 and undertakes to carry out the mobility activity as described in Annex I.
- 1.3 Any amendment to the agreement shall be done in writing and requires original signatures.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The mobility period shall start **<INSERT EARLIEST DATE>** at the earliest and end on **<INSERT LATEST DATE>** at the latest. The start date of the mobility period shall be the first day that the participant needs to be present at the receiving organisation for the start of term (including orientation or language course, where applicable). The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.
- 2.3 The participant shall receive a financial support from EU funds for **<UWS COMPLETE THIS>**
- 2.4 The total duration of the mobility period, including previous participation in the Lifelong Learning Programme Erasmus sub-programme, shall not exceed 12 months for a study cycle.
- 2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the mobility period. Additional days may only be permitted as zero-grant, ie the grant amount stated in Article 3 is the maximum amount available to the participant.
- 2.6 The Transcript of Records and/or Section 3 of the Learning Agreement shall provide the confirmed start and end dates of duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support for the given mobility period has a maximum total amount of **<UWS COMPLETE THIS>** corresponding to **<UWS COMPLETE THIS>** **EUR per 30 days.**
- 3.2 The final amount for the mobility period shall be determined by multiplying the number of months of the mobility specified in article 2.3 with the rate applicable per month for the receiving country concerned. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.
- 3.3 Student with:
- a financial support from EU funds
 - a zero-grant from EU funds
 - a financial support from EU combined with zero-grant from EU funds days

The financial support includes: special needs support
financial support to student with disadvantaged background

ARTICLE 4 – PAYMENT ARRANGEMENTS

- 4.1 Within 30 calendar days of receiving the participant's confirmation of arrival, a pre-financing payment (also referred to as the first allocation) shall be made to the participant representing not less than 70% of the amount specified in Article 3. In case the participant did not provide the supporting documents in time according to the sending institution timeline, a later payment of the pre-financing can be exceptionally accepted.
- 4.2 If the payment under Article 4.1 is lower than 100% of the maximum grant amount, the participant's submission of the Certificate of Attendance (Part 2), Transcript of Records and/or Section 3 of the Learning Agreement, completion of the second OLS language assessment (where applicable – see Article 6.1), UWS Feedback Report and on-line EU survey shall be considered as the participant's request for payment of the balance of the financial support. The institution shall have 45 calendar days to make the balance payment (also referred to as the second allocation) or to issue a recovery order in case a reimbursement is due.

Form 3

- 4.3 Based on the provisional dates given in Article 2, the participant will receive:
 First Allocation: **<UWS COMPLETE THIS>** Second Allocation: **<UWS COMPLETE THIS>**
 NB The second allocation represents the remaining (up to) 30% of the maximum grant amount, though the actual sum will be lower than the amount stated above if the mobility period is shorter than the provisional duration. The second allocation is payable on completion of the mobility period and not before.

ARTICLE 5 – INSURANCE

- 5.1 The participant shall have adequate insurance coverage.
 5.2 The institution strongly encourages the participant to take out adequate health insurance cover for his/her time abroad. The institution recommends the participant to apply for i) a European Health Insurance Card; ii) University Insurance; iii) Private Insurance **Please tick to confirm this responsibility has been understood, and that appropriate cover has been organised**

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT

- 6.1. The participant must carry out the OLS language assessment before and at the end of the mobility period. You will be advised at your Information Session if you have to complete these assessments (with the exception of native speakers). The completion of the online assessment before departure is a pre-requisite for the mobility, except in duly justified cases.
 6.2 The payment of the final instalment of the financial support is subject to the completion of the compulsory OLS language assessment at the end of the mobility.

ARTICLE 7 – EU SURVEY

- 7.1 The participant shall complete and submit the on-line EU Survey within 30 days of the end date of the mobility period. Participants reserve their right to modify the initial on-line EU Survey within 70 days of the end of the mobility period.
 7.2 Participants who fail to complete and submit the on-line EU Survey may be required by their institution to partially or fully reimburse the financial support received.

