
ERASMUS

Information for Students who have successfully obtained an Erasmus place

The Erasmus programme is part of the European Commission's (EC) Lifelong Learning Programme (LLP) and it offers students the opportunity to undertake a period of study or work, for between 3 and 12 months, in a linked institution in Europe.

Students on study exchanges must attend institutions in Europe with whom UWE has an official exchange agreement. Students who undertake a work placement in Europe are encouraged to approach potential companies themselves.

This booklet provides information for UWE students who are intending to take part in the Erasmus programme during the academic year 2011/12. The grant amount for 2011/12 has been announced as 225 Euros per month. **Please note there is no guarantee there will be a second allocation of grant money so this so this figure should be treated as the TOTAL grant amount for 2011/12.**

Erasmus grant fees quoted in this document represent the actual figures for

Please read the following information very carefully, as it will explain how the Erasmus Student Grant is paid to you, and what you need to do in order to receive it.

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Financial Information

Tuition fees & the 'fee waiver'

Erasmus students who are UK/EU fee paying students who spend a full academic year on a study or work placement pay no tuition fees to their home university (UWE) for that year, and no tuition fee to the partner institution. This is known as a **'tuition fee waiver'**.

This is unique to the Erasmus programme, and the UK government reimburses UWE the full amount of your tuition fees. For the purposes of the study exchange, 9 months or more is considered a full academic year.

Unfortunately, students who pay international fees are not entitled to the fee waiver – but are entitled to the Erasmus student grant.

Student Support - Student Loan

Most students will still be eligible for the Maintenance Loan that they would normally be entitled to. Remember to tick either 'study abroad' or 'placement abroad' on your student finance application online and indicate that you are an ERASMUS student. If you had already submitted your loan application BEFORE it was confirmed that you were going abroad you will need to contact the Loan Company to inform them of this change. For further advice on Student Loans please contact Student Advice and Welfare – saws@uwe.ac.uk

Most UWE students study for at least 33 weeks so you should check that the amount of Student Loan you are receiving reflects this. If your Erasmus study period is not for a full academic year the amount of your Student Loan will be calculated on a termly pro-rata basis.

In addition to student loans, students eligible for the Erasmus programme are entitled to an Erasmus Student Grant to help with the additional costs of study or work abroad. This grant is NOT intended to cover all of your costs but is a contribution towards additional expenditure associated with living and working/studying abroad.

The Erasmus Student Grant is arranged for you by UWE, but the funding is provided by the European Commission.

For more information, please read on

The Erasmus Student Grant

You may be eligible to receive an Erasmus Student Grant that **contributes towards** the extra costs arising from studying & working abroad. Please note that the grant is **not** intended to cover all of your costs. To be eligible for a grant you must:

- be registered on your programme of study at UWE
- spend an **approved** period of study or work of between 3 to 12 months at an institution in another EU, EEA or 'partner' country
- not have received a previous Erasmus grant (please note that you are eligible to receive an Erasmus grant for one study period AND one work placement)
- return the necessary paperwork, correctly completed, by the deadlines stipulated

The Erasmus Student Grant is paid to UWE by the European Commission via the British Council who are the Erasmus National Agency for the UK. We would aim to pay the grant to eligible students in approximately September/October, for students going overseas at this time, and in February for students going overseas for the 2nd semester only. Please note that UWE can only pay the grant once the funds have been credited to the UWE bank account; we cannot guarantee exactly when the money will arrive so DO NOT base any of your budgets on these funds. The European Commission and the British Council do not work to academic terms so payments are unlikely to coincide with when you might need to pay accommodation deposits etc.

To date the grant has been paid in two instalments called allocations, however, there is **no guarantee** from year to year that funding will be available to allow for a second payment. Please, therefore, treat the grant payment you receive towards the beginning of your placement as the **ONLY** grant payment you will receive. Should there be sufficient funds remaining the European Commission may announce a second allocation of grant money – usually in March/April of each year. The amount available to students from the second allocation is dependent on a number of factors including how many UK students take part in the Erasmus programme overall and will also depend on EU priorities.

Appendix 7 shows the total allocation of Erasmus Student Grants in 2010/11. The grant amount has been confirmed as 225 Euros per month for 2011 and will be paid at the exchange rate prevailing when the funds come into UWE's bank account. The figures quoted in the tables are in Euros alongside the amount actually paid in £sterling. UWE will pay the grant in £sterling into your UK bank account. For current exchange rates please go to: www.xe.com/ucc.

Applying for and receiving the Erasmus Grant

The University aims to pay your grant as quickly as possible, however, our ability to do this partly depends on you, and on when UWE receives the funds from the European Commission (sometimes this can be delayed).

Details of outgoing students (i.e. students going from UWE to one of our partner institutions) who are starting their study abroad periods in September are collected from faculties during the summer.

Once we have confirmed dates, the International Development Office will prepare and send you your Erasmus Student Contract by email (see appendix 3). You should read the contract carefully, as it sets out the terms under which you will receive the Erasmus Student Grant, and note that should you return early you **must** inform Studyabroad@uwe.ac.uk as you may be required to pay back part or all of the grant received.

Erasmus grants are paid based on the dates of your study/work period abroad so it is important that we are kept informed of any changes to the dates of your placement.

Please complete the form, including your UK bank account details, check all the information, and make any necessary alterations to the dates of travel. It is **essential** that you give us both your personal, and your UWE **email address** while you are away, as this will be the primary means of communication between UWE and yourself. Please also remember that it is **your responsibility** to maintain your UWE account, and to clear it out when it becomes full – otherwise you may miss crucial messages regarding your grant.

Please return a signed copy of the contract to Frances McCamphill at UWE (address and contact details in Appendix 1). Please also keep a copy for your records.

By signing the Erasmus contract you are agreeing to abide by the terms and conditions of the Erasmus programme which include returning various pieces of paperwork to us as and when requested – failure to provide this paperwork when requested may result in you being unable to progress and register on your next year of study on return to UWE and, possibly, forfeiture of any grant money paid to you.

£100 of your Erasmus Student Grant will be retained by UWE and only paid to you on the satisfactory completion and receipt of all necessary paperwork.

