



**QUEEN'S
UNIVERSITY
BELFAST**

2020-21

GUIDANCE NOTES ON

ERASMUS

PROGRAMME

FOR STUDENTS OF

QUEEN'S UNIVERSITY BELFAST

ERASMUS 
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Updated July 2020



QUEEN'S UNIVERSITY BELFAST

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INTRODUCTION



Erasmus and Brexit

As the UK has now left the EU with an approved withdrawal agreement, the UK can continue to participate in Erasmus+ until the end of the current cycle of the programme which is 2020-21. Mobility and grants for the 2020-21 year should operate in the same way as previous years.

Erasmus and COVID-19 (coronavirus) outbreak

We are currently in the middle of an unprecedented situation with the outbreak of the Coronavirus pandemic across the world. Queen's and other European institutions are currently planning for how this will affect Erasmus exchanges in 2020-21. This is an extremely fluid situation and we are continuing to liaise with our partners across Europe. At present we are continuing to follow the normal nomination and application process. We appreciate your cooperation at this time and will continue to communicate any changes to you.

What is Erasmus?

Erasmus is the European Commission's exchange programme that enables students in 34 European countries to study, work or teach for part of their degree in another country. It aims to increase European awareness amongst university students by encouraging them to experience work or study in another EU member state, or member state of the European Economic Area.

Erasmus grants are provided only for formally organised study or work placements involving specific universities or organisations with which Queen's has an agreement.

Study Agreements normally involve the exchange of students between academic departments in two European partner universities, with students fulfilling part of the requirements for their own degree at the overseas university. Erasmus is open to the majority of disciplines, but opportunities will depend on the agreements your School has made and the degree programme you are on.

Organisation Study Placements

Each Bilateral Agreement at Queen's is looked after by a member of academic staff - the **Erasmus Programme Director** - who is the key figure in the administration of the Agreement. This person is responsible for identifying the course units which Queen's students could take at the host university, arranging the selection of students, discussing the practical aspects of the scheme with our partners, informing the Global Opportunities Team (Careers, Employability and Skills) of names of the incoming and outgoing students, etc. Your Erasmus Programme Director will be your first point of contact for all questions and difficulties you may have. You can find the name of the Erasmus Programme Director for your School/subject area by following the Faculty links below.

- [Faculty of Arts, Humanities and Social Sciences](#)
- [Faculty of Engineering and Physical Sciences](#)
- [Faculty of Medicine, Health and Life Sciences](#)

Each of our partner universities has a corresponding member of academic staff to act as Erasmus Programme Coordinator for that university, and that person should also be able to help you with your Erasmus placement.

Organisation Work Placements

Students wishing to undertake a work or language assistant placement as an integral part of their degree programme may be able to receive funding under Erasmus. There are a limited number of Erasmus grants available. The placement will need to be approved by your School, and an agreement made between you, Queen's University and your employer. Increasing numbers of Erasmus students throughout Europe are taking advantage of this opportunity as it provides such a good preparation for future employment. Sometimes employers will give you a basic income which can be added to your Erasmus grant. As with

academic study, the work placement should be recognised by Queen's as part of your degree programme. Please contact the Placement Co-ordinator in your School for further details.

Why join the Erasmus Programme?

Erasmus is a great opportunity to spend between 3 and 12 months in another European country, and have it count towards your degree. You can make new friends while experiencing another culture and new ways of looking at your subject.

The personal benefits should be obvious: the broadening and deepening of understanding which should come from immersion in a different culture; new friendships; the increased self-reliance and self-assurance which come from trying something new; and the benefits of learning another language.

Erasmus students may also find benefits for their specific degree course: a fresh range of specialisms in the host university; a fresh angle on the subject; and different methods of teaching, learning and assessment.

An Erasmus placement should also enhance a student's employment prospects. Employers put a high value on initiative, self-reliance and maturity of outlook. They are also keenly aware of the need for staff who can work confidently and efficiently in an international context. Participation in the scheme should also improve the likelihood of obtaining a job elsewhere in an increasingly international labour market.

Who may take part?

