

**ERASMUS+ AND  
INTERNATIONAL EXCHANGE  
PRE-DEPARTURE BRIEFING  
2018/19**



Royal Conservatoire  
*of* Scotland

# INTRODUCTIONS AND OVERVIEW

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

45 minute presentation by Sarah

Q&A with:

- Current students who have been on Erasmus exchange
  - Alexa Stier
- Where you see the symbol € the information is relevant for Erasmus students
- Where you see the symbol → the information is relevant to International Exchange
- Where you see ☑ the information is relevant to both

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

**FUNDING, PAPERWORK, INSURANCE, AND  
LANGUAGE**



# € ERASMUS FUNDING

- **Higher cost of living countries** Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden= **€350 per month**
- **Lower cost of living countries** (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, former Yugoslav Republic of Macedonia= **€300 per month**
- an additional **€120 per month** for disadvantaged students with an annual household income of <£25,000
- **80%** within 30 days of the completion of your grant agreement. **20%** at the end of your stay (on submission of first instalment grant receipt, on-line student report and fully completed learning agreement)
- If term dates are not accurate you may not get a second instalment

# ✈ INTERNATIONAL EXCHANGE FUNDING

- No funds available via the Conservatoire ☹

## ☑ 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](http://www.fundmytravel.com)
- <https://globalgraduates.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 and Pauline at [international@rcs.ac.uk](mailto:international@rcs.ac.uk) or 0044 (0)141 2708281/223

# ☑ OVER THE SUMMER YOU NEED TO...

- Think about accommodation (student halls or a flat). Receiving institution will help you.
- Consider costs and start saving if necessary (or possible!)
- Organise extra health and travel insurance
  - Conservatoire insurance through AON (summary on the portal) or your own policy. 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.

- € European Health Insurance Card

- New NHS rules mean that if you are going to on a study mobility abroad within the European Economic Area which will last more than six weeks, you must apply for a special *Student* EHIC. If you have a regular EHIC, it will not be valid for your mobility abroad. To understand how to apply please read the information produced by the University of Leeds which is on the [portal](#)



- → International Exchange students may have to take out the policy aligned to the host HEI



# ☑ OVER THE SUMMER YOU ALSO NEED TO...

- **Book travel.** Do not book flights until:
  - you know your start date
  - you have been issued with your visa
- **Organise musical instrument insurance if applicable**
- **Keep regularly checking the Portal**
- **Read the Exchange Student Handbook (on the Portal!)**
- **Complete your online learning agreement even if the paper version was done as part of the application process**
- **Matriculate at RCS on-line as usual – very important!**
- **€ Start learning the language of your host country.**
- **€ Erasmus students should complete the on-line language assessment (before and after your mobility) if you've been sent the log-in details. Complete the on-line language course if invited to do so.**

# CONSERVATOIRE PAPERWORK - OVERVIEW

☑ Learning Agreement

€ Grant Agreement

€ Erasmus+ grant receipts

→ Confirmation of Arrival

☑ Contact Details form

€ Erasmus Report form – online

# ☑ LEARNING AGREEMENT

Everybody needs to complete the online version BEFORE going on exchange

- Shows the modules you are taking and amount of credit
- Signed electronically by Responsible Person at RCS, Responsible Person at receiving institution and the student (in that order). I&SE will control this process.
- Amendments can be made electronically too.
- Sample LA on portal
- Take the full load of credit. 30 ECTS per semester
- Forms the basis of your Transcript of Records. Transcript sent directly to me and you. Some institutions insist that students request their own.
- Any study carried out that is not on the Learning Agreement is unauthorised
- Grade conversion information will be added to the portal

# € 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
- 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
- You may be in Glasgow when you get your second instalment. If so you will collect your cheque from the Finance Office and sign for it. You must also still complete the second instalment grant receipt

**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!
- You will be issued with guidance on how to complete the form part-way through your mobility.

# € LANGUAGE

- Start learning now
- You will need to take an on-line test before your mobility starts and when it has finished. Native English speakers studying in English will be exempt, as will native speakers of the language of the country they are going to, i.e. Spanish speakers going on Erasmus to Spain. On-line language assessments will be available in French, German, Spanish, Dutch, Italian, Polish, Czech, Danish, Portuguese, Swedish and Greek.
- You will be expected to attain a specific level before starting your study placement. You may be offered a free on-line language course if you are studying in one of the eleven language listed above.
- 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>
- If your host institution offers classroom-based language lessons and there is a cost, let me know! There may be a budget to pay for it for you!

# ☑ EXCHANGE STUDENT HANDBOOK

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



# ERASMUS REPORT (EU SURVEY)


Sent to you via email from the British Council.

- What were your main motivations for studying abroad?
- Quality of Studies
- Foreign Language Skills and Linguistic Support
- Personal Development
- Future Prospects of Education, Training and Work
- Practical and Organisational Arrangements
- Accommodation and Infrastructure
- Academic Recognition
- Was your Learning Agreement signed by all parties before the start of the mobility?
- Was your Learning Agreement changed during your mobility period?
- Did you manage to agree on the changes with the sending and receiving institutions within seven weeks from the start of the semester?


# 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. Ask to see a copy of their Diploma Supplement.
- ☑ Finalise your learning agreement if there are any exceptional changes and amend it online. Your host HEI will have a deadline for module changes somewhere between 2 and 5 weeks after the start of your studies
- ☑ Get your paperwork signed off and ask your coordinator to send it to:  
[international@rcs.ac.uk](mailto:international@rcs.ac.uk)

# DURING THE YEAR

- € 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.
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# ON YOUR RETURN

- € Return paperwork (On-line Report Form and 2<sup>nd</sup> 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 by staff
  - Volunteer to assist with future Erasmus and International Exchange events
  - € Apply to become an Erasmus Ambassador via the British Council
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# 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

- Options (formerly Choice) selection

Stay in touch!

Blog!

Respect the different culture!

Travel as much as you can!



# PREVIOUS ERASMUS PARTICIPANTS

- Alexa Stier - Liszt Ferenc Academy of Music in Budapest, Hungary



# GOOD LUCK AND BON VOYAGE!!

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

[international@rcs.ac.uk](mailto:international@rcs.ac.uk)

