ERASMUS+ AND INTERNATIONAL EXCHANGE PRE-DEPARTURE BRIEFING 2017/18

INTRODUCTIONS AND OVERVIEW

International and Student Experience (part of AAS) – Sarah Ward (Assistant Registrar – International and Student Experience)

Erasmus (International Credit Mobility) exchange to Rostov State Rachmaninov Conservatoire. 15th September to 14th December 2017.

WHAT TO DO…NOW, OVER THE SUMMER, ON ARRIVAL, DURING YOUR STAY AND ON RETURN

FUNDING, PAPERWORK, INSURANCE, AND LANGUAGE

€ ERASMUS FUNDING

- **€650 per month as a contribution towards living costs. €530 as a contribution towards travel.**
- Mobility period is 90 days (3 months) so total grant for living costs and travel is **€2480.** Cost of accommodation and flights will be deducted from this total as this will be organised by Julia.
- **80%** of grant given on arrival. **20%** on submission of first instalment grant receipt and on-line student report, i.e at the end of the mobility period.

OTHER FUNDING

- UK Student loan
- Existing Conservatoire scholarship
- Charities, trusts and other organisations (see the Fees and Funding pages on the RCS website at https://www.rcs.ac.uk/studyhere/feesandfunding/ and the Portal
- www.fundmytravel.com
- www.thirdyearabroad.com

WHAT YOU NEED TO DO NOW…

Let all relevant staff know of your intentions to go on exchange

Deal with your student loan and other financial issues

Pass your re-sits otherwise you may not be able to go on exchange

Note contact details of I&SE staff

- Sarah Ward and Marion McLaren at international@rcs.ac.uk or 0044 (0)141 2708281/223

OVER THE SUMMER YOU NEED TO…

- Accommodation will be booked for you by Julia Atlas
- Consider costs and start saving if necessary (or possible!)
- You will be included in the Conservatoire's business insurance policy via AON (policy on the Portal.) Conservatoire policy only covers you from the first date of your mobility until the last. It does not cover you for any activity before or after these dates.

OVER THE SUMMER YOU ALSO NEED TO…

Start learning Russian - http://www.bbc.co.uk/languages/russian/

Keep your Conservatoire paperwork safe…but it's also on the Portal

Read the Exchange Student Handbook (on the Portal)

Complete your learning agreement

Matriculate at RCS on-line as usual – very important!

CONSERVATOIRE PAPERWORK - OVERVIEW

- Learning Agreement Form
- Grant Agreement
- Erasmus+ grant receipts
- Confirmation of Arrival
- Contact Details form
- Erasmus Report form – online

LEARNING AGREEMENT

Everybody needs to finalise it BEFORE going on exchange

- Shows the modules you are taking (amount and level of credit + details of assessment)
- Take the original with you and amend it on arrival if there are exceptional changes
- Take the full load of credit. 30 ECTS per semester
- It is the paper equivalent to your Conservatoire Student Contract
- Transcript sent directly to me **and** you
- Any study carried out that is not on the Learning Agreement is unauthorised

GRANT AGREEMENT

- This is your funding contract
- Two copies (one for RCS and one for you)
- Permits the release of Erasmus funding
- Shows the responsibilities of all three parties (you, the Conservatoire and the receiving institution)
- Your Erasmus mobility is invalid without it
- Must be completed and signed prior to departure
- Complete and sign both copies. Return one copy to me immediately using the pre-paid envelope provided
- You cannot go on Erasmus unless this document is completed

ERASMUS+ GRANT RECEIPTS

- You will get two grant payments.
- Evidence that you have received both instalments is required
- Both forms are on the Portal
- Grant is calculated in EUROS but paid into your account in POUNDS STERLING

Confirmation of Arrival Form – evidence that you have arrived and registered at the host partner institution

Contact Details Form – we need to know where you are living

On-line Report

- URL to be forwarded to you once you have finished your exchange. The email is automatically generated from the European Commission's on-line mobility tool. Please do not delete the email. Check your spam folder for it!

LANGUAGE

- Start learning now
- Use free of charge resources like BBC Languages and Open University Learning Space. Check the library resources
- A language user can develop various degrees of competence in each of these domains and to help describe them the CEFR has provided a set of six Common Reference Levels (A1, A2, B1, B2, C1, C2). https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
- Russian lessons will be arranged for you on arrival in Rostov

EXCHANGE STUDENT HANDBOOK

- Provides more detail than today.
- Instructions for before, during and after your exchange.
- Useful contact details.

ERASMUS CHARTER

You have already ben issued with this document. Please read it.

ON ARRIVAL

Attend orientation events and language classes

Complete and return Confirmation of Arrival form

Complete and return Contact Details form

Ask for confirmation that you will be assessed and graded

Finalise your learning agreement if there are any exceptional changes.

Get your paperwork signed off and ask for it to be sent to:

international@rcs.ac.uk

DURING THE MOBILITY

Complete and return the first instalment grant receipt.

Attend all classes and complete all assessments.

Promote the Conservatoire – you are an ambassador!!

Check the exchange student handbook and the Student Portal before contacting I&SE with questions.

Don't keep problems to yourself. You can still access Conservatoire services.

ON YOUR RETURN

Return paperwork (On-line Report Form and 2nd instalment grant receipt)

Meet with your Programme Leader or Coordinator to feedback about your exchange.

Can you use any of your experiences on mobility in your studies?

Respond with Feedback if requested

Volunteer to assist with future Erasmus and International Exchange events

HELPFUL TIPS!

Work hard and pass your exams! Tell me immediately if you find out that you will not be assessed!

Keep all documents you are given! They are also on the portal at https://portal.rcs.ac.uk/erasmus-and-international-exchange/

Check your Conservatoire email address regularly

- Choice selection

Stay in touch!

Blog!

Respect the different culture and watch the traffic!

Travel and socialise as much as you can

GOOD LUCK AND BON VOYAGE!!

Please let me know if you have any problems at all, no matter how small!

international@rcs.ac.uk