



**QUEEN'S
UNIVERSITY
BELFAST**



Erasmus Pre-departure briefing 2020-21



Erasmus at Queen's

- **Academic Erasmus Programme Director in your School**
- **Global Opportunities Team**
Careers, Employability and Skills
Student Guidance Centre

Donna Beckington

Head of Global Opportunities / Erasmus Institutional Co-ordinator

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www.qub.ac.uk/erasmus

Objectives

- Update on Erasmus Grant
- Outline the Queen's requirements for Erasmus Grant
- Help you prepare for your Erasmus experience

Latest updates

Erasmus and COVID-19

- Discussions ongoing within Queen's
- Adhering to travel guidance from the Foreign and Commonwealth Office (FCO)
- Your safety is paramount and don't put yourself at risk
- Please be aware that Queen's insurance will **not** cover cancellations/curtailments that result from future COVID-19 restrictions.
- Erasmus Grant still applicable but only for physical placement
- Be careful when making any financial commitments

Erasmus and Brexit

- Mobility should operate in the same way as previous years (COVID dependant)
- Erasmus Grant will continue for academic year 20/21
- Rules on travel to the EU will still apply up until 31 December.
- New rules will come into effect from 1 January 2021
- Check FCO website for up to date host country guidance

Erasmus placement

Application to host university

- You have already been nominated to your host university
- Your host university should have already contacted you about its application procedures.
- If unclear, email or call the Erasmus Coordinator in your host university
- Ensure to meet any deadlines set by your host university
- Chase up confirmation of your acceptance
- Don't assume you don't have to do anything!

Plan ahead

- Do your research: look at university services – student support, counselling, health etc. if you have any additional support needs.
- <https://globalgraduates.com/search/erasmus>
- Erasmus Student Network www.esn.org
- Use Social Media to connect with students going to your country

Accommodation

- It's your responsibility to secure accommodation in your host country.
- Some partner universities have university accommodation – not normally guaranteed.
- Housing Associations
- Private sector
- Resources:
 - Erasmus Co-ordinator at host university can provide guidance.
 - QUB Erasmus Alumni
 - www.globalgraduates.com
- **Check cancellation/early termination policies**



EHIC (European Health Insurance Card)

The European Health Insurance Card (EHIC) entitles the bearer to receive aid in case of urgent medical necessity in any EEA country or Switzerland. You are eligible to obtain an EHIC if you are ordinarily resident in Great Britain or Northern Ireland and you are a national of the UK, Ireland or any other EEA country.

- **‘Student EHIC’** is required - postal application process .
- Your Student EHIC card will be valid up until 31 December 2020, however if you start studying in an EU country before 31 December 2020, your student EHIC will be valid for the rest of the time you study in that country.
- Check what arrangement is with your [specific host country](#)
- look at the advice provided by the UK government for the EHIC
 - <https://www.gov.uk/government/news/new-advice-for-travellers-visiting-the-uk-eu-or-european-economic-area-in-the-event-of-a-no-deal-eu-exit>

Remember that the EHIC is not an alternative to travel insurance. It will not cover any private medical healthcare or costs, such as mountain rescue in ski resort back to the UK, or lost or stolen property.

Insurance

Make sure you are fully insured for your period abroad – travel, health and possessions

Queen's Emergency Medical and Travel Cover

- Medical Cover will apply to University authorised travel to countries that the FCO are advising are exempt from “all but essential” travel.
- No cover will be provided for cancellations/curtailments that result from future COVID-19 restrictions.
- Be aware of £150 excess
- Does not cover some personal activities such as extreme sports

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.



Travel Arrangements

- Only book flights/trains once you know exactly when you have to arrive: amendments to bookings can be expensive.
- Arrive in time for orientation events
- Check if host university has a meet and greet service
- If possible, try to travel with other Queen's students



Finance

Student Loan

- Eligible to apply as usual.
- Indicate on the form that you'll be going abroad under the Erasmus Programme.
- Student Finance may ask you to complete a 'Course Abroad form' – usually posted out but you can download it from the correspondence section in your online account and email to Global Opportunities Team for signature.
- May be eligible for higher rate of loan and travel grant.