Applying for and receiving the 2nd instalment

Should the European Commission announce a second grant payment (in previous years this has been in March/April) this will only be transferred to your bank/building society account when:

- UWE has been advised by the European Commission of the rate of the 2nd instalment of the grant, generally around April, and has received the grant money into its account
- we hold a fully signed learning agreement for you (study students only)
- you have completed and returned the Erasmus Student Report Form (Appendix 4 – work and study students)
- have completed and returned the Certificates of Arrival and Departure (Appendix 5) *Please note this is not applicable to work placement students*
- you are still on or have completed your study abroad period

The Erasmus Student Report and Certificate of Attendance

If you receive an Erasmus Student Grant you will be obliged to complete an Erasmus Student Report about your experience, if you are on multiple placements one should be completed for each study/work period. This is an ONLINE form and can be found here:

[Erasmus Student Report – STUDY](#)
[Erasmus Student Report - WORK](#)

If you are on a study placement you will also need to return a Certificate of Arrival which needs to be signed and stamped by your host institution within a few weeks of your Arrival (remember your grant payment is dependent on UWE receiving this document), and a Certificate of Departure which you will need to have signed and stamped by your host University to indicate your departure date.

If there is a second grant allocation this can only be paid on receipt of these 2 documents (plus a fully signed learning agreement for those on study placement only). An example copy of the report that you have to complete is at appendix 4 and a copy of the Certificates of Arrival and Departure is at appendix 5. As you can see, they are very short and will only take you minutes to complete.

You will be reminded when these forms need to be submitted along with notification of any additional (second) allocation of Erasmus funding.

It is **essential** that you complete and return these forms as they are part of your **contractual obligation** under the Erasmus Scheme. Again, please return everything to Frances McCamphill, at the address in Appendix 1.

Academic Matters

ECTS

The European Credit Transfer System (ECTS) provides a common scale for measuring student achievement in their studies. A full year of studies usually amounts to 60 ECTS credits and the conversion to UWE credit equivalent is X2 (for this purpose a full-time undergraduate year at UWE = 120 credits). The ECTS credits you gain whilst on your study placement will appear as an additional column on the UWE Certificate of Credit and may count towards the programme on which you are registered. ECTS is recognised by most higher education institutions throughout Europe.

If you are undertaking a work placement, you may receive 'placement credit' as recognition of your time on placement. This can be confirmed by your faculty placement advisor.

The Learning Agreement – for study placements only

As an Erasmus study student, you will be required to complete a Learning Agreement (appendix 6). You, your faculty ECTS/Erasmus co-ordinator, the UWE Erasmus institutional co-ordinator and the co-ordinator at your host institution (the institution in which you spend your Erasmus study abroad period) must sign this to confirm that the ECTS credits you will gain match your intended learning programme and the number of credits you need to bring back from your study period abroad. You should sign the form in the first instance and give it to your **faculty co-ordinator**, who will process and return it to you. This form should be returned within ONE MONTH of your arrival at your host institution.

The Learning Agreement is a contract that indicates approval of the modules you will be studying. Subsequent alterations to the Learning Agreement can be made, but all parties must agree and countersign changes. At the end of your study period your host institution will issue you and UWE with a transcript showing your achievement and the ECTS credits you have gained from modules/units you have passed during your study period abroad. You should talk to your Faculty Erasmus co-ordinator (see appendix 1) for more information on your Learning Agreement.

Please ensure that you keep a copy of ALL documentation relating to your Erasmus period abroad.

Practical Preparation

Erasmus Student Charter

To promote Erasmus students' awareness of their rights and obligations, each Erasmus student will receive an Erasmus Student Charter from their home university. The Charter is a short information leaflet that tells Erasmus students what they are entitled to and also what they are expected to do during their period abroad.

The Erasmus Student Charter outlines the basic entitlements of the Erasmus students, such as free tuition and full recognition of studies abroad. The Charter also specifies the main obligations of Erasmus students, providing a concise idea of duties in respect to both home and host universities. It is issued by email to all Erasmus students along with their Erasmus Student Contract.

Language Preparation

Language module(s) may be an integral part of your programme at UWE. If this is not the case you should discuss language preparation with your faculty Erasmus co-ordinator, as additional help may be available.

EILC – Erasmus Intensive Language Course

It is also possible to undertake a period of language preparation in the host country. This is known as the Erasmus Intensive Language Courses (EILC). These are specialized courses in the less widely used and taught European languages, and do not include French, German or Spanish. These residential courses are taught in the host country for 3-8 weeks prior to the start of the new academic year, and are supported by the Erasmus grant. For further information about this, visit:

http://ec.europa.eu/education/erasmus/doc1300_en.htm#country

Insurance

Personal Insurance – The University provides travel insurance, which includes limited personal accident cover, for all students travelling overseas as part of their University studies.

For a summary of the cover provided please follow this link:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/btravel2.pdf>

You are required to take a copy of this summary with you on your travels abroad. A copy of the full travel insurance policy wording can be found here:

<http://www.uwe.ac.uk/finance/sec/insurance/intranet/docs/BTravel%20Policy.pdf>

You should read the small print of the policy, taking note of the policy exclusions, since it is your (the student's) responsibility to make sure it is suitable for your needs.

The UWE policy includes medical cover as follows:

MEDICAL EXPENSES – up to £10,000,000

- £25 Deductible (NB – for claimants using an EHIC to reduce the cost of treatment the £25 deductible will be waived)
- Including Supplementary Travel Expenses
- In-patient supplementary benefit outside UK - £50 each 24 hours for up to 1 year
- Including Search and Rescue Expenses
- Funeral expenses up to £3,000 (£5,000 USA/Canada) including reasonable cost of transporting the body to country of domicile

PERSONAL INJURY/ACCIDENT

- £50,000 payable in the event of accidental death, loss of limb or eye or permanent inability to work again
- Funeral expenses up to £3,000 (£5,000 USA/Canada) including reasonable cost of transporting the body to country of domicile

Please make sure to review the insurance policy so you are aware of the scope of activities this policy will/will not cover (e.g., the insurance will not cover your holiday travel outside of the exchange country) and so you can decide if you will need to take out any additional medical and/or travel insurance.

If you have any questions about this policy, please contact John Elliot in Financial Services on John2.Elliott@uwe.ac.uk

EHIC – European Health Insurance Card

The **EHIC** entitles you to free emergency medical treatment anywhere in the EU, it also means that you can get reduced cost, sometimes free, medical treatment if it becomes necessary while you are away. The EHIC card is free, and the easiest way to apply is online at:

<http://www.nhs.uk/nhsengland/Healthcareabroad/pages/Healthcareabroad.aspx>

If you apply online your card will be delivered to you within 7 days.

Please note that you may have to pay for treatment abroad and claim back your expenditure – make sure you obtain a receipt!

