



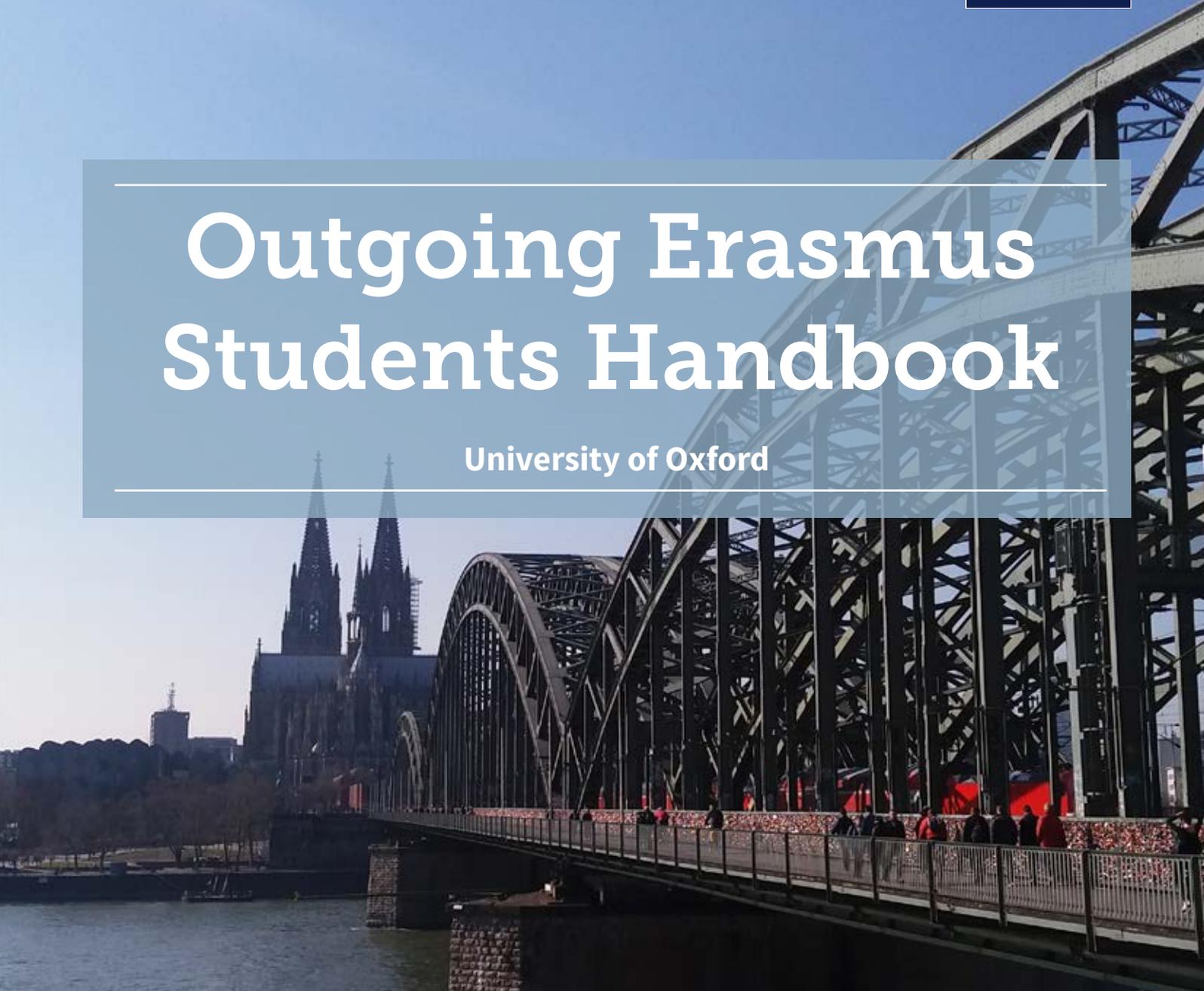
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UNIVERSITY OF
OXFORD

Outgoing Erasmus Students Handbook

University of Oxford





*Breweries parade,
Munich, Germany
(Katharine Roddy)*

Contents

Overview	2	Before you go	11
Can I take part in Erasmus?	3	Passport and visas	
Study Exchanges	4	Insurance	
Eligibility		Health	
Combined Erasmus periods		Organising your finances	
Tuition fees		Accommodation	
How to apply		ISIC card	
Traineeships	7	Cultural information	
Eligibility		Registration with the University of Oxford	
Combined Erasmus periods		While you are abroad	14
Tuition fees		Keep in touch	
How to apply		Health, safety and welfare	
Financial support	8	Contacts and useful websites	15
Erasmus grant		Erasmus office	
Government maintenance support		Departmental coordinators	
Government travel grants		Emergency contacts	
University financial support		Useful websites	
		References	16

Overview

The Erasmus+ programme offers a marvellous opportunity to study or work in Europe during your degree.