In the UK, Erasmus provides assistance only for full-time students studying abroad as part of a pre-agreed Bilateral Agreement. Thus, you can take part only if your Queen's School has established such an Agreement covering students on your degree course. Moreover, the period abroad can be spent only at the universities named in the Agreements. Students of any nationality, as long as they are enrolled on a full-time degree programme, are eligible to participate (part-time UK/EU students may participate, but their placement must be on a full-time basis).

NB. Erasmus rules state that students may receive ERASMUS mobility grants up to a maximum of 12 months during each academic cycle, ie 12 months at undergraduate level, 12 months at Masters level and 12 months at PhD level.

Please see the [Faculty links](#) above or www.qub.ac.uk/erasmus for details of subject areas and universities for which there are a limited number of places available for Queen's students in the academic year 2020-21. If you are not sure whether your School has a Bilateral Agreement for which you would be eligible, you can contact the Global Opportunities Team (Careers, Employability and Skills) - Tel: 028 9097 5255 or Email: erasmus@qub.ac.uk.



ACADEMIC ASPECTS



General

As a first step, you should discuss all the issues below with the Erasmus Programme Director for the subject in which you are studying. He or she will be able to advise you on all academic matters, from choice of host university to selection of courses and duration of placements.

Permission

It is the responsibility of the Erasmus Programme Director to seek permission from the Head of School for students to undertake Erasmus placements. Your Erasmus Grant Application form must be signed off by both your Erasmus Programme Director and the Head of School.

Formal Recognition

Under current Erasmus rules, it is an essential part of the arrangements that your period of study at the host university should be fully recognised as part of your study for your degree at Queen's. This may take either of two forms: the Queen's degree regulations may specifically require a period of study abroad; or your period of study abroad will replace a semester or year of study at Queen's and the marks that you achieve on placement will contribute towards your degree at Queen's. The duration of your degree programme will **not** be lengthened due to participation in Erasmus.

It follows from this that you have to be very clear about what is going to be required of you while you are at your host university, in terms of choice of courses, attendance requirements, submission of written or practical work and passing of examinations. The arrangements made will differ from one Erasmus placement to another; in some cases, a semester's satisfactory attendance will have been agreed as standing in lieu of the work at Queen's; in other cases you will need to pass a number of formal written or oral examinations in order for your period abroad to be accepted.

The procedure for formal recognition involves two stages: the **Learning Agreement** and the **Transcript**.

i) Learning Agreement

It is your responsibility to discuss with your Queen's Erasmus Programme Director the courses you will take and the assessment procedures to be used for outgoing students at the **host** university before your departure and to include these details in the Learning Agreement. Learning Agreement forms are available from your Erasmus Programme Director and from the Global Opportunities Team.

Students are required to complete a Learning Agreement prior to their departure from Belfast. This form must be countersigned by your Queen's Erasmus Programme Director and the equivalent person at your host university, and returned to the Global Opportunities Team.

ii) Transcript

Erasmus Programme Directors will receive from the host university a transcript of the marks each of his/her students has attained. The method of assessment will have been agreed at an earlier date (see above). Most European universities use ECTS (European Credit Transfer System). The transcript should indicate the number of ECTS credits a student will gain for the work undertaken. **A full academic year's workload should yield 60 ECTS credits.** The transcript or report will then be forwarded to the Board of Examiners who will determine how the marks obtained are incorporated into the degree programme.

Grade Conversion

An unofficial marks conversion table for most European countries to aid the translation of a student's performance at the host university is shown on **page 12**. **Please note that this table is not definitive and should only be used for guidance by students in determining equivalent marks.**

Degree Plus

Students who undertake an Erasmus placement are eligible to apply for the placement to be considered towards a Queen's Degree Plus award. The award provides official recognition by the University of the non-academic benefits of an Erasmus placement, such as improved employability skills, global and cultural awareness and increased self-confidence and motivation. See the Degree Plus website for more information at **www.qub.ac.uk/degreeplus**.

