



BIRMINGHAM CITY
University

ERASMUS+ PROGRAMME

(STUDY AND WORK ABROAD)

OUTGOING STUDENTS HANDBOOK

2016/7

Foreword

What is Erasmus+?

Erasmus+ offers UK undergraduate and postgraduate students in higher education from any academic discipline the opportunity to study or work abroad in one of the other 33 Programme Countries, as part of their degree. The Erasmus + programme provides opportunities for students to improve their skills, enhance their employability and gain cultural awareness.

The programme funds students to study in a receiving institution for a period of 3-12 months and obtain credits which are then recognised by the sending institution. Students can also do a traineeship abroad for a period of 2 to 12 months.

Table of Contents:

Contents

Introduction	4
Where can I go?	4
Who is eligible?	4
Traineeship Opportunities	5
Grant Funding	5
Supplementary Funding	6
Things to consider before applying:	7
Finance	7
Accommodation	7
Insurance	8
Other Commitments	8
How to Apply for Funding	8
Language Support	10
Once you have left the UK	10
Further helpful links:	10

Student Mobility

Introduction

Students' enrolled on a course either part-time or full-time, undergraduate, postgraduate and research are all entitled to apply for a period of study abroad or a work placement/traineeship abroad (Traineeship Mobility).

Where can I go?

Study Mobility can take place at a Higher Education Institution (HEI) which BCU currently holds an Erasmus+ Inter-Institutional Agreement with. To find out more about where you can go contact your Erasmus Administrator or [visit the International Office website](#).

You can study abroad for a minimum of 3 months (or at least one academic term/semester) up to a maximum of 12 months.

Traineeship Mobility can be held at any enterprise or organisation within the EU. There doesn't need to be an agreement with BCU in place with the organisation for you to apply. You can undertake a placement for a minimum of 2 months up to a maximum of 12 months. However, they must end before the 1st September, which means that the latest you can start a placement in the current academic year would be the 1st June.

Who is eligible?

Any current student enrolled at BCU is eligible to undertake Erasmus+ student mobility if they are studying on one of the following courses:

- Undergraduate Degree (BA/BMus/BSc/BEng)
- Postgraduate Taught Qualification (PG Dip/MA/MSc/MEng)
- Doctoral Level (MPhil/PhD/DBA/EdD)
- Vocational Courses (e.g HND/FdA)

Students of any nationality can undertake an Erasmus+ mobility. International students will have to consider visa implications of the UKVI and the host destination however.

Part time students are eligible to participate in Erasmus+ providing they study full time during their mobility period.

Please note that undergraduate students **must undertake Study Mobility in their second year of study**. You will need to speak to your Course Director about the best time to

undertake a Traineeship Mobility. Traineeships can also be taken by recent graduates within 12 months of graduation. Contact your Course Director or Faculty Erasmus Co-ordinator to check that the best time for you to participate.

Students seeking to undertake an Erasmus+ study program or work placement would normally be expected to have **at least a 2:2 profile** and students with trailing modules will not be permitted to participate.

Traineeship Opportunities

You might feel overwhelmed about where to start looking for an Erasmus traineeship opportunity, but a good place to start is checking out the Erasmus [Traineeship Opportunities Database](#) and the '[Third Year Abroad](#)' website. Also our [Careers Guidance](#) colleagues can assist you with information about potential work placement opportunities abroad.

The Students' Union also offers advice about [volunteer working opportunities](#) and may be able to help you look for volunteer work abroad. Remember that in order to be eligible for funding for Erasmus traineeships, your time working abroad must be in the EU.

Grant Funding

Students may be eligible for a grant during their time abroad. This is based on a monthly rate calculated in Euros (although paid to you in British Pounds Sterling unless requested otherwise) which varies depending on the type of mobility, the duration of your period abroad, and the country you are studying or working in.

Grants are designed to be a contribution towards the cost of studying and living abroad.

You can check how much you could receive per month in the following table. Please note grant rates are set by the European Commission.

