



Royal Conservatoire  
of Scotland



**ERASMUS** 

CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

**Erasmus and International  
Exchange Student Handbook  
2018/19  
(Outbound  
Royal Conservatoire of Scotland  
Students)**

Whilst every effort has been made to ensure the accuracy of information in this publication at the time of going to press, the Royal Conservatoire of Scotland wishes to stress that information given may be subject to alteration.

If in doubt, students should contact the International and Student Experience team (I&SE) for the most up-to-date information. The email address to use while abroad is [international@rcs.ac.uk](mailto:international@rcs.ac.uk)

Key:

Throughout this handbook you'll see three different symbols:

€ - information for Erasmus students only

→ - information for International Exchange students only

€→ - information applicable to both Erasmus and International Exchange students

*April 2018*

## **↔ Introduction**

Congratulations on being offered a place on Erasmus or International Exchange! The process, whilst open to all to apply, is a competitive one and you should take pride in knowing that you are one of a small group of students from around the world who have been selected to study at your host institution. Such an opportunity really is a 'once in a lifetime' experience and you should make the most of all that is offered to you while overseas. Only 1.2% of students within the fields of Music and Performing Arts in UK higher education institutions participated in an Erasmus exchange in 2015/16. You will undoubtedly have an addition to your CV that will make you stand out from the crowd!

All the information contained in the document is available on the portal at <https://portal.rcs.ac.uk/erasmus-and-international-exchange/>

## **€ Brief History of the Erasmus Programme**

In 1987 the European Commission initiated a programme for student mobility in Europe called Erasmus. This gave European students the opportunity to study part of their degree programme in another European country and to receive recognition of this period as an integral part of their overall degree. Since January 2014 Erasmus+ is the new name for Erasmus combining all the EU's current schemes for education, training, youth and sport. The Erasmus+ programme is now open to students of all nationalities not just Europeans. To find further information for participants go to <https://www.erasmusplus.org.uk/>

## **→ Brief History of International Exchanges at the Conservatoire**

The Conservatoire has a long history of cooperation with other higher education institutions around the world. Partnerships with institutions such as CalArts in the USA and the Hong Kong Academy for Performing Arts have been running for many years. All the Conservatoire's international exchange partnerships are with partners in majority-English speaking countries and give students access to high quality learning experiences across disciplines in both the School of Music and the School of DDPF.

## **↔ Pre-departure briefing and related information**

All students who are accepted on an Erasmus or International exchange should have attended a pre-departure briefing with the Assistant Registrar (International and Student Experience.) If you have not attended a pre-departure briefing you should email the International and Student Experience team at [international@rcs.ac.uk](mailto:international@rcs.ac.uk) immediately to arrange a 1-2-1 meeting.

## **↔ Information from the host institution**

Once you have been accepted on an Erasmus or International exchange, the host institution will normally send you an orientation information pack containing information about the institution, matriculation (or enrolment) process, accommodation available and the local area, etc. It may come by email or be available online via their portal. You should familiarise yourself with this information as it will help you to prepare for your exchange and may highlight some pre-arrival tasks that you may need to carry out. You may be required to complete an on-line application process via the host institution's website.

Do some research via <https://www.justlanded.com/> to get an idea of what it will be like to live in your host country.

## **€ Language Preparation**

Students are encouraged to start learning the language of their host country as soon as possible. Those on Erasmus mobility **must** take an on-line language assessment **before and after** their mobility if they are going to study in one of the following countries, the exception being for those who have that language as their mother tongue:

**German, Spanish, French, Italian, Dutch, Portuguese, Bulgarian, Danish, Estonian, Greek, Croatian, Latvian, Lithuanian, Hungarian, Polish, Romanian, Slovak, Slovenian, Finnish, Swedish and Czech.**

Depending on the outcome of your assessment you may be automatically offered a free on-line language course which can be taken before you depart or once you arrive. You may also wish to take advantage of the many free on-line language courses such as [www.bbc.co.uk/languages](http://www.bbc.co.uk/languages)

If you prefer to learn with a teacher in a classroom you can search for a course in your local area via [www.hotcourses.com](http://www.hotcourses.com) If you're going to remain in Glasgow over the summer months, the [University of Strathclyde](http://www.strathclyde.ac.uk) offers part-time day, evening and summer language courses. There may be funding available to help you do this and you should speak to the International and Student Experience team for further information.