Duration of Placement

The **minimum** period for an Erasmus study placement is **three months**, the **maximum** is **one academic year**. For Queen's students, it is best to undertake a placement for one semester, ie at least four months, or for a complete academic year. You will have to bear in mind that methods of teaching, learning and examining may differ in a number of ways at the host university from those you are familiar with. Before you go abroad you should have gained a clear idea of what these differences will be (for example, essays to be written in the language of the host university).

Language Proficiency

Some of Queen's partner universities will teach in the medium of English (for example in The Netherlands and Scandinavia), however for many host universities you will have to be fluent in the language of the host country, at least by the time you come to take examinations.

Unless you are studying a language as part of your degree programme or are already fluent in another language, it is unlikely that you will be proficient enough to undertake a study programme completely taught and examined in a foreign language. It is important to bear this fact in mind when selecting a destination.

Even if teaching will be delivered in English at your host university, it is recommended that you enrol on the Language Centre classes available in the McClay Library in advance of your study placement. The Language Centre classes can help you improve your language skills for use in a social context. Information on available courses can be found at:

www.qub.ac.uk/directorates/InformationServices/LanguageCentre/

Online Linguistic Support

One of the aims of the Erasmus programme is to increase language learning/development. The European Commission wants to measure the impact of the Erasmus placement on a student's language competence. For that reason, they have introduced online assessment and language courses for Erasmus students who will be studying in certain languages.

All students undertaking an Erasmus placement in 2020-21, whose main language of instruction will be Bulgarian, Czech, Croatian, Danish, Dutch, Finnish, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Romanian, Slovak, Spanish or Swedish (with the exception of native speakers) will be required to undertake an online language assessment before the start of their placement and at the end of their placement. Before your placement starts, we will send you an email inviting you to complete the first assessment online. At the end of your placement, you will receive another email asking you to complete the second assessment. It is compulsory for you to complete both the first and second assessments, as a condition of your Erasmus funding. You can take a virtual tour of the assessment at www.erasmusplus.org.uk/file/714/download.

Once you have completed the first assessment, we can then request that you are given access to a European Commission online language course. Whilst it is not compulsory that you complete the online course, it is highly recommended that you do so. You can see an overview of the course at <http://erasmusplusols.eu>. When we request your course access, you will receive another email with a personal login and password for the course.

You are not required by the European Commission to have reached a certain level of language ability by the end of your placement. They simply want to assess whether the time spent on your Erasmus placement, and/or the online course, has helped you to improve your language ability.

If you will be studying in a country where the spoken language is one of the above, but your language of instruction will be English, you can also avail of these online language courses although it is not compulsory to do so. To gain access to the language course, you should contact the Global Opportunities Team at Queen's at erasmus@qub.ac.uk. You will be required to undertake an online language assessment at the beginning and end of your Erasmus placement, as described above.



HOW TO APPLY FOR AN ERASMUS PLACEMENT



Select a destination

Using the [Faculty subject tables](#), find out which universities Queen's has links with in your subject area. Then investigate the university you are interested in. Try to find out as much as possible about the university in advance of meeting with your Erasmus Programme Director. It pays to be well-informed. Most universities have web pages dedicated to incoming Erasmus students. You should especially look for information on admission procedures and how to apply for accommodation.

Consult the Queen's Erasmus Programme Director

You should then contact the Erasmus Programme Director for your School. The member of Queen's staff responsible for each subject area is listed in the [Faculty Subject Tables](#). If there is competition for a limited number of places, the Erasmus Programme Director may decide to interview interested candidates. Final decisions may be based on applicants' past academic performance and apparent commitment to the opportunity of studying abroad.

Submit Grant Application Form

Once you have agreed your host university with your Erasmus Programme Director, **you must ensure** that you complete an **Erasmus Grant Application Form**. The form is available from your Erasmus Programme Director and should be returned to him/her for countersignature and forwarding to the Global Opportunities Team. The form should normally be completed approximately 5 to 6 months before your expected date of departure. This form is for application for a grant **ONLY**, and does **not** constitute application to the partner university.

Payment of mobility grants cannot be made unless a form has been submitted.