ARTICLE 8 – LAW APPLICABLE AND COMPETENT COURT

- 8.1 The Agreement is governed by the law of Scotland.
 8.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

ARTICLE 9 – BANK ACCOUNT

- 9.1 Payments shall be converted and paid in pounds sterling (£GBP) to the UK bank account as indicated below.

Student ID		Name of Account Holder	
Name of Bank		Address of Bank	
Sort Code		Account Number	

SIGNATURES

For the Participant	For the Institution
Name:	Name:
Signature:	Signature:
Date:	Date:
Place:	Place:

General Conditions

ARTICLE 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of the United Kingdom, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of the United Kingdom or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

ARTICLE 2: Termination of the Contract

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid.

In case of termination by the participant due to "force majeure", ie an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.2. Any remaining funds shall have to be refunded.

ARTICLE 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the sending institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

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ARTICLE 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of the United Kingdom or by any other outside body authorised by the European Commission or the National Agency of the United Kingdom to check that the mobility period and the provisions of the agreement are being properly implemented.

BUSINESS/PLACEMENT Travel Abroad Insurance Notification Form

To meet the terms of the University’s Insurance Travel Policy this form **must** be completed for staff and students travelling overseas on business or placement.

Please read the Travel Insurance Notification – Supplementary Information attached before completing the form.

Name of Traveller				
School / Unit				
Staff User ID:			Student Banner ID:	
Campus	Paisley	Hamilton	Dumfries	Ayr
Telephone No.				
Email Address				
Destination	<u>Town / City</u>		<u>Country</u>	
Inclusive dates	<u>Departure Date UK</u>		<u>Arrival Date UK</u>	
Purpose of trip				
Medical Conditions	Do you have any medical condition for which medical advice, diagnosis, care or treatment has been recommended or received? * *Delete as appropriate: Yes / No If “Yes” and in order for insurance cover to be considered, please contact Jacqueline.Thomson@uws.ac.uk for further advice.			
Details of any UWS equipment being taken. Please ensure you arrange appropriate cover for any personal items of value which you intend to travel with.	(including laptops, mobile phones, Ipads, digital cameras, specialist equipment etc.) Include make/model/serial no./approx. value			
Signed:			Date:	

Placement students **must** complete a new form for every journey made during placement period e.g. if coming home and returning to placement.

Completed Forms must be returned by email to: Jacqueline.Thomson@uws.ac.uk at least 14 days prior to travel.

On receipt, the details will be processed for insurance cover and a summary of the policy together with emergency contact details will be emailed back to the sender.



Study Abroad – Pre-Departure Terms and Conditions 2018-19

This document sets out the framework within which the University’s Study Abroad programmes operate and the obligations of participating students, all of which are essential to ensuring that students have a safe and successful mobility experience.

For the purposes of this document, University of the West of Scotland are referred to as ‘UWS’ and the University/Enterprise you are attending on your study abroad period as the ‘Host’

Programmes and Partner Institutions

1. Erasmus+ Study or Work Abroad for credit can only be undertaken at an institution or enterprise approved by UWS.
2. Most hosts will require students to complete an application process once they have been nominated to participate in Erasmus+ by UWS. The final decision on admission will be made by the host, not UWS.
3. The School Erasmus Coordinators will assist students with the application process to the host. However, students are responsible for ensuring that they meet the host’s deadlines and application requirements.

Pre-departure Orientation

1. All students undertaking study or work abroad are required to attend a pre-departure briefing session organised by the International Centre. Any student who fails to attend without good reason and being excused in advance, may have their permission to participate withdrawn.
2. In addition, students are expected to attend any briefing sessions organised by their School.
3. Students are responsible for ensuring that they understand information given to them pre-departure. Any questions or concerns should be raised with the International Centre or School Erasmus Coordinator.



4. Students are responsible for ensuring that they have valid passports and visas for their mobility destination. International students should seek advice from Studentlink should they have any questions about returning to the UK at the end of a mobility programme.