Country	Student study mobility	Student study mobility	Student traineeship
	Monthly grant	Monthly supplement for students from disadvantaged backgrounds	Monthly grant
Group 1 countries (high cost of living) Denmark, Ireland, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway	€330	€ 100	€430 (€330 + €100 traineeship monthly top up)
Group 2 countries (medium cost of living) Belgium, Czech Republic, Germany, Greece, Spain, Croatia, Cyprus, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey	€280		€380 (€280 + €100 traineeship monthly top up)
Group 3 Countries (low cost of living) Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia			

Although the above indicates a monthly rate, the amount students receive in total is calculated to the exact day when they start and finish their period of study or work placement.

Supplementary Funding

If you are a Home/EU student from a low income household who wishes to study abroad under Erasmus+, you may be entitled to a further €100 per month in funding. Please contact the International Office for further information if you believe you are eligible.

There are also extra grants available for disabled students.

Things to consider before applying

Studying and/or working abroad can be an exciting and rewarding opportunity with many benefits, not least, prospective employers will consider you a highly desirable employee. However, it is important that you are fully aware of the various implications that you need to consider before applying.

Finance

Students participating in Erasmus + study or traineeships can be eligible to receive a grant which is paid directly to you via the University. Grants are designed to be a contribution towards the cost of studying and living abroad. It is important that consideration is given to your expenses as the grant won't cover all expenses. For example, ensure that you have enough money upfront to cover costs such as travel, accommodation, living expenses and insurance (and visa if you are an international student), as well as having an emergency fund should anything unexpected happen.

If you are a Home/EU student who receives a maintenance grant and/or loan from Student Finance, you will still be eligible to apply for this during your time abroad. You may also be entitled to a larger amount of maintenance funding if you are studying abroad, and possibly travel grants for some of your travel costs (depends on your total household income). For further information on support for students travelling abroad, please visit the Directgov website; [Student Finance](#).

If you feel that you will still struggle with living costs whilst you are abroad, then please contact [Student Services](#) who can advise you on any further potential sources of funding.

If you are granted approval to study abroad for an entire academic year, you may be entitled to a fee concession or fee waiver.

Accommodation

If you are successful in either gaining a place to study or work abroad this may impact on your current or future accommodation plans. It is important that you make your landlord and housemates aware of your situation whilst you are applying at universities/organisations so that suitable arrangements can be made that do not impose on your finances or friendships. If you need assistance in sorting out suitable accommodation, then please contact BCU [Accommodation Services](#).

You also need to consider accommodation in the country you are living in during your studies or work placement. If you are studying abroad, the host institution should be able to secure you with accommodation on or near the campus at a reasonable rate, which will allow you to mingle with other students and have a more enjoyable experience. If you are doing a work placement then you should ask the organisation arranging this if they could assist you with finding somewhere close by or easily commutable to your workplace.

Insurance

Students enrolled on a course at Birmingham City University are automatically covered by travel insurance.

It is very important that you alert your faculty office when travelling abroad so that your need for insurance can be properly recorded with our insurance providers.

You will be covered for all your baggage (including mobile devices, musical instruments, cameras and laptops) up to a limit of £3000 per item, with a total maximum baggage limit of £10,000. If you are travelling with a single item worth more than £3000 it is highly recommended that you obtain additional personal insurance for these specific items.

Students participating in traineeships will be covered for public liability insurance by the Birmingham City University insurance policy. Students participating in the Recent Graduate Traineeship scheme are not covered. As recent graduates and no longer enrolled at Birmingham City University, it is their responsibility to secure insurance to cover the traineeship abroad. This insurance must include public liability insurance, which can be provided by the receiving institution/organisation or a private policy.

If you would like further information on travel insurance, please contact the Insurance Team on 0121 331 5337 or at procurement@bcu.ac.uk.

Other Commitments

Whether you are abroad for a couple of months or a whole year, bear in mind that there is the possibility that you may miss out on events while you are away from the BCU. You will still be registered at BCU despite being abroad so are eligible to utilise services and will still need to enrol for your degree here before travelling abroad if you are participating at the start of the academic year.