Nomination to Host University

The Erasmus Programme Director will nominate chosen students to his/her academic counterpart at the partner universities. He/she will make the initial contact with the potential host university, with whom a Bilateral Agreement has been signed, to ensure that it is willing to accept the nominated student. **Note that host universities may have a deadline for the receipt of applications and may wish their own forms to be used.** After receipt of the Erasmus Grant Application form, the Global Opportunities Team will also send notice of the student's nomination to the Erasmus/International Office at the partner university. The partner university should send you an application form for admission and guidance about accommodation, or give you a link to this form and information online. Chase this up if there seems to be a delay.



FINANCIAL ASPECTS



IT IS VERY IMPORTANT TO NOTE that under Erasmus regulations, you will be required to repay the whole Erasmus grant if you return early from your placement (ie before at least 3 months) without good reason. The only reasons normally accepted by the UK Erasmus National Agency are those on medical grounds.

Erasmus Grant

While you are abroad you should continue to receive in full the normal funding (eg grant or loan) that you would have received if you had been spending that period in Belfast. In addition, you should be eligible for an Erasmus grant, funds permitting.

Please note that the Erasmus grant is only supposed to be a top-up to the source of funding which you are already living on at Queen's. It should in no way be seen as a lucrative scholarship. It is just a contribution towards additional costs, eg travel, higher cost of living, etc.

Erasmus grants are only available for outgoing Queen's students. They are allocated according to strict guidelines laid down by the UK Erasmus National Agency. The level of funding will depend on:

- your host country and the cost of living there in relation to the UK;
- the length of your placement;
- the amount of funding awarded to Queen's for all of its students.

The Erasmus Grant - How much, when and how?

The Global Opportunities Team receives a block amount which is based upon the total number of Erasmus student grants requested by and awarded to Queen's. The Erasmus grant rates for 2020-21 are detailed below.

Students must submit an Erasmus Grant Application to their academic Erasmus Programme Director, who will forward it to the Global Opportunities Team. Forms are available from your Erasmus Programme Director.

The monthly Erasmus grant rates for students on Study Placements in 2020-21 are shown below. They vary depending on the country in which your host university is based. The amount each student will receive in 2020-21 will depend on the total level of funding allocated to Queen's by the Erasmus National Agency and the number of Queen's students who take part in Erasmus that year.

Country	Maximum monthly grant rate (Euros)	Monthly supplement for students from disadvantaged backgrounds (Euro)
Group 1 countries (high cost of living): Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden	€ 420	€ 120
Group 2 countries (lower cost of living) Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Macedonia, Malta, Netherlands, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey	€ 370	

Example A: Student on 5 month study placement in Spain
 Total Grant = 5 x 370 Euros = 1850 Euros (maximum)
 First Instalment of 70% = 1295 Euros (maximum)
 Second Instalment of 30% = 555 Euros (maximum)

Example B: Student from disadvantaged background on 5 month study placement in Spain
 Total Grant = 5 x (370+120) Euros = 2450 Euros (maximum)
 First Instalment of 70% = 1715 Euros (maximum)
 Second Instalment of 30% = 735 Euros (maximum)

Your Erasmus grant will be calculated based on your **exact** dates of attendance at your host university. The Global Opportunities Team will send you a Confirmation of Attendance Form. When you arrive at your host university, you will need to get the form completed by the Erasmus Office there and return it to the Global Opportunities Team at Queen's.

Queen's receives the Erasmus funding from the UK Erasmus National Agency (British Council) in two instalments. Once we receive the funds, we are able to pass them on to you. Although your Erasmus grant is calculated on a monthly rate, it will be paid to you in the same two instalments. You will receive 70% of your grant in the first instalment and the remaining 30% in the second instalment.

First instalments are paid after you have arrived at your host university and after you have returned your Confirmation of Attendance form, Contract and Learning Agreement. (All of these documents will be sent to you by the Global Opportunities Team.) The timing of the payment is also dependent on when the first instalment funds are received from the UK Erasmus National Agency and this is expected to be in late September.