## **€➔ Fees and funding**

Thinking ahead about your finances is critical to the success of your mobility. You will need to know that you have sufficient funds to finance yourself to the end of your exchange. It is essential that you budget and plan your finances well in advance to cover your study period. You should still apply to the relevant student finance organisation (SAAS, Student Finance England, etc) in the usual way.

### **Fees**

Erasmus and International Exchange students are **not** required to pay tuition fees to the host institution, as they continue to pay tuition fees (where applicable) to the RCS.

### **Funding**

#### **International Exchange**

There is no specific funding for International Exchange students, although you would continue to be eligible for any support that you would normally be entitled to while studying at the Conservatoire (Student Loan, Young Persons Bursary, etc.) You might want to explore crowd funding websites such as [www.fundmytravel.com](http://www.fundmytravel.com) or the resources listed on [www.thirdyearabroad.com](http://www.thirdyearabroad.com)

## Erasmus

All Erasmus students are given a grant of between €300 and €350 per month depending on the destination country which can be used towards travel, accommodation and/or living costs.

Up to **€350** per month for group 1 countries:

Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein and Norway

Up to **€300** per month for group 2 countries:

Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta and Portugal

Up to **€300** per month for group 3 countries:

Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, former Yugoslav republic of Macedonia and Turkey

There is an additional supplementary allowance of **€120** per month for those students with a household income of less than **£25,000** per year. The onus is on the student to approach the Assistant Registrar if they feel that they are eligible for this payment and to provide sufficient evidence in English. For further information please speak to the Assistant Registrar.

## **€→ Cost of living**

You will need to estimate the cost of living in a foreign country. Costs across Europe vary greatly with northern European countries being more expensive than the southern and eastern countries. Countries such as Hong Kong and Australia can also be very expensive. You will need to do some research regarding local rent, food prices and living expenses to enable you to budget your costs effectively. Reading travel guides such as The Lonely Planet, or the Rough Guide is an excellent way to get this information. The European Commission has on its website information about living in all of the EU member states <https://ec.europa.eu/eures/main.jsp?countryId=DE&acro=living&lang=en&parentId=0> You can also refer to the country-specific websites at the end of this guide.

## **€→ Accommodation**

It is advised that you sort out your accommodation as soon as you have been made an offer and accepted your place on course at your host institution. Please contact the coordinator in your host institution to discuss the possibilities available to you. This is particularly important if you want to apply to live in university-owned accommodation as the application deadline date may be imminent at the time when your offer comes through.

### **Finding your own accommodation**

You may decide that living in halls of residence is not suitable for you and you may wish to find your own accommodation. It is always advisable to see a property before paying any deposit or payment of rent. You might want to look at a website like [www.uniplaces.com](http://www.uniplaces.com) to try and secure a flat-share in your host town/city.

Make sure you get all the information about the rent, who pays utility bills, how the deposit return works, etc. Remember that the landlord may ask for two or three months' rent as deposit.

You should always ask for a written contract and it should have the names of all the residents on it. You should also ask for receipts for your rent payments if paying by cash. The exchange coordinator in your host institution will be able to offer more assistance with this.

### **Temporary and Short-Term Accommodation**

You may need to arrange temporary accommodation in your host country while you seek more a permanent arrangement. The exchange coordinator in your host institution will again be able to help with this. At the very least, prior to departure, you should book two or three nights in a hotel so that you have a base while you flat hunt.