Staying in touch

You will naturally want to stay in touch with your friends and family, and there are various ways to make this cheaper. www.telesavers.co.uk is a site designed to allow cheap phone calls from UK landlines to international numbers. There are other sites like this available, so have a shop around for the best deal, or get your friends and family to sign up to Skype (<http://www.skype.com/intl/en-gb/>)!

You will still have access to your UWE email account, which you **must** keep checking for any important messages from UWE. It is your responsibility to maintain this account and to clear it out when it becomes full. If you fail to do this you may miss essential information about your Erasmus grant, and other academic matters.

Please remember that UWE is still here to help you while you are abroad! Do keep in touch, let us know that you have arrived safely and how you are getting on. We don't need detailed reports of your weekend activities – but the occasional email to let us know how you are getting on will be much appreciated. Write to Studyabroad@uwe.ac.uk

IMPORTANT NOTICE

Please register your travel overseas with the UK Foreign and Commonwealth Office on their service called 'LOCATE'. This service is designed so that embassy and crisis staff can provide better assistance in an emergency such as earthquakes or terrorist attack.

It only takes a few minutes to register your contact details and travel plans online and the local British embassy in your destination country will be aware of your presence. Your family/nominated guardians can be contacted quickly by the embassy should anything happen, for example, the recent earthquake in Spain.

For more information, and to register, visit: <http://www.fco.gov.uk/en/travelling-and-living-overseas/Locate/>

Passport

You should ensure that your passport is valid for the full duration of your time abroad. Check well in advance of your proposed trip whether or not you will need a visa.

Driving Licence

The new EU format driving licence is acceptable throughout Europe. If you are a holder of a non EU format licence you will need to get a translation of your driving licence in order to drive in certain places in the EU. These are available from the AA or the RAC. Alternatively, you could apply for the EU version of your licence. Application forms are available from the Post Office.

Vehicle Insurance

Vehicles must be insured by the owner and taxed for the duration of your stay. All UK motor insurance policies offer the minimum protection required by other EU countries. However, as this only covers bodily injury or third party you are advised to take out an International Certificate of Motor Insurance (green card). This acts as an extension of your policy and the cost will be calculated according to your monthly premium. Again, it is worth shopping around to find the most competitive package but the AA and RAC both have special schemes, as does Endsleigh.

General

Make a note of your bank/credit card numbers and emergency phone numbers in case of loss. Leave photocopies of all your documents at home and keep a spare copy with you but separate from the originals.

Money

How you arrange to access your money whilst abroad will most likely depend on your individual circumstances and the length of time you are going to be abroad. Make suitable arrangements before you go by discussing your circumstances with your bank or building society. Since your Erasmus grant will be paid in sterling (£) into your bank account, it will be worthwhile considering the most cost-effective method of accessing your funds from abroad. Internet banking is very useful in these circumstances, and different banks offer different services.

NB Travel to non-EU countries. Under the Erasmus scheme it is possible to study in countries that are not yet in the EU, but are candidate countries, or European Economic Area countries (ie, Iceland, Liechtenstein & Norway). If you are travelling to a non-EU country (see appendix 2) check on the requirements for health cover, driving licence and vehicle insurance with that country's consulate in advance of travel.

Settling In - Culture Shock

The period just after you have arrived at your host destination can be very disorientating. You will need time to adjust to the new culture you find yourself in. Try not to expect things to be the same as in the UK, even though much of Europe is geographically very close to the UK, often the systems and values in neighbouring countries are very different.

Problems with the bureaucracy of registration, sorting out accommodation, difficulties with making yourself understood as well as understanding others will all add to the challenge. Many students suffer from a high level of stress in the first few weeks, which can result in feelings of unhappiness. In the vast majority of cases these feelings dissipate, and students find their Erasmus experiences worthwhile and exhilarating.

For inspiration when you might need it, visit the Erasmus 'shared experience' site for stories of fellow students' experiences on Erasmus: <http://www.britishcouncil.org/erasmus-britishcouncil-casestudy-4.htm>

You may be familiar with the stages of adjustment people tend to go through when they move from one country to another:

- Initial excitement, everything is new and strange – sometimes good, sometimes bad
- Culture shock, what seemed new and exciting now seems unfamiliar and frustrating
- Getting used to it but not quite yet; more frustration, perhaps hostility towards the new environment
- Adjustment and integration into the new culture

It may help you to recognise the stage of adjustment you are experiencing. If you find yourself suffering from culture shock you should talk about it to friends, family, staff and students at your host institution and UWE. You may find that your fellow exchange students are experiencing the same or similar feelings. Always feel free to contact Studyabroad@uwe.ac.uk for any help and advice you might need.

Accommodation

You should ask your faculty Erasmus co-ordinator about accommodation at your host institution. Many partner institutions can organise accommodation for you (as UWE does for incoming students). If the partner institution is not organising your accommodation, you are advised to try and sort out your accommodation before term begins.

You could ask your Erasmus co-ordinator to put you in touch with exchange students currently at the host institution. They may be able to provide you with advice on the best way to find accommodation in your

host destination. As with the UK if you rent private accommodation, you may be expected to pay a deposit and rent in advance. Remember to ask if the accommodation is furnished. It might be a good idea to visit your destination in the summer vacation and spend a few days in a youth hostel whilst you find accommodation. Be prepared for bureaucracy.

The best experts are the UWE students who have just been on an Erasmus placement at the institution you are visiting. If you can - get in touch – it may help immeasurably. Your faculty coordinator may be able to put you in touch, or try contacting Studyabroad@uwe.ac.uk

Students with disabilities

Additional financial support is available for students with severe disabilities who wish to participate in an Erasmus exchange. The University can submit an application for additional funding on your behalf, but must do so by a set deadline in order for the application to be considered.