Second payments are normally made after completion of your placement and submission of your final Confirmation of Attendance Form and online EU Survey/Report Form. The timing of the second payment is also dependent on when the second instalment funds are received from the UK Erasmus National Agency and this is normally not earlier than late July (2021). You will receive the final 30% of your grant in the second instalment.

If you are from a household with an annual income of up to £25,000, you may also be eligible to receive a Widening Participation supplement of 120 Euros per month. To determine your household income, the University will use the information submitted in your application to the Education Authority / Student Finance for student loans and other financial support.

Your Erasmus grant will be deposited into your nominated UK/Irish bank account via a bank transfer in Euro. You must complete and return all sections of the Bank Account Details Form, which will be sent to you by the Global Opportunities Team as part of your Erasmus contract.

It is up to you to arrange how you will access these funds whilst overseas. You may wish to draw on the funds using your ATM card in your host country or you may wish to open a bank account there. We recommend that you contact your local bank in the UK or Ireland to seek advice and guidance.

Student Loans

Students undertaking a period of study abroad are entitled to receive their normal student loan. Some students may be eligible to apply for a supplementary loan. Those students who qualify for a supplement may also be eligible for travel grants within the UK student support arrangements.

When applying for your loan, you should notify your Education Authority / Student Finance that you will be undertaking a period of study abroad. They will normally ask you to complete an additional Course Abroad form, to confirm the details of your placement. If you receive this form, you may send it to the Global Opportunities Team at Queen's. The Global Opportunities Team will complete and sign it, and return it to you for forwarding to Student Finance. We recommend that you keep a copy of the signed form.

Tuition Fees

EU and EEA students who are on a **full year** Erasmus study or work placement during 2020-21, and who normally qualify for UK student support/loans, will pay no tuition fee to Queen's and the University will be reimbursed by the Department for the Economy (NI government). Students who spend **part of the year** on an Erasmus placement will be liable to pay the full year's tuition fee to Queen's in the normal manner.

Note that the tuition fee waiver is only applicable to students who apply for a full-year Erasmus placement in the first instance. Students who extend their placement mid-year will not be eligible for a tuition fee waiver.

International students, who normally pay the overseas tuition fee rate to Queen's, and who do not normally qualify for UK student support/loans, will be liable to pay the full year's tuition fee to Queen's in the normal manner.

Erasmus students are not required to pay tuition fees to the host university. However, charges may be made for orientation programmes or language courses.



PRACTICAL MATTERS



Admission and Accommodation

The Global Opportunities Team will forward the names of selected students to the Erasmus/International office at the partner university. We request that they send each student information about **admission** to the university and about **accommodation**. However, **it is your responsibility to ensure that you have completed any required application forms in time**. Please check the website of the destination university for information/application forms and/or a contact email, and ask your Queen's Erasmus Programme Director for advice if necessary.

Accommodation

This is the area which is likely to give you the most concern.

NOTE: Queen's University **does not** organise accommodation on behalf of outgoing Erasmus students. Each student is responsible for his/her own application. Please check the website of the destination university for information/application forms and/or a contact email, and ask your Queen's Erasmus Programme Director for advice if necessary.

Your host university may own no student accommodation whatsoever. There may be purpose-built student accommodation which is owned and administered by a quite separate body. Your **Erasmus Programme Director** will have discussed these matters with colleagues in the host university, but in the end it is your responsibility to be satisfied that you will be able to find acceptable accommodation at a price you can afford.

The Erasmus/International Office at your host university should be able to advise you about housing options for incoming students. Another useful source of information is the Queen's students who went to your host university in previous years.

If you are living in Queen's University accommodation, you must discuss with the Queen's Accommodation office if you wish to leave your accommodation to undertake an overseas placement. Unless a replacement can be found for the room, you may be liable for the cost of accommodation during your absence.

Living in your Host Country, Immigration, Health and Travel Insurance

The UK left the European Union on 31 January 2020 and is now in a transition period, while the UK and EU negotiate additional arrangements. The transition period is currently scheduled to end on 31 December 2020. The current rules on travel to the EU continue to apply during the transition period but new rules will come into effect from 1 January 2021.