Tuition Fees

- One semester Erasmus placement = Full tuition fees to Queen's for full year
- Full-year Erasmus placements who normally pay NI/GB/EU fees
= No tuition fees to Queen's (Queen's reimbursed by government)**
 - ** to be confirmed for students undertaking virtual/remote placement
- Full-year Erasmus placement who normally pay International fees = Full tuition fees to Queen's
- No tuition fees payable to Erasmus host university
 - may charge for orientation or language courses

Erasmus Grant

- Contribution towards additional costs of a placement abroad - **not to cover all maintenance costs.**
- Allocated by the EU Commission to the UK Erasmus National Agency (British Council).
- Then allocated by the British Council to UK universities.
- Grant Amounts and payment schedules are determined by the British Council.
- **Be aware when making your preparations that grant is paid after your placement starts.**



Erasmus Grant

- Monthly rate based on host country
- From 370 to 420 Euros per month
- Calculated using your dates of study/exams (not travel dates)
- Only applicable for physical placements
- Paid in 2 instalments
- Normally within a month of arrival (70%) and after placement in July/August (30%)
- Paid directly into your account
- Payment dependent on return of Erasmus paperwork



Erasmus paperwork

Erasmus Paperwork (to sent August)

Before you go:

- Learning Agreement
 - Signed by QUB and by host university
- Erasmus Contract
 - Details your Erasmus grant and conditions
- Bank Details Form
 - UK or Irish bank account



Learning Agreement

Erasmus+ Higher Education Learning Agreement form

LEARNING AGREEMENT FOR STUDIES

The Student

Last name (s)		First name (s)	
Date of birth		Nationality	
Sex	Please select	Academic year	2018/2019
Study cycle	Please select	Subject area	
Phone		E-mail	@qub.ac.uk

The Sending Institution

Name	Queen's University Belfast	Erasmus code	UK BELFAST01
Address	University Road, Belfast, BT7 1NN	Country	UK
Faculty	Please select		
Department	Please select		
Contact person name	Please select		
Contact person e-mail / phone	Please select		

The Receiving Institution

Name		Erasmus code	
Address		Country	
Faculty			
Department			
Contact person name			
Contact person e-mail / phone			



 Higher Education Learning Agreement form

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] to [month/year]

Table A: Study programme at host university

[illegible]

Web link to the course catalogue at the receiving institution describing the learning outcomes:

Table B: Recognition at Queen's

The Erasmus study placement:

Please select

If the student does not complete successfully some educational components, the normal University Regulations will apply:

see www.nub.ac.uk/directorates/AcademicAffairs/GeneralRegulations/StudyRegulations

- Signed by QUB and host university
- Outlines modules to be studied
- Must be returned as soon as possible after arrival.

Learning Agreement

 Erasmus+	Higher Education Learning Agreement form
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Language competence of the student

The level of language competence in Please select [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

II. RESPONSIBLE PERSONS

Responsible person in the sending institution:

Name: Please select Function: Erasmus Programme Director

Phone number/email: Please select

Responsible person in the receiving institution:

Name: Function:

Phone number: E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The sending institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Student's signature Date:

The sending institution

Responsible person's signature Date:

The receiving institution

Responsible person's signature Date:

 Erasmus+	Higher Education Learning Agreement form
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Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme at host university or additional components in case of extension of stay abroad

Course code (if any) at the receiving institution	Course title (as indicated in the course catalogue) at the receiving institution	Deleted course [tick if applicable]	Added course [tick if applicable]	Reason change for	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the course
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Total:					<input type="text"/>

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

The student

Student's signature Date:

The sending institution

Responsible person's signature Date:

The receiving institution

Responsible person's signature Date:

- Signed by QUB and host university
- Outlines modules to be studied
- Must be returned as soon as possible after arrival.