Building on the achievements of more than 25 years of European programmes in the fields of education, training and youth, Erasmus+ promotes trans-national co-operation projects among universities across Europe. The scheme currently involves nine out of every ten European higher education establishments and supports co-operation between the universities of 32 countries.

Erasmus has developed beyond an educational programme – it has acquired the status of a social and cultural phenomenon. It gives many European university students their first chance to live and thrive abroad. Around three million students have benefited from Erasmus since its introduction in 1987.



Schloss Neuschwanstein, Germany

(Joseph Smith)

Can I take part in Erasmus?

There are two strands of the Erasmus programme that are available to Oxford students:

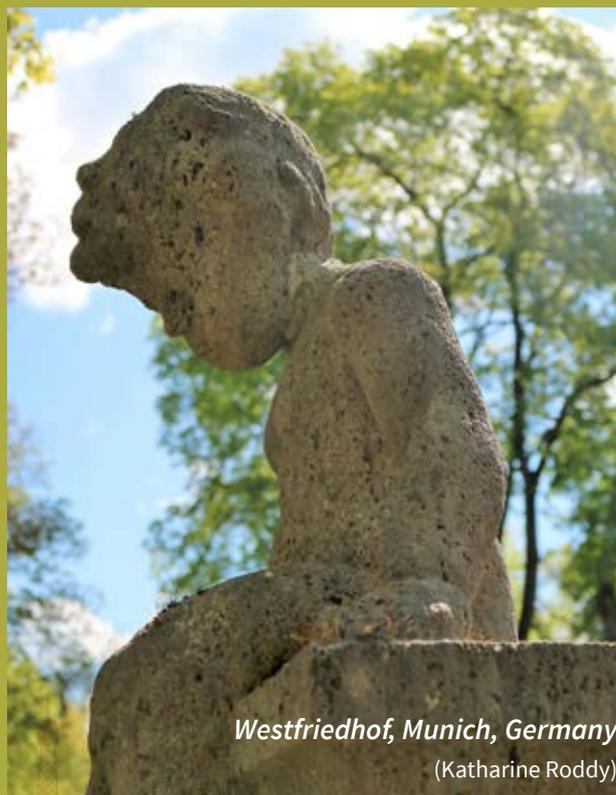
Study Exchanges

Students taking part in a study exchange where there is a bilateral agreement in place between departments of partner Universities should be eligible for Erasmus status.

Traineeships

The majority of Erasmus traineeships are completed by Modern Language students on their Year Abroad. The placement can be a British Council Language Assistant position or an independently organised traineeship. A small number of graduates from the Blavatnik School of Government and the Oxford Department of International Development may complete traineeships as part of their master's courses. Erasmus traineeship funding is also available to students undertaking an eligible summer internship organised through [The Internship Programme¹](#) within the University Careers Service.

Any traineeship must fulfil the Erasmus qualifying criteria.



Westfriedhof, Munich, Germany

(Katharine Roddy)



Erasmus+

Study Exchanges

If you are taking part in an Erasmus study exchange where there is a bilateral agreement in place between the respective departments of each university then you should be eligible for Erasmus status. Currently, institutional agreements are in place for undergraduates studying Modern Languages & Law, as well as postgraduates studying History and German.

Eligibility

In order to qualify for Erasmus status you must be studying in one of the [Erasmus qualifying Programme Countries](#)² and meet the following requirements:

- You must be enrolled in at least your second year of higher education studies.
- An institutional agreement must be in place between the departments of the two universities. You should contact your department directly to find out further details of the options that are available to you.
- Your study exchange must be for a minimum of 3 months and a maximum of 12 months.

Combined Erasmus periods

If you are a Modern Languages student it is possible to take part in up to two different Erasmus study exchanges during your Year Abroad or alternatively a combination of a study exchange and a traineeship. However, each study exchange period must be a minimum of 3 months in duration and each traineeship must be a minimum of 2 months in duration in order for it to be eligible for Erasmus funding.

Tuition fees

As an Erasmus student you are not required to pay any university fees (for tuition, registration, examinations, access to laboratory and library facilities etc.) to the partner university you are attending. However, some universities may charge additional fees for student facilities such as membership of the Students' Union.

You will still be liable to pay fees to the University of Oxford while away on a study exchange. The rate you pay will depend on a number of factors including the length of your mobility period, when you started your course, your fee status and your level of studies. Further information is available from the [Fees Page](#)³.