Living and studying in an EU country depends on the rules in that country. You may need to register or apply for residency. You should also check the rules on healthcare. Information on the requirements for your host country are available on the Foreign and Commonwealth Office (FCO) website [here](#).

Global Health Insurance Card (GHIC) / European Health Insurance Card (EHIC)

Students are advised to obtain a Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC); this entitles the bearer to receive aid in case of urgent medical necessity in the EU. You are normally eligible to obtain a UK GHIC or EHIC if you are ordinarily resident in the UK. The GHIC or EHIC is free of charge. Further information is available on the Department of Health's website at: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>. Please note that students need to apply for a GHIC which is time limited to the length of their course or placement. The application process is outlined on the above website.

Queen's Emergency Medical and Travel Cover

Before planning any international travel, please check the [Foreign and Commonwealth Office website](#) (FCO), as travel advice is subject to regular change. If travel is authorised by your School, students should notify the University Insurance Section, of the relevant details for the journey, by completing an [online travel notification form](#)

Public Liability: As a full-time registered student of Queen's, during your study placement you will be covered by the University's Public Liability insurance. This insurance protects the student on placement for loss, damage or injury caused to the host university if found to be legally liable. However, it will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.

Personal Accident and Travel Insurance: The combined Personal Accident and Travel Insurance Policy held by Queen's provides all students with Personal Accident cover, which pays a fixed amount in the event of serious injury or death. This cover extends to placements both in the UK and overseas. The Universities Insurance provider UMAL have confirmed that Travel and Emergency Medical cover will apply to University-authorised travel to countries that the FCO are advising are [exempt from "all but essential" travel](#). However as Covid-19 is an ongoing event, while Medical cover will be provided, there will be no cover under for any Covid-related cancellation or disruption. The full list of benefits and limits is available on the Insurance

Section website at: <https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/insurance/travel-insurance/>

***** To be covered under the Queen's Emergency Medical and Travel Cover, you must complete the Queen's online [Travel Notification Form](#). It is very important that you do so. In you need to contact the Insurance Section at Queen's you can email insurance@qub.ac.uk*****

You should note that the Queen's policy has an excess of £150, which means that you are liable for the first £150 of any claim. For example, if your flights are cancelled and they cost £200, the insurance company would only pay out £50. If you lost your mobile phone and its value was £140, you could not submit a claim to the insurance company.

The policy normally covers travel of up to 7 days within your host country at the beginning, end or during your study placement. It does not cover travel for longer periods within your host country or travel of any duration to a third country.

You should also be aware that the Queen's policy does not include cover for personal activities such as extreme sports, etc.

Other Insurance Policies

You might, therefore, want to consider taking out additional health and travel insurance, where the policy has a lower excess and/or covers any personal activities you plan to undertake whilst abroad. Whilst we cannot recommend an insurer, the following companies offers policies specifically for study abroad placements:

Endsleigh Insurance - www.endsleigh.co.uk/Travel/Pages/study-abroad-insurance.aspx

STA Travel - www.statravel.co.uk/travel-insurance.htm

Coe Connections - www.coeconnections.co.uk

Translation of Birth Certificate

Students going to France only

If your host university asks you for a translation of your birth certificate in French (some host universities do not require this), they will want an official translation, which has been officially stamped - French and English with 4 copies of each. The certificate must be the long version with the names of both your parents and your mother's maiden name. This costs quite a lot of money in France and it is advisable to get this done before departure.

You can try the French Consulate in London or Alliance Francaise in Manchester. Contact details are below. Please contact them by email or telephone in the first instance for guidance on the process and the fee payable.

French Consulate

Address:	Mme Anne Rassindrame Service Culturel, Ambassade de France 23 Cromwell Road London SW7 2EL	Tel: 020 7073 1300 Fax: 020 7073 1356 Email: anne.rassindrame@diplomatie.gouv.fr Website: https://uk.ambafrance.org/
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Alliance Francaise Manchester

Address:	Alliance Française de Manchester Bridgewater House, 58 Whitworth Street, Manchester, M1 6LS	Tel: 0161 236 7117 Fax: 0161 236 7997 Email: info@alliancefrancaisemanchester.org Website: www.afmanchester.org/
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They may ask you to translate your birth certificate yourself in the first instance and then send the translation for certification. A form for this purpose can be found on the final page of this booklet.