## **€➔ When to Arrive**

Unless you plan to do some travelling or have friends/family overseas, you are advised not to arrive too early. August/September at higher education institutions can be a time when many people are still away for their summer holiday. It is best to try to arrive no more than 5–7 days before the start of any orientation activities.

## **Documents required for your exchange**

All exchange students will be required to provide documents to the International and Student Experience team before, during and after their exchange period. Please be aware that the majority of these documents will require a signature and stamp from relevant academics and coordinators either at the Conservatoire or at your host institution. It is therefore important that you allow yourself sufficient time to complete this paperwork when asked to do so. A check list of actions and documents required is provided at the end of this guide.

ALL FORMS ARE AVAILABLE ON THE STUDENT PORTAL AT:

<https://portal.rcs.ac.uk/erasmus-and-international-exchange/>

Below is an outline of the documents that the Conservatoire requires you to complete.

### **€➔ Contact Details form**

This enables us to update your electronic student record with your overseas address and write to or email you on exchange if necessary. Please continue to use your Conservatoire email address while you are abroad.

### **€ Erasmus Grant Agreement**

This document specifies the initial amount of funding allocated to you. It is your contract and details the terms each of three parties (the participant, the home institution and the host institution) must adhere to.

## € Erasmus+ Student Charter

This document highlights your rights and obligations and tells you what you can expect from your sending and receiving organisations at each step of your Erasmus+ experience. [http://ec.europa.eu/education/opportunities/higher-education/doc/charter\\_en.pdf](http://ec.europa.eu/education/opportunities/higher-education/doc/charter_en.pdf) The Conservatoire's Charter is available on the portal.

## € Learning Agreement for Erasmus

This document may have been included with your application when you originally applied to your host institution or it may have been uploaded as part of your application via EASY. It outlines the modules that you will study when you are on exchange and the number of credits that these modules are worth, if you successfully complete them. It should also detail the method of assessment. This document must be signed by all three parties (you, your host institution and the Conservatoire) before your exchange takes place and if there are any changes to your study plan, these must be agreed by all three parties on arrival. All learning agreements can be amended and signed electronically.

It is essential that you familiarise yourself with the methods of assessment and the grading scale at your host institution. If you are in the third year of a four year course while you're on exchange it is crucial that you are given a grade for your assessments, not just a pass or fail mark. You should ask to see a copy of the institution's grading scale on arrival. If this request is denied you should contact the International and Student Experience team.

Please note that unless you are on a programme with a Joint Principal Study, you should aim to take the equivalent of 60 Scottish credits while on exchange.

## ➔ Learning Agreement for International Exchange

This document will have been included with your application when you originally applied to your host institution. It outlines the modules that you will study when you are on exchange and the number of credits that these modules are worth, if you successfully complete them. It should also detail the method of assessment. This document must be signed by all three parties (you, your host institution and the Conservatoire) before your exchange takes place and if there are any changes to your study plan, these must be agreed by all three parties on arrival. All learning agreements can be amended and signed electronically.

It is essential that you familiarise yourself with the methods of assessment and the grading scale at your host institution. If you are in the third year of a four year course while you're on exchange it is crucial that you are given a grade for your assessments, not just a pass or fail mark. You should ask to see a copy of the institution's grading scale on arrival. If this request is denied you should contact the International and Student Experience team.

Please note that unless you are on a programme with a Joint Principal Study, you should aim to take the equivalent of 60 Scottish credits while on exchange.

## €➔ Confirmation of Arrival certificate

Your host institution will complete this document for you to send to the Conservatoire confirming your arrival and the fact that you have registered. If you are an Erasmus student, this will allow you to receive the first instalment of your Erasmus grant so it is important to arrange for this to be done as soon as you have enrolled.

#### **€ Confirmation of Attendance certificate**

You should ask your host institution coordinator to complete this form confirming that you have completed your course of study abroad. It will allow you to receive the final instalment of your grant so it is important to collect this certificate at the end of your studies and email it to [international@rcs.ac.uk](mailto:international@rcs.ac.uk) as soon as you can.