Any applications for this funding will need to meet strict criteria and must be supported by medical evidence and an estimate of the costs incurred in meeting your additional needs. If you believe you may be eligible to apply for this support, please contact Frances McCamphill on Studyabroad@uwe.ac.uk or Frances.McCamphill@uwe.ac.uk

Useful numbers, websites and publications

British Council	http://www.britishcouncil.org/	
Currency converter	http://www.xe.com/ucc	
Environmental Transport Association	http://www.eta.co.uk	01932 828 882
Eurostar	http://www.eurostar.com	020 7928 5163
Le Shuttle	http://www.eurotunnel.com	
Rail Europe	http://www.raileurope.co.uk	08705 848 848
RAC	http://www.rac.co.uk	08705 722 722
The Youth Hostels Association	http://www.yha.org.uk	01629 592 600
UK Erasmus National agency	http://www.britishcouncil.org/erasmus	029 2039 7405
World Travel Guide	http://www.wtg-online.com	

Glossary of terms

Home institution	UWE – where you are registered for your degree programme
Host institution	The University you will be studying at while you are on Erasmus
Home country	UK – the country where you are registered for your degree (as opposed to your country of birth or nationality)
Host Country	The country you will be studying or working in during your Erasmus placement
HEI	Higher Education Institution
EILC	Erasmus Intensive Language Course http://ec.europa.eu/education/erasmus/doc1300_en.htm#country
EHIC	European Health Insurance Card https://www.ehic.org.uk/Internet/home.do
ECTS	European Credit transfer System (ECTS equivalent to ½ of UWE credits)
EU / EC / EEA	European Union / European Commission / European Economic Area
FCO	Foreign & Commonwealth Office: http://www.fco.gov.uk/en/
Learning Agreement	Document used to agree any credit transfer for Erasmus study students. ALL Erasmus study students must complete this
Erasmus Student Report Form	ALL Erasmus students must complete this

Certificates of Arrival &
Departure

ALL Erasmus *study* students **must** complete both forms – get them signed and stamped by the Erasmus/exchange office at your host University and return to Frances McCamphill at UWE (address below)

UWE Faculty Erasmus Co-ordinators		
Facult	Contact name	Email
BBS	Matthew Rusling (Administrative Contact)	bbsplacements@uwe.ac.uk
BIT	Rob Nisbett	Bit.placements@uwe.ac.uk
BNE	Sarah Howell (Administrative Contact)	Sarah.howell@uwe.ac.uk
EDU	Jane Andrews	Jane.andrewsedu@uwe.ac.uk
HLSS	Nicola Liles (International Officer)	SSHinternational@uwe.ac.uk
HLSS	Sarah Blowen (Academic Contact)	Sarah.Blowen@uwe.ac.uk
HSC	Dr Liz Frost (Social Work)	Elizabeth.Frost@uwe.ac.uk
HSC	Clive Warn (Nursing)	Clive.warn@uwe.ac.uk
	Huw Cooksley (Administrative Contact)	Huw.cooksley@uwe.ac.uk
SCA	Julian Gregg	Julian.Gregg@uwe.ac.uk

If you have any queries about information in this document please contact:

Mrs Frances McCamphill
Institutional Erasmus Coordinator
International Development Office
University of the West of England
Frenchay Campus
Coldharbour Lane
Bristol BS16 1QY

Tel +44 (0) 117 32 81255
 Fax +44 (0) 117 32 81262
 Email : studyabroad@uwe.ac.uk

Table indicating European Union member states and countries eligible to participate in Erasmus

EU member states	Candidate Countries	European Economic Area countries
Austria	Turkey	Iceland
Belgium	Croatia	Liechtenstein
Bulgaria	Former Yugoslav Republic of Macedonia	Norway
Cyprus		
Czech Republic		
Denmark		
Estonia		
Finland		
France		
Germany		
Greece		
Hungary		
Ireland		
Italy		
Latvia		
Lithuania		
Luxembourg		
Malta		
Netherlands		
Poland		
Portugal		
Romania		
Slovak Republic		
Slovenia		
Spain		
Sweden		
UK		

NB: Special Status for Erasmus - Switzerland

Erasmus Student Contract: (example only)

Lifelong Learning Programme

Erasmus student placement (study)

Full official name of the
sending institution

University of the West of England

Official address in full

Coldharbour Lane, Frenchay Campus, Bristol, BS16 1QY

called hereafter "**the institution**", represented for the purposes of signature of this contract by:

Name, forename and function

Mrs Frances McCamphill

Institutional Erasmus Coordinator, UWE, Bristol

of the one part, and

Full name of student

Address in full

called hereafter "**the beneficiary**" of the other part,

HAVE AGREED

the **Conditions** and **Appendices** below:

Appendix i Learning Agreement and Erasmus Student Charter

Appendix ii General conditions

which form an integral part of this contract ("the contract").

CONDITIONS

ARTICLE 1 – PURPOSE OF THE GRANT

- 1.1 The institution will provide Community financial support to the beneficiary for undertaking a Placement [and an Intensive Language Course EILC] under the Erasmus programme of the Lifelong Learning Programme.
- 1.2 The beneficiary accepts the grant and undertakes to carry out the Placement [and an Intensive Language Course EILC] as described in Appendix i, acting on his/her own responsibility.
- 1.3 The beneficiary hereby declares to have taken note of and accepted the terms and conditions set out in the present agreement. Any amendment or supplement to the agreement shall be done in writing.
- 1.4 The beneficiary respects the requirement as laid down in the 2011 LLP Guide that the Placement is not supported by any other grant from the EU LLP budget.

ARTICLE 2 - DURATION

- 2.1 The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The Placement shall start on ... at the earliest and end on ... at the latest.
- 2.3 The Erasmus Intensive Language Course shall start on [date] at the earliest and finish on [date] at the latest.

ARTICLE 3 - FINANCING THE PLACEMENT

- 3.1 The EU grant to co-finance the Placement [and the Erasmus Intensive Language Course] has a maximum amount of EUR 225
- 3.2 The final amount of the grant shall be determined by multiplying the actual duration of the Placement in months [and fractions of months according to the rule on calculating the duration defined by the NA] by a rate of EUR 225 per month. **The beneficiary must provide proof of the actual dates of start and end of the Placement.**
- 3.3 The final amount for the participation in an Erasmus Intensive Language Course shall be determined by multiplying the actual duration of the language course in weeks by a rate of EUR 225 per month. The beneficiary must provide proof of the actual dates of start and end of the language course.]

ARTICLE 4 – FINAL REPORT

The beneficiary shall submit the final report using the official forms at the latest 30 days after the end of the Placement.

ARTICLE 5 – LAW APPLICABLE AND COMPETENT COURT

The grant is governed by the terms of the agreement, the EU rules applicable and, on a subsidiary basis, by the law of the UK relating to grants. The beneficiary may bring legal proceedings regarding decisions by the institution concerning the application of the provisions of the agreement and the arrangements for implementing it before the competent Court in accordance with the applicable national law.

ARTICLE 6 - BANK ACCOUNT

Payments shall be made to the beneficiary's bank account as indicated below:

Name of bank: _____
Address of branch: _____
Name of account holder: _____
Account number: _____
Sort code: _____

SIGNATURES

For the beneficiary [name / forename]

For the institution **Mrs Frances McCamphill, Institutional Erasmus Coordinator**

Signature _____
Done at _____
[place], [date] _____

Signature _____
Done at _____
UWE Bristol _____

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 UK National Agency, 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 placement. Consequently, the UK National Agency 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 beneficiary 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 beneficiary within one month of receiving notification by registered letter.