Taxe d'habitation

Students going to France only

In France *taxe d'habitation* (equivalent to UK Council tax) is due from an individual who on 1 January is registered as officially renting a flat (furnished or unfurnished) or living in property that they own. The liability for the *taxe d'habitation* is not related to the amount a person earns or to whether he/she pays income tax. This means that overseas students are liable as much as any French citizen in France.

NB the French authorities are often late in issuing the demand notice which may reach you after your return to the UK, even a year later. The French authorities issue bills for the *taxe d'habitation* in October. To avoid the possibility of being charged interest, you are strongly advised to settle the account before you leave France. Should you rely on the tax office to bill you after your departure, you must ensure that you pay promptly, or you will be charged 10% interest on each subsequent bill. If you delay payment, you run the risk of court action or ending up on an international credit blacklist.

Sources of Advice

Before you go, you should use all the sources of information which are open to you. The key source, and channel, of information is the **Erasmus Programme Director** for your subject - see **pages 13-18**. Other sources include:

- (i) The website of the university you wish to attend – most have pages for Erasmus students.
- (ii) Students of your host university who are currently at Queen's. If there are none in your own School, the Global Opportunities Team can put you in contact with students from other Schools.
- (iii) Queen's students who have previously spent a period at your intended host university. Again, if there are none in your own School, contact the Global Opportunities Team at erasmus@qub.ac.uk.
- (iv) The UK Erasmus National Agency website at: www.erasmusplus.org.uk/advice-for-participants
- (viii) European Commission Erasmus website: http://ec.europa.eu/education/opportunities/index_en.htm
- (v) Erasmus Student Network website: <https://esn.org/>
- (vi) The Foreign & Commonwealth Office 'Travel and Living Abroad' website at www.gov.uk/browse/abroad/travel-abroad
- (vii) UK Government advice on BREXIT: <https://euexit.campaign.gov.uk/>
- (viii) Information on studying in each of the eligible countries is available on the European Commission 'Study in Europe' website at www.studyineurope.eu
- (ix) Information for students going to France: www.campusfrance.org/fr/
- (x) Free online magazine with articles by students on their year abroad: globalgraduates.com
- (xi) Take a look at [the Just Landed website](#) as they have guides to more than 60 countries, all of which provide practical information about issues such as health, insurance, finding accommodation, visas and permits, banking, and telecom services.



CHECKLIST OF THINGS TO DO BEFORE DEPARTURE



Admission and Accommodation

- Apply in good time for both admission AND accommodation
- How to Apply - check host university's website, employer's details
- Ensure you have somewhere to stay for the first few days in case there is a waiting list
- Location - distance from university & entertainment, means of transport
- Cost, deposits, advance payments, etc, period of stay
- Facilities available
- What you have to bring (eg bedding)

Grant

- Apply for your Erasmus grant – submit paperwork to your Erasmus Programme Director
- Complete and return your Contract (including Bank Details form) to the Global Opportunities Team
- Notify your Education Authority or Student Finance NI of your intended placement
- What additional sums may be available – contact Education Authority / Student Finance to apply for enhanced student loan

Registration at the Host University

- Find out where and when
- What documents, photographs, etc, are needed, eg birth certificate translation

Immigration

- Check immigration rules for country you are visiting
- Passport
- Letter from host university / letter of offer from host employer
- Proof of financial support
- Any requirement to register with authorities, eg police
- Students in the UK on a Tier 4 Visa should inform International Student Support at Queen's

Health & Insurance

- EHIC Student Card
- Travel insurance
- Private insurance for health and belongings
- Taxe d'habitation – make arrangements to pay before leaving France at end of placement

Climate

- What kind of clothing to take

Cost of living

- Public transport, saver tickets
- Cheap places to eat/buy food
- Student concessions generally