Erasmus Contract

Student Mobility Contract (Grant Agreement)

Erasmus+ Programme – Key Action 1 Higher Education

Erasmus Student Placement (study) 2018-19

Name of the sending institution	Queen's University Belfast (UK BELFAST 01)
Official address in full	Belfast BT7 1NN
	Northern Ireland
	UK
called hereafter " the institution ", represented for the purposes of signature of this contract by:	
Name, forename and function	Donna Beckington
	Erasmus Institutional Co-ordinator

of the one part, and

Full name of student	
Address in full	
Phone	
Email	
Date of Birth	
Nationality	
Study Cycle	
Subject Area	(ISCED Subject Code)
No of years already completed	
Host University	

called hereafter "**the participant**" of the other part.

HAVE AGREED

the Special Conditions and Appendices below:

Special Conditions

Appendix I Bank Account Details

Appendix II General Conditions

Appendix III Erasmus Student Charter

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

and the Learning Agreement for Studies

SPECIAL CONDITIONS

ARTICLE 1 – PURPOSE OF THE GRANT

- 1.1 The institution shall provide support to the participant for undertaking a mobility activity for studies under the Erasmus+ Programme, subject to funds being received from the UK Erasmus National Agency (British Council).
- 1.2 The participant accepts the financial support in the amount specified in article 3.1 and undertakes to carry out the mobility activity for studies as described in the Learning Agreement.
- 1.3 Any amendment to the contract, including to the start and end dates, shall be requested and agreed by both parties through a formal notification by letter or by email.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

- 2.1 The contract shall enter into force on the date when the last of the two parties signs.
- 2.2 The mobility period shall start on at the earliest and end on at the latest (to be confirmed in the Confirmation of Attendance form). The start date of the mobility period shall be the first day that the participant needs to be present at the receiving institution. The end date of the period abroad shall be the last day the participant needs to be present at the receiving institution.
- 2.3 The total duration of the mobility period, including previous participation in the Erasmus programme, shall not exceed 12 months per study cycle.
- 2.4 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the originally planned mobility period.
- 2.5 The Confirmation of Attendance shall provide the confirmed start and end dates of duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

- 3.1 The financial support (Erasmus grant) for the mobility period has a maximum amount of **EUR** for an estimated **months**.
- 3.2 The amount of the grant shall be determined at the beginning of the mobility period, on receipt of the Confirmation of Attendance form, which confirms the start date and expected duration of the placement. The final amount of the grant may be reduced on receipt of the Confirmation of Attendance form, at the end of the mobility period, if the end date was earlier than originally planned.
- 3.3 The amount of the grant shall be determined by multiplying the actual duration of the mobility period in months/days by the rate applicable per month/day for the receiving country.
- 3.4 The reimbursement of costs incurred in connection with special needs, where applicable, shall be based on the supporting documents provided by the participant.
- 3.5 The financial support may not be used to cover similar costs already funded by EU funds.
- 3.6 Notwithstanding article 3.5, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond his/her studies, as long as the participant carries out the activities foreseen in the Learning Agreement.
- 3.7 The financial support or part thereof shall be repaid if the participant does not comply with the terms of this Contract. If the participant terminates the Contract before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending institution. However, when the participant has been prevented from completing his/her mobility activities as described in the Learning Agreement due to force majeure, he/she shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the sending institution. Such cases shall be reported by the sending institution and accepted by the National Agency.

ARTICLE 4 – PAYMENT ARRANGEMENTS

- 4.1 Upon receipt of the Confirmation of Attendance form at the start of the placement, and after receipt of the funds from the UK Erasmus National Agency, the institution will make a payment of 70% of the total grant to the participant. Payment is also dependent on the participant having signed and returned this Contract and having returned a Learning Agreement which is signed by all parties within the advised timeframe. Where applicable, payment is also dependent on the completion of any required OLS language assessment, outlined in article 6 below.