#### **€ Grant receipts x 2 (first instalment and second instalment)**

Erasmus students will be asked to complete a grant receipt form as soon as they receive an Erasmus grant instalment. You will be notified when your grant is being processed and you should check your bank account and complete the receipt form when you know how much, in pounds sterling, has been paid to you.

#### **€ Transcript of Studies**

Students' grades and credits must be ratified by the Board of Examiners at your host institution before they are confirmed to students. Therefore, your transcript may only be issued after you have completed your exchange and returned to the UK. The exchange coordinator in your host institution will send all transcripts to the Conservatoire directly once they have been ratified. A small number of international exchange partner institutions will only issue a transcript when requested by the student. If this is the case for you, please request one at the earliest opportunity.

#### **€ British Council On-line Student Report**

As part of your funding you are required to complete an on-line report at the end of your studies in Europe. You will be sent an email with a link to the report as soon as your studies have finished. You must complete it; if you do not do so the Conservatoire has the right to request the return of your Erasmus grant.

#### **€ UKVI Tier 4 Monitoring Form (Tier 4 students only)**

Tier 4 students on exchange are required to have this form signed off by their host exchange coordinator and returned to the Conservatoire on a weekly basis.

### **€ Specific documentation for Erasmus – the Erasmus Grant and the Erasmus Grant Agreement**

The main function of the Erasmus documentation is to:

- secure your Erasmus mobility at your host institution.
- ensure that you take enough credits
- ensure that your grades can be transferred back to the Conservatoire
- make sure you can access the Erasmus grant

Information you may also need to know:

- The Conservatoire's Erasmus Coordinator is Sarah Ward
- The 'responsible person' for BMus Performance is Helen McVey, for MMus, J Simon Van der Walt and for BMus Traditional Music, Joshua Dickson. The 'responsible person' within the Conservatoire for DDPF students is the individual student's Programme Leader.
- *UK GLASGOW05* is the Conservatoire's Erasmus Code

Please make sure you return all required documents on time as failure to do so may delay the payment of your Erasmus grant.

The European Commission, via the UK National Agency for Erasmus+, provides eligible Erasmus students with grants to help them with their time studying abroad. Erasmus student mobility grants are intended to contribute to the additional costs of studying abroad. They are not intended to cover the full costs of study abroad. It is therefore essential that you have another source of income to cover your costs.

The Conservatoire receives Erasmus funding based on the number of staff and students the Conservatoire has previously sent out on Erasmus. On receipt of this funding, RCS is notified what the maximum grant allowable will be per student. This figure will be the same for all UK institutions. The actual grant amount each student will receive is then dependant on where they are going, how long they are going for and the funds made available to RCS.

As soon as you have been made an offer by one of our partner institutions, the International and Student Experience team will provide you with a personalised Grant Agreement that needs to be signed by you and the Principal, and dated **before** the start of your mobility. The contract clearly states certain conditions and obligations that are attached to the grant. Be sure to read the contract thoroughly before signing it. The Grant Agreement needs to include your bank details to ensure we are sending the grant money to the correct account and by signing the agreement you are applying for an Erasmus Grant.

The Grant Agreement requires your details as a student of the Conservatoire and your signature, as the "participant". The Grant Agreement is legally binding and you are signing a contract. Please make sure you understand this.

If you do not complete your Erasmus mobility and return early to the UK, you may be required to repay some or all of your Erasmus Grant to the Conservatoire. Failure to do so may mean that you are unable to matriculate as a student in the September following your mobility.

#### How is the Erasmus grant calculated?

The actual grant amount you received is dependent on the length of your mobility and the country of your destination. The grant is paid by how many days are spent at the mobility, and will only be paid for those days. If mobility is cut short for example the grant amount will be reduced.