Communication

1. The University maintains regular contact with students on mobility programmes, primarily via their UWS email account. Students are therefore expected to check their UWS email account regularly whilst abroad (at least twice per week), and to respond to University communications as requested and in a timely manner. This includes returning all mobility documentation by stipulated deadlines.
2. Students must complete Online Matriculation at UWS by the University's stipulated deadlines.
3. Students must ensure that their personal details are up to date with the International Centre. This must include a contact telephone number (preferably both landline and mobile numbers).
4. While University staff are in regular contact with students during mobility periods, it is expected that students will also be pro-active and contact the University should they experience any problems whilst abroad.
5. For Study Abroad matters, the primary University contacts are the International Centre Erasmus@uws.ac.uk and the student's School Erasmus Coordinator.
6. In an emergency out of office hours, students should contact the University switchboard: **+44 (0) 141 848 3000**.
7. The University will provide students with full details for University contacts, including emergency contacts, pre-departure.
8. The University are permitted to contact the student's next of kin where appropriate during the mobility period.
9. UWS and the partner institution will share information about a student as



appropriate and relevant to the mobility programme to assure students' personal safety and facilitate academic progress.

Academic Matters

1. While studying at a partner institution, students shall be subject to the academic regulations of the partner institution.
2. It is the responsibility of the student to ensure that UWS receive a transcript from their host on completion of their studies (study mobility only).

Accommodation

1. Students are responsible for organising their accommodation whilst on a mobility period.
2. Many universities offer, but do not guarantee, student accommodation. Where student accommodation is available, students are responsible for ensuring they submit any application materials required by the partner institution by the stipulated deadlines.
3. Should students find issues with accommodation abroad, they should report this to their host and to UWS as early as possible. Any serious concerns will be raised, by UWS, with the host.
4. The University may, where it deems appropriate, require students to live in accommodation managed by the host. Where this condition is applicable, it will remain in effect for the duration of the mobility.
5. Students are responsible for making any arrangements for private accommodation, but the host may be able to offer some assistance with sourcing estate agents and checking contracts. Where problems arise with private accommodation, the host may be able to help in some circumstances, but cannot intervene in disputes with private landlords abroad.

Finance

1. The majority of Study Abroad programmes involve payment of standard tuition fees to UWS and no tuition fee liability at the host. Full details and



exceptions will be provided to students at the pre-departure briefing.

2. Partner institutions may charge students other fees e.g. obligatory campus insurance, fieldwork fees, and it is the participating student's responsibility to pay these directly to the host institution.
3. While they are on a University approved mobility programme, students will be covered by the University's travel insurance policy. Details will be provided to students at the pre-departure briefing. Any additional insurances required are the responsibility of the student.
4. All other costs, including travel, accommodation and visas are the responsibility of the participating student.
5. Students awarded an Erasmus+ Mobility Grant must fulfil the conditions of their Erasmus contract. This includes the timely return of all documentation as specified by the international Centre team. Students who do not meet the requirements of their Erasmus+ contract will forfeit their Mobility Grant and may be required to return to the University any funds already received.
6. On completion of the mobility period, any outstanding debt at the host institution may delay return of a student's transcript to UWS. This will, in turn, delay credit and grade transfer.

Health and Disabilities

1. Students must be aware that health services and student support arrangements will vary from destination to destination. It is vital to the success of the mobility experience that students disclose any medical conditions and/or any additional support requirements pre-departure, so that the University can confirm that appropriate support will be available at the partner institution.
2. Students with medical concerns should discuss these with their GP prior to departure.
3. Students are responsible for ensuring that they have any necessary vaccinations

Form 5



prior to departure.

4. Where appropriate, and in consultation with the student, the University may share information about medical conditions or disabilities with key contacts at the host.
5. Students are strongly encouraged to notify UWS of any health concerns that arise during their mobility, especially if it may impact negatively on their academic programme or mobility experience.

Safety

1. Safety and the welfare of students undertaking mobility programmes are paramount. Any student who feels unsafe in a Study Abroad destination should report this immediately to UWS and to the relevant authorities at the host.
2. Students should be mindful of general personal safety precautions and attentive to advice issued by the University pre-departure. This includes advice given about safety in particular destinations.
3. Students must follow any safety guidance or instructions issued by the host.
4. In the event of any international incident, the University will follow UK Foreign & Commonwealth Office travel advice. Instructions given by UWS staff in such situations will apply to all students, regardless of whether or not they are UK citizens.
5. Students who do not follow the University's guidance do so at their own risk.
6. In the unlikely event of an evacuation from a Study Abroad destination, the University will make every reasonable effort to assist students with travel back to the UK or their home country.