- Details your Erasmus Grant and conditions
- Must be signed by Student prior to placement start date

Erasmus Contract and Bank Details Form

- 4.2 The submission of the Confirmation of Attendance form and the online EU survey at the end of the placement shall be considered as the participant's request for payment of the balance of the Erasmus grant, the remaining 30%. Where applicable, payment is also dependent on the completion of any required OLS language assessment, outlined in article 6 below. Payment of the second instalment can only be made once the second instalment funds are received from the UK Erasmus National Agency (normally not earlier than July 2019). If reimbursement is due from the participant due to a reduced placement length, the institution shall issue a recovery order.
- 4.3 Payments shall be made to the participant's bank account as indicated in Appendix I.

ARTICLE 5 – INSURANCE

The participant shall ensure that he/she has adequate insurance coverage. Please see the guidance on Health and Travel Insurance in the "Guidance Notes on Erasmus Programme for Students of Queen's University Belfast" already issued to you by email and/or in hard copy.

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT

If the main language of instruction is Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish, with the exception of native speakers:

- 6.1 The participant will be required to complete an online assessment of linguistic competences before and at the end of the mobility period. The assessments must be completed in the Online Linguistic Support (OLS) tool, information about which will be sent separately to the participant.
- 6.2 The participant shall follow the OLS language course, starting as soon as they receive access and making the most out of the service. The participant shall immediately inform the institution if he/she is unable to carry out the course.
- 6.3 Payment of the financial support is subject to the completion of the compulsory OLS language assessments.

ARTICLE 7 – EU SURVEY

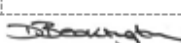
- 7.1. The participant shall complete and submit the online EU Survey after the mobility period, within 30 calendar days of receipt of the invitation to complete it. Participants who fail to complete and submit the online EU Survey will be required by their institution to partially or fully reimburse the financial support received.
- 7.2 A complementary online survey will be sent to the participant allowing for full reporting on recognition issues.

ARTICLE 8 – LAW APPLICABLE AND COMPETENT COURT

- 8.1 This Contract is governed by the law of the UK.
- 8.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be solved amicably.

SIGNATURES

I, Donna Beckington, agree to the above and following conditions and declare that I have not previously received an Erasmus study or work placement grant.

Signature of Participant (Student):		Date:	
Signature of Institution representative:		Date:	25/03/2019
Name of Institution representative:	Donna Beckington	Designation:	Erasmus Institutional Co-ordinator

Appendix I

ERASMUS PROGRAMME 2018-19 – STUDY PLACEMENT

PAYMENT OF STUDENT GRANT

BANK ACCOUNT DETAILS

Payment of the Erasmus Grant will be made by bank transfer to a UK or Irish bank account. Funds will be transferred in Euros. Please provide full bank account details below. All sections must be completed otherwise payment cannot be made. Please contact your bank to obtain the correct codes.

Student Name																									
Student Number																									
Destination University																									
Exact Dates of Placement: Give specific term dates	From: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Date</td><td>Month</td><td>Year</td><td></td><td></td><td></td></tr></table> To: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							Date	Month	Year															
Date	Month	Year																							
Student Home Address																									
Account Holder Name (if different than above)																									
Account Holder Address (if different than above)																									
Bank Sort Code (Essential)																									
Bank Name and Address (Essential)																									
Bank Swift Code (Essential)																									
Bank Account Number (Essential)																									
IBAN (Essential)																									

I confirm that the above details are correct and I authorise Queen's University Belfast to transfer funds into this account. I understand that payment of my Erasmus grant will be made in Euros.

Student Signature: _____

Account Holder Signature
(if different than above): _____

Date: _____

- Details your Erasmus Grant and conditions
- Must be signed by Student prior to placement start date
- Bank details page must also be correct and signed off

Erasmus Paperwork

After Arrival:

- Certificate of Attendance (part 1)
 - Confirmation of placement dates (not travel dates)
 - In line with start dates of other students at same University
- Learning Agreement and Changes
 - Fully signed
 - Must be returned as soon as possible after arrival
- Erasmus grant cannot be paid until forms are returned
 - Ineligible if forms not returned within 1 month of arrival



Confirmation of Attendance/Completion Form

- Confirms placement dates (not travel dates)
- These dates shouldn't be Sat/Sun
- Signed and dated by host university
- Should be in line with other students going to the same university.