If the beneficiary terminates the agreement before its agreemental end or if he/she fails to follow the agreement in accordance with the rules, he/she will have to refund the amount of the grant already paid.

In case of termination by the beneficiary due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the beneficiary's control and not attributable to error or negligence on his/her part, the beneficiary will be entitled to receive the amount of the grant corresponding to the actual time of the placement. Any remaining funds will 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 British 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 beneficiary 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 Information Commissioner's Office 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.

Article 4: Checks and Audits

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

**ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM
LEARNING AGREEMENT**

ACADEMIC YEAR 2011/12 - FIELD OF STUDY:

Name of student: Sending institution: Country:
--

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving institution: Country:

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Number of ECTS credits

if necessary, continue the list on a separate sheet

Student's signature Date:
--

SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Departmental coordinator's signature Date:	Institutional coordinator's signature Date:
--	---

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator's signature Date:	Institutional coordinator's signature Date:
--	---

Name of student:

 Sending institution:

 Country:

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT
 (to be filled in ONLY if appropriate)

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Deleted course unit	Added course unit	Number of ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

if necessary, continue this list on a separate sheet

Student's signature
 Date:

SENDING INSTITUTION

We confirm that the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature Institutional coordinator's signature

 Date: Date:

RECEIVING INSTITUTION

We confirm the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature Institutional coordinator's signature

 Date: Date:

ERASMUS STUDENT CHARTER

The status of 'Erasmus student' applies to students who satisfy the Erasmus eligibility criteria and who have been selected by their university to spend an Erasmus period abroad – either studying at an eligible partner university or carrying out a placement in an enterprise or other appropriate organisation. For study mobility, both universities must have an Erasmus University Charter awarded by the European Commission. For placement in enterprise the home university must hold an extended Erasmus University Charter (i.e. also covering rights and obligations relating to placements).

As an Erasmus student, you are entitled to expect:

- Your home and host universities to have an inter-institutional agreement.
- The sending and receiving institutions to sign with you and before you leave a Learning/Training Agreement setting out the details of your planned activities abroad, including the credits to be achieved.
- Not to have to pay fees to your host university for tuition, registration, examinations, access to laboratory and library facilities during your Erasmus studies.
- Full academic recognition from your home university for satisfactorily completed activities during the Erasmus mobility period, in accordance with the Learning/Training Agreement.
- To be given a *transcript of records* at the end of your activities abroad, covering the studies/work carried out and signed by your host institution/enterprise. This will record your results with the credits and grades achieved. If the placement was not part of the normal curricula, the period will at least be recorded in the *Diploma Supplement*.
- to be treated and served by your host university in the same way as their home students.
- to have access to the Erasmus University Charter and Erasmus Policy Statement of your home and host universities.
- Your student grant or loan from your home country to be maintained while you are abroad.

As an Erasmus student, you are expected to:

- Respect the rules and obligations of your *Erasmus grant agreement* with your home university or your National Agency.
- Ensure that any changes to the Learning/Training Agreement are agreed in writing with both the home and host institutions immediately they occur.
- Spend the full study/placement period as agreed at the host university/enterprise, including undergoing the relevant examinations or other forms of assessment, and respect its rules and regulations. Write a report on your Erasmus study/placement period abroad when you return and provide feedback if requested by your home university, the European Commission or the National Agency.

If you have a problem:

- Identify the problem clearly and check your rights and obligations.
- Contact your departmental coordinator for Erasmus and use the formal appeals procedure of your home university if necessary.

If you remain dissatisfied, contact your National Agency.

* "University" means any type of higher education institution which, in accordance with national legislation or practice, offers recognised degrees or other recognised tertiary level qualifications, or vocational education or training at tertiary level.

THIS MODEL PLACEMENT AGREEMENT (between institution and student) REFLECTS THE MINIMAL REQUIREMENTS AS SPECIFIED BY THE EUROPEAN COMMISSION

Lifelong Learning Programme

Erasmus student placement (WORK)

Full official name of the sending institution

University of the West of England
Admissions & International Development
Frenchay Campus

Official address in full

Coldharbour Lane, Bristol,
BS16 1QY, UK

called hereafter "**the institution**", represented for the purposes of signature of this contract by:

Name, forename and function

Frances McCamphill

International Development/Erasmus Coordinator

of the one part, and

Full name of student

Address in full

called hereafter "**the beneficiary**" of the other part,

HAVE AGREED

the **Conditions** and **Appendices** below:

Appendix i Conditions

Appendix ii General Conditions

Appendix iii Model student transcript (this is not a mandatory Commission document)

Appendix iv Training Agreement and Quality commitment (see annex v.2)

Appendix v Erasmus Student Charter (see annex v.3)

Appendix vi Final report form for students (study placement) (see annex v.4)

which form an integral part of this contract ("the contract").

Appendix i

Conditions

ARTICLE 1 – PURPOSE OF THE GRANT

1.1 The institution will provide Community financial support to the beneficiary for undertaking a Placement [and an Intensive Language Course EILC] under the Erasmus programme of the Lifelong Learning Programme.

1.2 The beneficiary accepts the grant and undertakes to carry out the Placement [and an Intensive Language Course EILC] as described in Appendix i, acting on his/her own responsibility.

1.3 The beneficiary hereby declares to have taken note of and accepted the terms and conditions set out in the present agreement. Any amendment or supplement to the agreement shall be done in writing.

1.4 The beneficiary respects the requirement as laid down in the 2011 LLP Guide that the Placement is not supported by any other grant from the EU LLP budget.

ARTICLE 2 - DURATION

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2 The Placement shall start on [..date..] at the earliest and end on [..date..] at the latest.

2.3 The Erasmus Intensive Language Course shall start on [date] at the earliest and finish on [date] at the latest.]

ARTICLE 3 - FINANCING THE PLACEMENT

3.1 The EU grant to co-finance the Placement [and the Erasmus Intensive Language Course] has a maximum amount of EUR 225 per month

3.2 The final amount of the grant shall be determined by multiplying the actual duration of the Placement in months [and fractions of months according to the rule on calculating the duration defined by the NA] by a rate of EUR 225 per month. **The beneficiary must provide proof of the actual dates of start and end of the Placement.**

3.3 The final amount for the participation in an Erasmus Intensive Language Course shall be determined by multiplying the actual duration of the language course in weeks by a rate of EUR 225 per month. **The beneficiary must provide proof of the actual dates of start and end of the language course.**

ARTICLE 4 – FINAL REPORT

The beneficiary shall submit the final report using the official forms at the latest 30 days after the end of the Placement.