The grant rates for academic year 2018/19 are as follows:

Up to **€350** per month for group 1 countries:

Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein and Norway



Up to €300 per month for group 2 countries:

Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta and Portugal

Up to €300 per month for group 3 countries:

Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, former Yugoslav republic of Macedonia and Turkey

Please note that the grant is calculated in Euros but your payment will be made in Pounds Sterling.

Erasmus grants at the Conservatoire are currently paid in two instalments per mobility. Instalments are as follows:

<b>First instalment</b>	<b>80%</b>
<b>Second instalment</b>	<b>20%</b>

The first instalment will be made to you no later than (whichever comes first):

- 30 calendar days after the signature of the grant agreement by both parties
- the start date of the mobility period
- upon receipt of confirmation of arrival by the Conservatoire

If you do not submit the confirmation of arrival form within the first week of your mobility, the Conservatoire can delay the payment of your first grant instalment until the form is received.

## **€→ On arrival at your host institution**

We will require proof that you have enrolled at your host institution. For Erasmus students this is the trigger to pay the first instalment of your Erasmus grant. Please make arrangements to:

- Have your Confirmation of Arrival form completed, signed and returned to the International and Student Experience team as soon as you have enrolled.
- Complete and return your Student Contact Details form

## **€→ Immigration Procedures on Arrival**

If you're going on exchange to the USA, Canada, Hong Kong or Australia there will be stringent immigration procedures in place. Your visa should be in place well before your arrival ensuring that you pass through immigration controls without a hitch. You should also ensure that you are not carrying any prohibited items, such as foodstuffs and medicines, for example.

For UK/EEA nationals, most European countries will not require you to obtain a visa. If you are a non-UK/EEA national then you will need a visa for entry to your host country in Europe.

For **all** students, it is advisable that you carry the following in your hand luggage:

- A valid passport or travel document
- Entry clearance (i.e. a visa), if required
- Your offer letter from your host institution

- Documentary evidence of sufficient financial support for the duration of your studies
- A European Health Insurance Card (EHIC) and/or evidence of travel and health insurance.
- Any additional documents as required

It is very important to make a note of the expiry date of your passport/national ID card and entry clearance (if applicable) and to ensure they do not expire while you are abroad. If any of the above are due to expire before you complete your exchange, you must inform the Assistant Registrar immediately.

### **€→ Registration with the Police**

Certain countries require relevant foreign nationals to register with the police or the municipality upon arrival. In certain countries it is a legal requirement to carry your passport about your person at all times. Check with your exchange coordinator on arrival to see if you need to do either of these things.

### **€→ Opening a Bank Account**

Depending on the length of your stay, you may wish to open a bank account while on exchange.

If you do decide to open a bank account in your host country, the process may take several weeks, so you should prepare for this by making financial arrangements similar to those you might make if you were a tourist. Bring travellers' cheques with you, and possibly a credit card. It is not advisable to carry large amounts of cash or to keep a large sum of money in your accommodation. You should research several banks to find the one that offers the best service for you. Please note that many banks do not offer 'Student Accounts' so you will not have access to overdraft facilities. You may also find that some banks are unwilling to offer you an account if you are in country for less than six months.

You may find it useful to speak to your bank in your home country before you leave and ask their advice about opening a bank account abroad. Find out what methods of transferring money are available, including the security of each method and the costs involved. Find out whether or not your home country bank has a 'preferred' bank in your host country and whether this connection would be beneficial to you. Also, find out if you can use a cash card from your home country bank in your host country's bank machines to take money out, and if you will incur any charges by doing so.

The opening hours of banks abroad will vary. You may find that in certain European countries, banks close in the middle of the day, so be prepared for this.

### **€→ Medical Services**

If your exchange is in Europe it is essential that you apply for a European Health Insurance Card (EHIC) well in advance of your trip. The EHIC allows you to get state-provided healthcare in all European Economic Area (EEA) countries and Switzerland, free of charge or at a reduced cost.