End

- Must be signed off no earlier than 6 days before end of placement



**QUEEN'S
UNIVERSITY
BELFAST**

Careers, Employability and Skills
Queen's University Belfast
Belfast BT7 1NN
Northern Ireland
United Kingdom
Tel: +44-28-9097 5255
erasmus@qub.ac.uk

Erasmus Study Placement Confirmation of Attendance

Instructions for the Student:

- This Confirmation of Attendance form ~~must be completed~~ to confirm the exact dates of your placement.
- Please retain the original document until the end of your placement, as it is vital for payment of your Erasmus grant.
- Please enter your name and the name of your host university in Section 1.
- At the beginning of your placement, please arrange for Section 2 to be completed/signed by your host university. Then please scan and return it, as soon as possible, to erasmus@qub.ac.uk.
- At the end of your placement, please arrange for Section 3 to be completed/signed by your host university. Then, as soon as possible, either scan and return it to erasmus@qub.ac.uk or send the original to Global Opportunities team; Careers, Employability and Skills; Queen's University Belfast; Belfast BT7 1NN; Northern Ireland; UK.

Section 1: Student Details

Student Name: _____

Subject to be studied: _____

Name of host University: _____

Section 2: Confirmation of Arrival

(To be completed by the host university as soon as possible after arrival. The start and end dates entered on this form should be the required dates of attendance at the host university, including orientation and examinations if applicable. Travel dates ~~should not be entered~~.)

I confirm that the student named above started orientation/classes on:

Orientation start date (if applicable): _____

Orientation end date (if applicable): _____

Start of classes: _____

Agreed end date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Official stamp

Section 3: Confirmation of Completion

(To be completed by the host university no earlier than 6 days before placement end date)

I confirm that the student named above finished classes/examinations on:

End date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Official stamp

Please note

- We cannot accept forms without dates/signatures
- We cannot accept forms with noticeable amendments (scribbled out parts)
- We cannot accept photos of documents. Must be scanned!!

Erasmus Paperwork

At the end of placement:

- Confirmation of Attendance form (end date is the last date you were physically in class or taking exams at your host University)
- Student Report Form (online)
- Academic Transcript – normally sent by host university, you may need to request it



Online Language Assessment and courses

- Requirement for some languages
- Compulsory for language students
- Language of instruction:
 - Bulgarian, Czech, Croatian, Danish, Dutch, Finnish, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Romanian, Slovak, Spanish or Swedish
- Online assessment before and after placement
- Online language course
- Measure impact of placement
- Further information to follow from Global Opportunities Team



Enrolment at host university

- Attend orientation events.
- Check whether enrolment for classes is before or after arrival.
- Make contact with academic Erasmus co-ordinator.
- Enrol for correct number of credits
 - normally 30 ECTS per semester
- Check any course changes with Erasmus Programme Director at Queen's.
- Be clear about attendance and assessment requirements especially those who are on a semester 1 only placement.
- Ask for help if unsure!!

Enrolment at Queen's

- You must still be registered with Queen's whilst abroad
- Complete Registration Portal
- Not registering in good time can lead to late enrolment fee, problems with tuition fees and delay in receipt of any loans or grants
- Check with your School
- Check your Queen's email regularly