ARTICLE 5 – LAW APPLICABLE AND COMPETENT COURT

The grant is governed by the terms of the agreement, the EU rules applicable and, on a subsidiary basis, by the law of the UK relating to grants. The beneficiary may bring legal proceedings regarding decisions by the institution concerning the application of the provisions of the agreement

ARTICLE 6 - BANK ACCOUNT [Optional]

Payments shall be made to the beneficiary's bank account as indicated below:

Name of bank: _____

Address of branch: _____

Name of acct. holder: _____

Account number: _____

Sort code: _____

SIGNATURES

For the beneficiary [name / forename]

For the institution

Mrs Frances McCamphill, Erasmus Institutional Coordinator

Signature _____

Signature _____

Done at _____

Done at _____

[place], _____

[UWE Bristol _____

[date] _____

[date] _____

TRAINING AGREEMENT and QUALITY COMMITMENT

ERASMUS PROGRAMME

I. DETAILS OF THE STUDENT

Name of the student:

Subject area:

Academic year : 2011/12

Degree :

Sending institution: University of the West of England

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned dates of start and end of the placement period: from till

- Knowledge, skills and competence to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and evaluation plan:

IV. COMMITMENT OF THE THREE PARTIES

By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

The student

Student's signature _____

Date: _____

The sending institution

We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme the institution will award ECTS credits or will record the training period in the Diploma Supplement.

Coordinator's name and function _____

Coordinator's signature _____

Date: _____

The host organisation

The student will receive financial support for his/her placement Yes No

The student will receive contribution in kind for his/her placement Yes No

We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student

Coordinator's name and function _____

Coordinator's signature _____

Date: _____

ERASMUS STUDENT CHARTER

The status of 'Erasmus student' applies to students who satisfy the Erasmus eligibility criteria and who have been selected by their university to spend an Erasmus period abroad – either studying at an eligible partner university or carrying out a placement in an enterprise or other appropriate organisation. For study mobility, both universities must have an Erasmus University Charter awarded by the European Commission. For placement in enterprise the home university must hold an extended Erasmus University Charter (i.e. also covering rights and obligations relating to placements).

As an Erasmus student, you are entitled to expect:

- Your home and host universities to have an inter-institutional agreement.
- The sending and receiving institutions to sign with you and before you leave a Learning/Training Agreement setting out the details of your planned activities abroad, including the credits to be achieved.
- Not to have to pay fees to your host university for tuition, registration, examinations, access to laboratory and library facilities during your Erasmus studies.
- Full academic recognition from your home university for satisfactorily completed activities during the Erasmus mobility period, in accordance with the Learning/Training Agreement.
- To be given a *transcript of records* at the end of your activities abroad, covering the studies/work carried out and signed by your host institution/enterprise. This will record your results with the credits and grades achieved. If the placement was not part of the normal curricula, the period will at least be recorded in the *Diploma Supplement*.
- to be treated and served by your host university in the same way as their home students.
- to have access to the Erasmus University Charter and Erasmus Policy Statement of your home and host universities.
- Your student grant or loan from your home country to be maintained while you are abroad.

As an Erasmus student, you are expected to:

- Respect the rules and obligations of your *Erasmus grant agreement* with your home university or your National Agency.
- Ensure that any changes to the Learning/Training Agreement are agreed in writing with both the home and host institutions immediately they occur.
- Spend the full study/placement period as agreed at the host university/enterprise, including undergoing the relevant examinations or other forms of assessment, and respect its rules and regulations. Write a report on your Erasmus study/placement period abroad when you return and provide feedback if requested by your home university, the European Commission or the National Agency.

If you have a problem:

- Identify the problem clearly and check your rights and obligations.
- Contact your departmental coordinator for Erasmus and use the formal appeals procedure of your home university if necessary.

If you remain dissatisfied, contact your National Agency.

* "University" means any type of higher education institution which, in accordance with national legislation or practice, offers recognised degrees or other recognised tertiary level qualifications, or vocational education or training at tertiary level.

Quality Commitment For Erasmus student placements

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

The sending Higher Education Institution undertakes to:

- Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired
- Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes
- **Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.
- **Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs
- Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance
- Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement
- **Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme

The sending institution* and host organisation jointly undertake to:

- Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements
- **Monitor** the progress of the placement and take appropriate action if required

The host organisation undertakes to:

- Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available
- Draw a **contract or equivalent document** for the placement in accordance with the requirements of the national legislation
- **Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress
- Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

The student undertakes to:

- Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success
- Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality
- **Communicate** with the sending institution about any problem or changes regarding the placement
- **Submit a report** in the specified format and any required supporting documents at the end of the placement



Final report form for students (study period 2011/12)

Dear ERASMUS Student

This report on your experiences will provide the LLP Erasmus Programme with valuable information which will benefit both future students and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire.

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. On request, you may be sent personal data and correct or complete them. You may lodge a complaint against the processing of personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001)

Please return this report to your Home Institution at the end of your Erasmus period abroad.

Identification of the home institution

Name of the home higher education institution: UWE Bristol

Erasmus ID code of the home institution: UKBRISTOL02 EUC No. of the home institution: 28634

Location of the home higher education institution (city, country): Bristol, England

1. Identification of the student

Your name (family, given): _____

Your gender: M/F

Subject area of your degree/major: _____

Your non-university email address: _____

I agree that my email address may be later used to contact me: Yes/ No

2. Study period and motivation

Name of the host institution: _____

Location of the home higher education institution (city, country): _____

Dates of study period abroad: from dd/mm/20yy to dd/mm/20yy

In which year/at which level were you during your study abroad: Bachelors 1-2-3/Masters 1-2/Doctoral/Other

Do you consider the study period/duration to have been: Too short - too long - just right

Which were the factors which motivated you to go abroad? (please tick all that apply)

Academic Cultural Live in a foreign country Practice a foreign language
 Friends living abroad Career plans/enhance future employment prospects European
 experience
 Be independent/self-reliant Other (please specify): _____

3. Academic quality

scale 1-5: 1=poor/negative, 3=neutral, 5=excellent

How do you rate the quality of the professors and other teachers at your host institution? 1 – 2 – 3 – 4 – 5

How do you rate the quality of the courses you took and study material you received at your host institution? 1 – 2 – 3 – 4 – 5

4. Information and support

How did you get information about the study programme of the host institution?