The application process is free of charge and can be done on-line at the following website <https://www.ehic.org.uk/Internet/home.do> Please ensure that you have your National Insurance number to hand before you apply.

If your exchange is in the USA, Canada, Hong Kong, Australia or Singapore you will be required to take out comprehensive health insurance and some of our partner institutions will have their own insurance policies that you can take out.

You should register with a doctor as soon as possible in your host country. The NHS website has useful information about healthcare abroad

<http://www.gov.scot/Topics/Health/Services/Europe>

## **↔ Insurance**

Erasmus students are entitled to insurance coverage under the Conservatoire's travel insurance policy. You should check the policy at the pre-departure briefing and if it does not meet your needs you should take out separate cover. You should note that the Conservatoire's policy will only cover you from the first date of your mobility to your last, and not any period of time before or afterwards.

Students going on exchange outside of Europe will more often than not have to take out a mandatory policy via their host institution. If this is not a mandatory requirement it is strongly advised that you take out some form of student travel insurance policy to cover the cost of cancelled/disrupted flights, theft of personal property and in case you have an accident. Endsleigh Insurance specialises in student insurance policies as do a number of other firms. You should contact several companies to find the type of insurance and service that suits your needs best.

## **↔ Safety Abroad**

It is important to keep yourself safe in your host country by remembering the following advice:

- plan ahead – how are you going to get there and back?
- always go out with people you know and trust. Don't go out alone at night.
- do not accept invitations from anyone without letting a friend know who you are going with and where
- always use well-lit, busy roads and avoid shortcuts through dark, quiet areas
- walk with friends and never walk alone at night
- stay alert – be aware of your surroundings. Don't listen to music when out alone
- don't speak to people you don't know, or go up to their cars, even if they speak to you first
- don't accept money, gifts or drinks from people you don't know
- don't hitch hike
- never carry all of your money or passport with you, but always keep enough cash to get home
- try to carry your valuables, such as camera, out of view
- never leave your bag unattended in public places. It may be stolen or treated as suspicious
- stay away from trouble
- make sure your mobile is charged at all times
- Do not walk around drunk as this makes you more vulnerable
- Never leave a drunken friend by themselves

The following government website has further information about staying safe abroad  
<https://www.gov.uk/knowbeforeyougo>

Remember: give respect and consideration to the cultural and social norms of your host country. Talk to your host directly and find out if there is anything you need to know or any typical issues that exchange students face.

## **€➔ Support and Culture Shock**

Going to a new country can be a daunting experience, especially at first. It is perfectly normal for you to feel overwhelmed, or homesick. Some students find it helpful to use social media to find other exchange students in their area, while others prefer to wait and settle in before meeting other students at their host institution. If you're on Erasmus mobility you might find that your host institution is part of ESN (Erasmus Student Network) which gives Erasmus students access to specially-organised events and 'buddy' schemes. You should ask your host institution coordinator about this.

The International and Student Experience team are here to help and will respond to your e-mails and calls if you have any worries or concerns. Whilst it may take a short period for you to adjust and meet people, the vast majority of returning students we speak to tell us that their experience has been overwhelmingly positive. Many students tell us that they have made lots of new friends during their time abroad, and that lots of those new friends have become friends for life. Whatever your approach, stay in touch with your family, friends and the Conservatoire.

## **€Erasmus Student Network ([www.esn.org](http://www.esn.org))**

Erasmus Student Network (ESN) is a non-profit international student organisation. Their mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students. They organise events for Erasmus students so you should ask the Erasmus Coordinator in your host institution whether there is a local ESN.

## **€On leaving your host institution**

Before we pay your final (2<sup>nd</sup>) Erasmus grant instalment. We need proof that you completed your mobility and that the date of your departure is correct.

Please have your Confirmation of Attendance form completed, signed and returned to the International and Student Experience team.

Your final instalment will be paid as soon as you have completed the on-line participant survey (sent by the British Council by email) **and** completed the final language assessment (if applicable) via the Erasmus+ Online Linguistic Support (OLS) website.