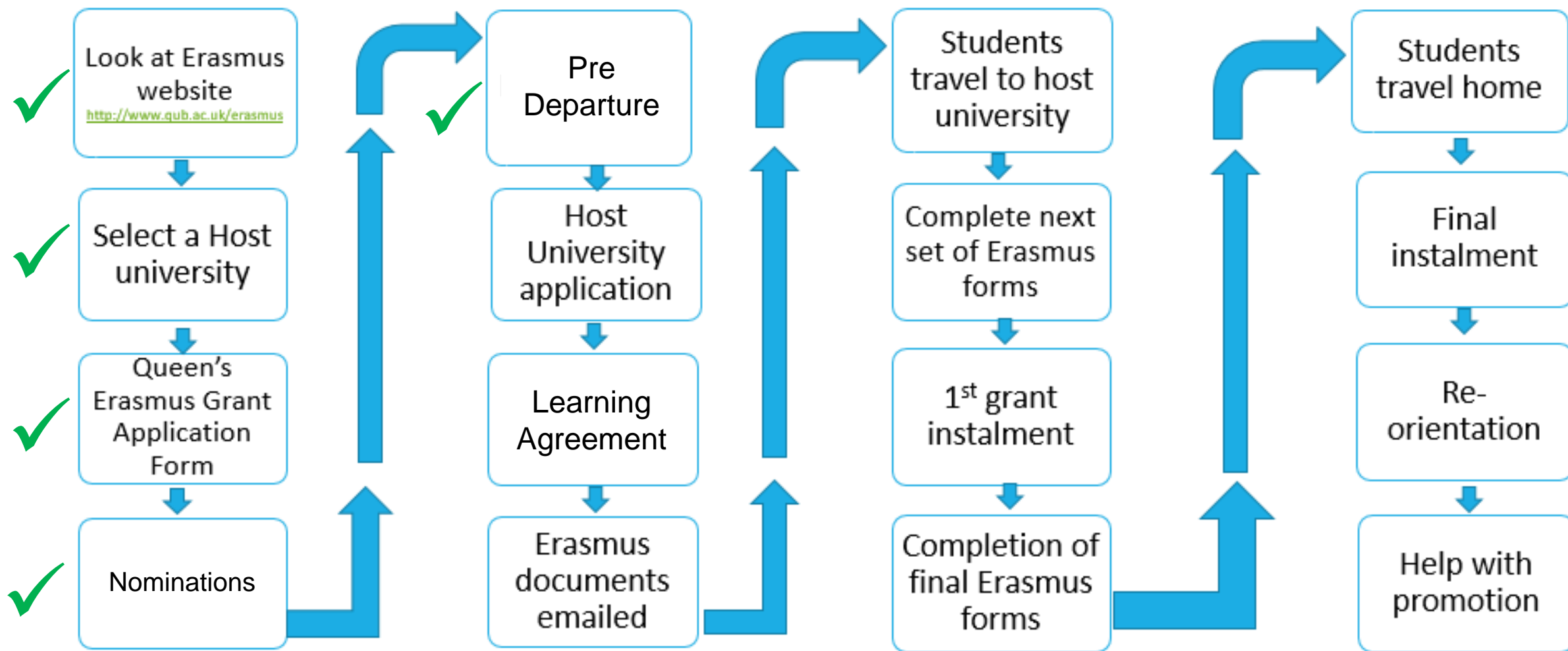
Your role as an Erasmus student

WE EXPECT YOU TO.....

- Be an ambassador for Queen's
- Put your academic studies first
- Have respect for your host country and host university
- Not bring yourself or Queen's into disrepute



Erasmus timeline



Sources of help

- Host university academic Erasmus Co-ordinator and Erasmus / International Office
- Erasmus Programme Director in your Queen's School
- Global Opportunities Team at Queen's
- Other Erasmus or local students
- Queen's student wellbeing services
 - 24/7 Counselling Support



Sources of help

Resources online – available on the Erasmus pages of our website

www.qub.ac.uk/erasmus

- *Culture Shock*
- *Adapting to change and preparing for your placement*
- *Learning and Development Objectives*



QUESTIONS?

Erasmus at Queen's

- **Academic Erasmus Programme Director in your School**
- **Global Opportunities Team**
Careers, Employability and Skills
Student Guidance Centre

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