Home institution Host institution Other students Former participants Internet

Other (please specify): _____

In general, how useful was this information? 1 – 2 – 3 – 4 – 5

On your arrival at the host institution, were you offered:

A welcome event An information session An orientation programme A language module/course

Were any other special events organised for Erasmus students in the host institution during your stay?

Yes / No

Did you receive adequate support from your host and home institution before and during your Erasmus study period? Home institution: 1 – 2 – 3 – 4 – 5 Host institution: 1 – 2 – 3 – 4 – 5

How do you consider your degree of integration with local students in the host institution?

1 – 2 – 3 – 4 – 5

5. Accommodation and infrastructure

Your type of accommodation at host institution:

University accommodation Apartment or house together with other students Private housing

Other (please specify): _____

How did you find your accommodation?

University service Friends/family Private market Internet

Other (please specify): _____

scale 1-5: 1=poor/negative, 3=neutral, 5=excellent

How would you rate your access to libraries, study materials: 1 – 2 – 3 – 4 – 5

How would you rate your access to PC and e-mail in host institution: 1 – 2 – 3 – 4 – 5

6. Linguistic preparation

What was the language(s) of instruction in the host institution: _____

Was language preparation provided? Yes / No

If yes, did you attend an Erasmus Intensive Language Course? Yes / No

If yes, who organised the language course(s)? Home institution Host enterprise/organisation

Other (please specify): _____

Duration of language training Total number of weeks: _____ Hours per week: _____

How would you rate your competency in the language of your host country?

Before the Erasmus study period: 1 – 2 – 3 – 4 – 5 After the Erasmus study period: 1 – 2 – 3 – 4 – 5

Were the courses you took at least partially taught in English? Yes / No

7. Academic recognition

Did you and your home and host institution sign a Learning Agreement prior to the commencement of your study period? Yes No Yes, but after the beginning of my stay

Did you sit exams? Yes / No

Was ECTS used? Yes - No - partially

Will you gain academic recognition for your study period abroad? Yes - No - partially

Will you get credits for completing language courses? Yes / No

8. Costs

How much was the amount of your Erasmus grant per month (EUR): _____

Average costs per month during your period abroad (EUR): _____

To what extent did the Erasmus grant cover your needs? 1 – 2 – 3 – 4 – 5

When did you receive your Erasmus grant (multiple answers are possible)?

Prior to your stay At the beginning of your stay In the middle of your stay

At the end of your stay After your stay/return home

Did you have other sources of funding?

State grant State loan Private grant(s) Private loan Family Own savings

Other sources (please specify): _____

Amount of the other sources in total per month (EUR): _____

How much more did you spend abroad compared to what you normally spend in the country of your home institution? Extra amount per month (EUR): _____

Did you have to pay any kind of fees in host institution? Yes / No

If yes, please state the type and amount (EUR) paid: _____

9. Your personal experience – overall evaluation of Erasmus study period

scale 1-5: 1=poor/negative, 3=neutral, 5=excellent

Judgement of academic outcome of the Erasmus period: 1 – 2 – 3 – 4 – 5

Judgement of personal outcome of the Erasmus period:

General judgement: 1 – 2 – 3 – 4 – 5 Intercultural skills: 1 – 2 – 3 – 4 – 5

Linguistic skills: 1 – 2 – 3 – 4 – 5 Self-reliance: 1 – 2 – 3 – 4 – 5

Independence: 1 – 2 – 3 – 4 – 5 Self-awareness: 1 – 2 – 3 – 4 – 5

Did you encounter any serious problems during the Erasmus period? Yes / No

If yes, please specify: _____

Which aspects of the Erasmus period did you particularly appreciate?

Academic Cultural Live in a foreign country Practice a foreign language

Friends living abroad Career plans/enhance future employment prospects European experience

Be independent/self-reliant Other (please specify): _____

Are you more likely to consider working in another European country after graduation as a result of your Erasmus experience? Yes / No

Do you think the Erasmus period will help you in your career? 1 – 2 – 3 – 4 – 5

Do you think the Erasmus period will help you in finding a job? 1 – 2 – 3 – 4 – 5

Overall evaluation of your Erasmus period: 1 – 2 – 3 – 4 – 5

Would you be willing to help outgoing or incoming students with your Erasmus experience? Yes / No

What recommendations would you give to other students concerning information, application procedures etc.:

How do you feel the Erasmus scheme could be improved (information, application procedures etc.)?

Final report form for students (Work Placement 2011/12)

Dear ERASMUS Student

This report on your experiences will provide the LLP Erasmus Programme with valuable information which will benefit both future students and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire.

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. On request, you may be sent personal data and correct or complete them. You may lodge a complaint against the processing of personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001)

Please return this report to your Home Institution at the end of your Erasmus period abroad.

Identification of the home institution

Name of the home higher education institution: UWE Bristol

Erasmus ID code of the home institution: UKBRISTOL02 EUC No. of the home institution: 28634

Location of the home higher education institution (city, country): Bristol, UK

1. Identification of student

Your name (family, given): _____

Your gender: M/F

Subject area of your degree/major: _____

Your non-university email address: _____

I agree that my email address may be later used to contact me: Yes/ No

2. Placement period and motivation

Name of the host enterprise/organisation: _____

Address (street, city, country): _____

Dates of placement period abroad: from dd/mm/20yy to dd/mm/20yy

In which year/at which level where you during your period abroad: Bachelors 1-2-3/Masters 1-2/Doctoral/Other

Do you consider the placement period to have been: Too short Too long Just right

Which were the factors which motivated you to go abroad? (please tick all that apply)

Academic (mandatory part of my curriculum) Gaining relevant work experience

Acquiring new vocational knowledge and skills Cultural Live in a foreign country

Practice a foreign language Friends living abroad European experience

Career plans/enhance future employment prospects Be independent/self-reliant

Other (please specify): _____

3. Information and support

How did you find the host enterprise/organisation?

Home institution Host enterprise/organisation Intermediary organisation

Internet Relevant links: _____

Other (please specify): _____

scale 1-5: 1=poor/negative, 3=neutral, 5=excellent

Do you consider it difficult to find a host enterprise/organisation? 1 – 2 – 3 – 4 – 5

On your arrival at the host enterprise/organisation, were you offered:

A welcome event An information session other (please specify) : _____

Did you receive adequate support from the host enterprise/organisation/home institution/intermediary institution before and during your Erasmus placement period?