## **Your personal checklist**

As you are about to embark on an exciting new journey, the following information is a guide to help you to fully prepare for your exchange.

<b>Paperwork/administration you need to do</b>		
1. Conservatoire Erasmus/International Exchange application	€→	<input type="checkbox"/>
2. Application to host institution via EASY or other system	€→	<input type="checkbox"/>
3. Application for accommodation in host country	€→	<input type="checkbox"/>
4. Complete the Erasmus grant agreement and return to Pauline McCluskey in AAS	€	<input type="checkbox"/>
5. Complete your online Erasmus/International Exchange Learning Agreement via the link sent to you by email	€→	<input type="checkbox"/>
6. Complete an on-line language assessment, if applicable, and on-line language course if offered to you	€	<input type="checkbox"/>
7. Inform Student Finance (SAAS, SFE, SFNI, SF Wales) / Student Loans Company about your overseas mobility	€→	<input type="checkbox"/>
8. Complete on-line matriculation for academic year 18/19 at the Conservatoire	€→	<input type="checkbox"/>

<b>Before you leave</b>		
1. Money/bank arrangements	€→	<input type="checkbox"/>
2. Travel arrangements	€→	<input type="checkbox"/>
3. Valid passport. It is advisable to have a passport that is still valid for a minimum of 6 months upon return	€→	<input type="checkbox"/>
4. Apply for a visa, if applicable. If you need a visa do not book travel until your visa has been issued.	€→	<input type="checkbox"/>
5. Complete free online <a href="#">EHIC</a> application for medical cover in Europe	€	<input type="checkbox"/>
6. Buy adequate travel and health insurance unless the Conservatoire's policy meets your needs.	€→	<input type="checkbox"/>
7. Ensure that your accommodation application has been accepted and seek an alternative if you cannot live in host institution accommodation	€→	<input type="checkbox"/>
8. Arrange to sub-let your room in the UK while you're away if your tenancy agreement permits	€→	<input type="checkbox"/>
9. Find out the customs restrictions on taking goods to your host country.	€→	<input type="checkbox"/>
10. If you are taking prescribed drugs or medicines, ask your doctor to write you a letter detailing this.	€→	<input type="checkbox"/>
11. Arrange a dental check-up before you leave	€→	<input type="checkbox"/>
12. Check the Foreign and Commonwealth Office website for up-to-date advice on travelling to your country – <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>	€→	<input type="checkbox"/>

<b>When you arrive</b>		
1. Register at host institution and visit Erasmus/International Exchange Office	€→	<input type="checkbox"/>
2. Complete/amend Erasmus/International Exchange online Learning Agreement if necessary	€→	<input type="checkbox"/>
3. Double-check that you will receive a grade (not just pass/fail) for each of your modules	€→	<input type="checkbox"/>
4. Complete and return confirmation of arrival form	€→	<input type="checkbox"/>
5. Complete and return contact details form	€→	<input type="checkbox"/>
6. Register with the police/municipality if required	€→	<input type="checkbox"/>
7. Complete and return the first instalment grant receipt	€	<input type="checkbox"/>

<b>At the end of your mobility</b>		
1. Complete and return the confirmation of attendance form	€	<input type="checkbox"/>
2. Complete the on-line student report form (EU Survey)	€	<input type="checkbox"/>
3. Complete and return the second grant receipt	€	<input type="checkbox"/>
4. Complete the end of mobility on-line language assessment	€	<input type="checkbox"/>
5. Request a Transcript of Studies. If this is given to you be sure to forward it to <a href="mailto:international@rcs.ac.uk">international@rcs.ac.uk</a>	€→	<input type="checkbox"/>

## **COUNTRY SPECIFIC INFORMATION**

Austria – Study in Austria <https://studyinaustria.at/>

Belgium – If your mobility is in Antwerp all higher education institutions located within the city cooperate with GATE15 which runs a databank for student accommodation, called Kotweb which offers a wide selection of studios and apartments: [www.studentkotweb.be](http://www.studentkotweb.be)