How to Apply for Funding

Once students have secured a study or work placement, then they are welcome to apply for funding. You must complete the following forms:

- (i) Either the Study Abroad or Work Placement Application Form where applicable.

Students must fill out and sign. The Course Director/Director of Studies or the relevant Erasmus Co-ordinator also have to complete this and sign. If there are any details within your application that you are unsure of, please get in touch with the International Office.

Please note: the deadline to apply for either Study Mobility or Traineeship Mobility Funding is 29th January 2017.

Once students complete the application form, this will need to be sent to Lucy Stubbs in the International Office. Should your application be successful, you will receive confirmation of your grant. You will receive an email containing the following:

- Confirmation of how much you will receive and how it is paid to you.
- The **Erasmus+ Grant Agreement**: This document is a contract between yourself and the University with regards to your funding. You must read this through to ensure your details are correct, sign and return. **You must sign and return this document to receive your grant.**
- A **Learning Agreement or Traineeship Agreement**: The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study/work period abroad and to ensure that the student will receive recognition in their degree for the educational components successfully completed abroad.
- A Bank Details Form
- An 'Acknowledgement of Receipt of Grant' Form, which should only be returned **once you have been paid the first instalment of your grant.**
- A blank Certificate of Attendance, which must be signed (and stamped if applicable) by the responsible person at the institution/organization abroad on your first and last day of the period. **You must return this document on your return to the UK to receive the final instalment of your grant.**

Forms have to be physically signed but scanned copies can be reviewed. Email Lucy Stubbs at lucy.stubbs@bcu.ac.uk with the completed documents.

Your grant is paid to you in two instalments. 70% of the grant will be paid before you go abroad. Grants are paid following the submission of the required documents, usually 3 – 4 weeks prior to your start date.

Upon your return to the UK and the submission of your Certificate of Attendance, the remaining payment will be paid. Possible changes to the duration of your period abroad may alter the final amount received.

Grants are calculated in Euros but will be converted and paid in Pounds Sterling. If you would prefer payment to be made in Euros or to a European bank account, then contact the International Office.

If you withdraw your application and have received part of your grant, please inform your Erasmus Co-ordinator and the International Office. Grants may be required to be repaid if the full documentary requirements and participation of mobility are not fulfilled.

Language Support

If you are studying at an institution where the primary or secondary language of instruction is English, French, German, Spanish, Italian or Dutch, you will be able to receive [free online language support \(OLS\)](#) through the Erasmus+ Programme. You will first be asked to complete the Online Linguistic Assessment that will establish your current proficiency in the language. Once you have completed this assessment, we will then send you a link to access the linguistic course, which can be completed at your leisure both prior to and during your period abroad.

In addition to OLS, there are plenty of other resources which can assist you with studying the required language, and some faculties may offer or assist with securing suitable language learning provision before you go abroad. Here are some examples of some useful websites:

[BBC Languages](#)

[Duolingo](#) (app also available)

[Babbel](#) (app also available)

[Livemocha](#)

[Busuu](#) (apps for different languages available)

Once you have left the UK

When you arrive and begin your studies or placement abroad, you should keep regular contact with your Faculty as to how you are doing. The contact person at the host institution/organization should help you to settle into your new accommodation and give you the necessary contact details for themselves, the emergency services and any other important people you require for the duration of your time abroad.

If your mobility ends prematurely and this was your decision, you may be required to pay back some or all of your grant.

At the end of your mobility period you will be asked to complete an EU report online, to inform the European Commission of your activities. It is compulsory to complete and can impact on your final payment if not completed.

Further helpful links:

[Erasmus+ Programme Website](#)

[Erasmus+ Online Linguistic Support \(OLS\)](#)

[Third Year Abroad](#)

[Birmingham City University Travel Insurance details](#)

[Foreign and Commonwealth Travel Advice](#)

[Travel Health Pro](#)

[NHS Choices](#)