Host enterprise/organisation: 1 – 2 – 3 – 4 – 5 Home institution: 1 – 2 – 3 – 4 – 5
Intermediary institution: 1 – 2 – 3 – 4 – 5

Did the host enterprise meet your expectations concerning the placement? 1 – 2 – 3 – 4 – 5

How do you rate your integration with local employees in the host enterprise/organisation? 1 – 2 – 3 – 4 – 5

4. Accommodation and infrastructure

Type of accommodation in the host country:

Private housing Accommodation provided by the enterprise University accommodation
Apartment or house together with other students Other (please specify): _____

How did you find your accommodation?

University service Friends/family Private market Internet
Other (please specify): _____

5. Linguistic preparation

Language(s) of work in host enterprise/organisation: _____

Did you attend an Erasmus Intensive Language Course (EILC)? Yes / No

If you didn't attend an EILC was any other language preparation/training provided? Yes / No

If Yes, who organised the language preparation/training? Home institution Host enterprise/organisation

Other (please specify): _____

Duration of language training: Total number of weeks: _____ Hours per week: _____

How would you rate your competency in the language of your host enterprise/organisation

Before the Erasmus placement period: 1 – 2 – 3 – 4 – 5 After the Erasmus placement period: 1 – 2 – 3 – 4 – 5

6. Recognition

Did you and your home and host enterprise/organisation sign a Training Agreement before your placement period started? Yes No Yes, but after the beginning of my stay

Will you gain recognition for your placement abroad? Yes No Partially

If yes, what kind of recognition? ECTS DS Europass Other Don't know

Will you get recognition for completing language courses? Yes No Don't know N/A

7. Costs

How much was the amount of your Erasmus grant per month (EUR): _____

Average costs per month during your period abroad (EUR): _____

To what extent did the Erasmus grant cover your needs? 1 – 2 – 3 – 4 – 5

When did you receive your Erasmus grant (multiple answers are possible)?

Prior to your stay At the beginning of your stay In the middle of your stay

At the end of your stay After your stay/return home

Did you receive financial support from the host enterprise/organisation? Yes / No

If yes, what was your financial support per month (EUR)?

Less than 500 EUR 500-800 800-1200 More than 1200

Did the host enterprise offer you other benefits in kind? Accommodation Meals Travel tickets

Other (please specify): _____

Did you have other sources of funding?

State grant State loan Private grant(s) Private loan Family Own savings

Other sources (please specify): _____

Amount of the other sources of funding in total per month (EUR): _____

8. Your personal experience – overall evaluation of Erasmus placement period

scale 1-5: 1=poor/negative, 3=neutral, 5=excellent

Judgement of **professional** outcome of the placement: 1 – 2 – 3 – 4 – 5

Judgement of **personal** outcome of placement: 1 – 2 – 3 – 4 – 5

Did you encounter any serious problems during Erasmus placement? Yes / No

If yes, please specify: _____

Which aspects of the Erasmus period did you particularly appreciate?

Academic Gaining relevant work experience Acquiring new vocational knowledge and skills

Cultural Live in a foreign country Practice a foreign language Friends living abroad

Career plans/enhance future employment prospects European experience Be

independent/self-reliant

Other (please specify): _____

Did you experience new techniques, technologies and methods? Yes / No

Are you more likely to consider working in another European country at the end of your placement as a result of your Erasmus experience? Yes / No

Do you think the placement will help you in your career? 1 – 2 – 3 – 4 – 5

Do you think the placement will help you in finding a job? 1 – 2 – 3 – 4 – 5

Overall evaluation of your Erasmus placement: 1 – 2 – 3 – 4 – 5

Would you be willing to help outgoing or incoming students with your Erasmus experience? Yes / No

What recommendations would you give to other students concerning information, application procedures etc.:

How do you feel the Erasmus scheme could be improved (information, application procedures etc.)?

ERASMUS CERTIFICATE OF ARRIVAL

(for UWE students studying at an Erasmus partner institution)

This is to confirm that _____ *(name of student)*

Was enrolled on _____ *(programme of study)*

Date of Arrival _____

at *(institution full name and address)*

Signed _____

Name _____

Position _____

Date _____

Official University stamp

ERASMUS CERTIFICATE OF DEPARTURE

(for UWE students studying at an Erasmus partner institution)

This is to confirm that _____ *(name of student)*

Was enrolled on _____ *(programme of study)*

Last date at University _____

at *(institution full name and address)*

Signed _____

Name _____

Position _____

Date _____

Official University stamp

Appendix 7

ECTS - EUROPEAN CREDIT TRANSFER SYSTEM - LEARNING AGREEMENT

ACADEMIC YEAR 2011 /12

FACULTY _____

Name of student: _____
Sending institution: _____ Country: _____

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving institution: _____ Country: _____

Course unit/module code	Course unit/module title	Number of ECTS credits

if necessary continue this list on a separate sheet

Student's signature _____	Date: _____
---------------------------	-------------

SENDING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator's signature _____

Institutional coordinator's signature _____

Date: _____

Date: _____

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator's signature _____

Institutional coordinator's signature _____

Date: _____

Date: _____

Name of Student _____
Sending institution: _____ Country: _____

Erasmus Grant Rates 2010/11 – please note there is no guarantee of a second allocation payment in 2011/12 – confirmation is usually announced in April/May

1st Allocation EURO PCM	Month	1st Allocation EURO	Exchange Rate	1st Allocation £	1st Allocation minus £100	2nd Allocation EURO PCM	Month	2nd Allocation EURO	Exchange Rate	2nd Allocation £
225	1	225	1.13	£199.12	£99.12	153	1	153	1.13	£135.40
225	2	450	1.13	£398.23	£298.23	153	2	306	1.13	£270.80
225	3	675	1.13	£597.35	£497.35	153	3	459	1.13	£406.19
225	4	900	1.13	£796.46	£696.46	153	4	612	1.13	£541.59
225	5	1125	1.13	£995.58	£895.58	153	5	765	1.13	£676.99
225	6	1350	1.13	£1,194.69	£1,094.69	153	6	918	1.13	£812.39
225	7	1575	1.13	£1,393.81	£1,293.81	153	7	1071	1.13	£947.79
225	8	1800	1.13	£1,592.92	£1,492.92	153	8	1224	1.13	£1,083.19
225	9	2025	1.13	£1,792.04	£1,692.04	153	9	1377	1.13	£1,218.58
225	10	2250	1.13	£1,991.15	£1,891.15	153	10	1530	1.13	£1,353.98
225	11	2475	1.13	£2,190.27	£2,090.27	153	11	1683	1.13	£1,489.38
225	12	2700	1.13	£2,389.38	£2,289.38	153	12	1836	1.13	£1,624.78