Student Conduct

1. UWS students who study or work abroad act as ambassadors for the University and consequently the University expects students to conduct themselves appropriately, with consideration and respect for the host institution and the wider host community. While resident abroad, students should be mindful of the customs and laws of their host community. The University will view seriously any action by a student abroad that may bring UWS into disrepute.
2. Whilst mobile, students will be subject to the disciplinary regulations of the host.
3. Whilst mobile, students are also enrolled at UWS and are bound by their regulations.
4. Whilst mobile students should upload at least two posts onto the UWS Study Abroad Facebook page. This is compulsory.
5. Serious disciplinary incidents abroad will be reported to UWS by the host. Depending on the nature of the incident, the University may be consulted about an appropriate course of action. However, students should be aware that, ultimately, UWS is not empowered to waive disciplinary action by a host.
6. The University may take additional disciplinary action where it deems appropriate.

Requests for Extending or Curtailing Study Abroad

1. Students who spend Semester One abroad and wish to extend their stay to a full academic year must seek the permission of their School(s) and the International Centre. Extensions will only be granted where students receive academic approval and the agreement with the host permits an extension. Erasmus+ funding is not guaranteed for an extended stay.
2. It will not normally be possible to extend a trimester 2 Study Abroad into the

Form 5



following academic year.

3. Students who have committed themselves to spending a full academic year abroad but wish to return to UWS for trimester 2 should consult their School Erasmus Co-ordinator. This may not be possible on some programmes (e.g. if trimester dates conflict), but where it is possible, the University would expect a student to have a good reason for requesting a withdrawal.
4. Where a student wishes to withdraw from a Study Abroad programme shortly after arrival at the host destination, approval to re-joining the UWS trimester will be the responsibility of the appropriate school at UWS.

SIGNATURES	
Student Name	Date
Student Signature	
UWS Representative Name	Date
UWS Representative Signature	

Form 6



CERTIFICATE OF ATTENDANCE ACADEMIC YEAR 2018/19 PART 1

Name of Student :
Sending Institution: UNIVERSITY OF THE WEST OF SCOTLAND (UK PAISLEY01)
Country:

Receiving Institution:	Country:
Erasmus code:	

Date of Arrival at Host Institution	Proposed Date of Departure From Host Institution

SIGNATURES	
Student :	Date:
Home Institution Signatory:	Date:
Host Institution - Name and Designation of Signatory:	
Host Institution (Signature):	Date:
Host Institution (Stamp):	

STUDENT CONTACT INFORMATION WHILST ON MOBILITY
Contact Tel No:
Address:
Town:
Postcode:



**CERTIFICATE OF ATTENDANCE
ACADEMIC YEAR 2018/19
PART 2**

Name of Student : Sending Institution: UNIVERSITY OF THE WEST OF SCOTLAND (UK PAISLEY01) Country:

Receiving Institution: Country: Erasmus code:

Date of Arrival at Host Institution	Final Departure Date From Host Institution

SIGNATURES	
Student	Date
Home Institution Signatory	Date
Host Institution - Name and Designation of Signatory	
Host Institution (Signature)	Date
Host Institution (Stamp)	

Form 8



Acknowledgement of Grant Receipt ACADEMIC YEAR 2018/19

Please complete and return to Erasmus@uws.ac.uk no later than 1 week after receipt of your Erasmus+ mobility grant or UWS will seek this payment back.

Name	
Student UWS Banner code	
Institutional Erasmus code	UK PAISLEY01
Home Institution	University of the West of Scotland
Host Institution/Organisation	
Mobility start date (1st day you are required on campus)	
Anticipated mobility end date	

I acknowledge receipt of the following Erasmus + study/mobility placement grant

GRANT AMOUNT & SIGNATURE	
Grant Amount	£
Name	
Signature	Date