To find accommodation in other areas of Belgium you may want to use the following sites:

<http://www.kotatgent.be/>

<http://www.opkotingent.be/>

<http://www.kotfinder.be/>

<http://www.immoweb.be/>

Czech Republic – Study in the Czech Republic <https://www.studyin.cz/>

Denmark – Study in Denmark <http://studyindenmark.dk/>

Estonia – Study in Estonia <http://www.studyinestonia.ee/>

Finland – Study in Finland <http://www.studyinfinland.fi/>

France – Studying in France <http://www.studying-in-france.org/>

Germany – Study in Germany <https://www.study-in.de/en/>

Hungary – Study Hungary <http://www.studyhungary.hu/> Study in Hungary <http://www.studyinhungary.hu/>

Iceland – Study in Iceland <https://study.iceland.is/>

Ireland – Education in Ireland <http://www.educationinireland.com/en/>

Italy – Study in Italy [https://studyinitaly.esteri.it/en/home\\_borse](https://studyinitaly.esteri.it/en/home_borse)

Latvia – Study in Latvia <http://www.studyinlatvia.eu/>

Lithuania – Study in Lithuania <http://www.studyinlithuania.lt/>

Netherlands – For information on studying in the Netherlands please see <https://www.studyinholland.nl/>

Norway – Study in Norway <https://www.studyinnorway.no/>

Poland – Study in Poland <http://www.studyinpoland.pl/>

Portugal – Study in Portugal <http://www.studyinportugal.edu.pt/>

Slovakia – Study in Slovakia <http://www.office.studyin.sk/>

Slovenia – Study in Slovenia <http://studyinslovenia.si/>

Spain – Study in Spain <http://www.studying-in-spain.com/>

Sweden – Study in Sweden <https://studyinsweden.se/>

Turkey – Study in Turkey <http://www.studyinturkey.com/>

## **Student support services and contacts at RCS**

Please remember that while you are on exchange you are still a student of the Royal Conservatoire of Scotland. Therefore you can still access your Conservatoire e-mail, the library catalogue, Portal, etc. You should check your Conservatoire e-mail account regularly while abroad to ensure that you do not miss out on important information.

<b>Royal Conservatoire of Scotland</b>	Address: Telephone: Fax: Website:	100 Renfrew Street Glasgow G2 3DB Scotland +44(0)141 332 4101 +44(0)141 332 8901 <a href="http://www.rcs.ac.uk">www.rcs.ac.uk</a>
<b>The International and Student Experience Team – Sarah Ward (Assistant Registrar) and Pauline McCluskey (Administrator)</b>	Telephone: Email:	+44 (0)141 270 8281 or +44 (0)141 270 8223 <a href="mailto:international@rcs.ac.uk">international@rcs.ac.uk</a>
<b>Jane Balmforth Counsellor and Disability Advisor</b>	Telephone: Email:	+44 (0)141 270 8282 <a href="mailto:j.balmforth@rcs.ac.uk">j.balmforth@rcs.ac.uk</a>
<b>Students' Union Office</b>	Telephone: Email	+44(0)141 270 8296 <a href="mailto:supresident@rcs.ac.uk">supresident@rcs.ac.uk</a>

## **USEFUL WEBSITES**

FCO travel advice by country – <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country>

European Health Insurance Card <https://www.gov.uk/european-health-insurance-card>

Information relating to studying abroad – [www.thirdyearabroad.com](http://www.thirdyearabroad.com)

Universities UK International Unit - <a href="http://www.go.international.ac.uk/go-abroad">http://www.go.international.ac.uk/go-abroad</a>
Erasmus+ in the UK - <a href="https://www.erasmusplus.org.uk/advice-for-participants">https://www.erasmusplus.org.uk/advice-for-participants</a>