Academic

- Learning Agreement - essential - complete before departure or soon after arrival at host university
- What choice of courses are available: content and level
- How teaching year is organised: start and end dates for terms/semesters
- Attendance and work requirements
- Methods of assessment
- Grading schemes and issue of transcripts
- Online Linguistic Support (OLS)

EUROPEAN COURSE CREDIT TRANSFER SYSTEM (ECTS)

CONVERSION TABLE FOR THE NATIONAL GRADING SCALES WITHIN EUROPE

ECTS GRADE	Austria (A)	Belgium (B)	Germany (D)	Denmark (DK)	Spain (E)	Finland (SF)	France (F)	Greece (G)	Hungary (HU)	Italy (I)	Ireland (IRL)	Netherlands (NL)	Poland (PL)	Portugal (P)	Sweden (S)	UK Degree Class
Excellent (A)	1	18 17	1 or 1,5	12	10 Mhonor 9 Sobre- salliente	3, ET	16, 15 très bien (TB)	10 9 8,5	5 kiváló	30 lode	1	8.5-10	5	20 19 18 17	AVG	I (70%)
Very good (B)	2	16 15 14	1,6 or 2,0	10	8 Notable 7,5	3- 2,5	14, 13, bien (B)	8 7	4 jó	30	2nd/II	7.0-8.4	4.0- 4.5	16 15	B/M/G	2.i (60- 69%)
Good (C)	2-3	13	2,1 or 3,0	7	7,0 6,5	2+ 2 HT 2-	12,11 assez- bien (AB)	6	3 közepes	29 28 27	2nd/II	6.0-6.9	3,75	14 13	C/G	2.ii (50- 59%)
Satisfactory (D)	3	12 11	3,1 or 3,5	4	6	1,5 1+	10	5	2,5 elégéséges	26 25	3rd	5,7-5,9	3,5	12 11	D/G	III (45- 49%)
Sufficient (E)	4	10	4,1 or 4,0	02	5 Aprobado	1	10 passable (F)	4	2 elégéséges	24-18	pass	5,5-5,6	3	10	E/G	III (40- 44%)
Insufficient/ Failure (F)	5	9 8 7	5 6 or 5,0	00 -3	4 Suspenso 3 1	0	9 échec (E) 8 7	3 2	1 elégtelen	17 and less	fail	5 4 3 2 1	2	9 1	F FX	Fail (below 40%)

NB. This table is for guidance only and should not be considered definitive.

ATTENTION: C'est un délit de falsifier un certificate ou de faire ou d'utiliser un faux certificate ou une copie d'un faux certificat sciemment dans l'intention de le faire passer pour conforme au détriment d'autrui ou de détenir un certificat tout en sachant qu'il est faux sans autorité légale.

EXTRAIT CERTIFIÉ
CONFORME A LA LOI D'ENREGISTREMENT DES NAISSANCES ET DES DÉCES DE 1953

No. d'immatriculation à la Sécurité Sociale	NAISSANCE	No. d'inscription
District d'enregistrement		Région administrative
Circonscription régionale		
1 Date et lieu de naissance	ENFANT	
2 Nom et prénom(s)	3 Sexe	
4 Nom et prénom(s)	PERE	
5 Lieu de naissance		
6 Profession		
7 Nom et prénom(s)	MERE	
8 Lieu de naissance		
9 (a) Nom de jeune fille	(b) Nom lors du mariage si différent du nom de jeune fille	
10 Domicile habituel (si différent du lieu de naissance de l'enfant)		
11 Nom et prénom(s) (si ce n'est pas la mère ou le père)		12 Qualité
13 Domicile habituel (si différent de 10 ci-dessus)		
14 Je certifie que les détails indiqués ci-dessus sont authentiques autant que je sache. _____ Signature du (de la) déclarant(e)		
15 Date d'enregistrement	16 Signature de l'officier d'état civil	
17 * Prénom donné après l'inscription, et nom		

* Voir remarque au verso

Extrait certifié conforme à l'inscription au register don't j'ai légalement la charge.

_____ Officier d'état civil
_____ Date