How to apply

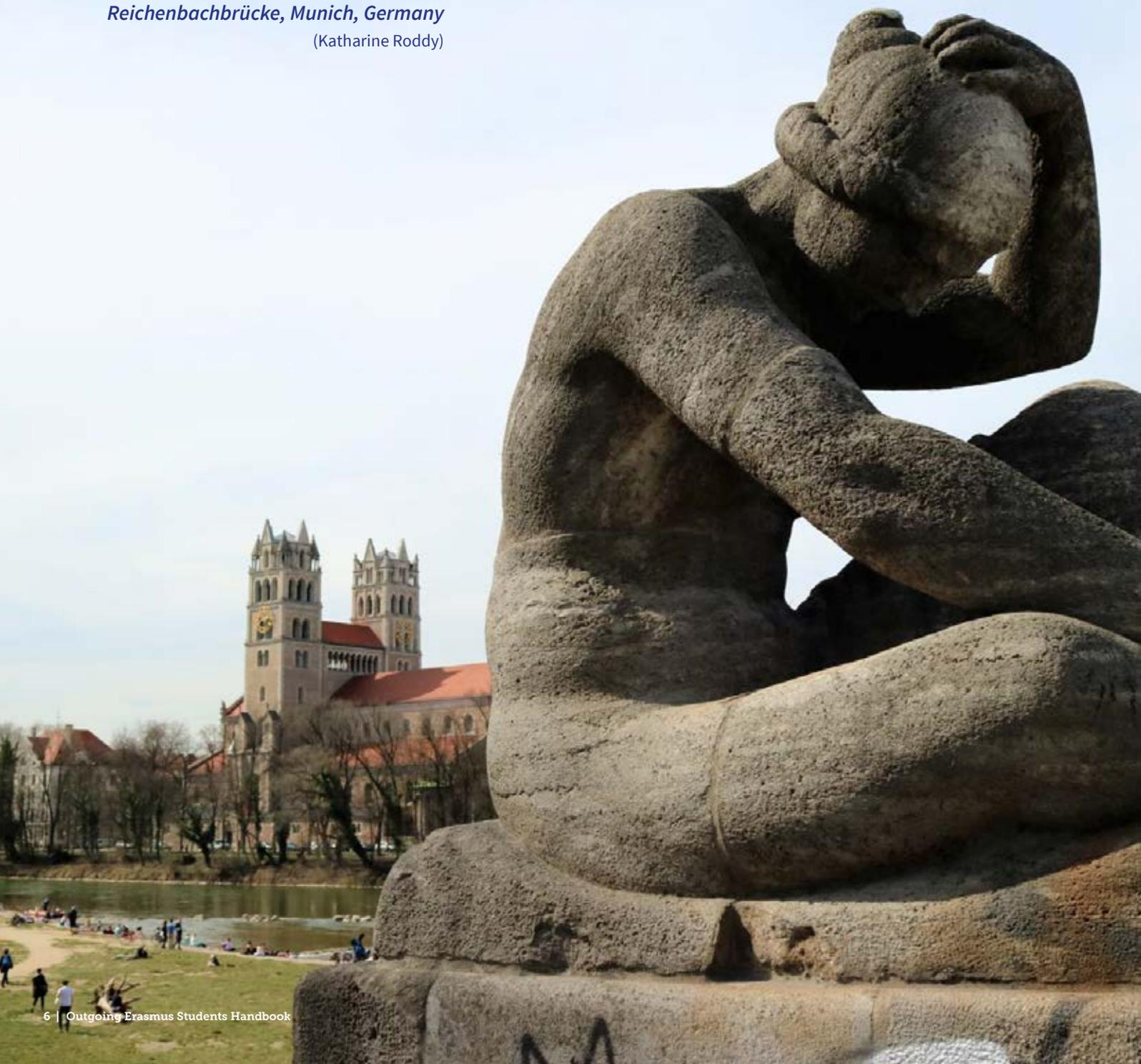
Please contact your department directly to find out what Erasmus exchange opportunities are available to you and what their application processes and deadlines are. Many departments will have a briefing early in the academic year preceding your period abroad to discuss the options that are available to you.

When the departmental coordinator has selected the students who will be taking part in their Erasmus study exchanges they will inform the Erasmus coordinator accordingly. The Erasmus coordinator will contact all Erasmus exchange students with the Erasmus grant forms that require completion and the relevant next steps.

Plateau des Glières, France
(Katharine Roddy)



Reichenbachbrücke, Munich, Germany
(Katharine Roddy)



Traineeships

The majority of Erasmus traineeships are completed by Modern Languages students on their Year Abroad. A small number of graduates from the Blavatnik School of Government and the Oxford Department of International Development may complete traineeships as part of their master's courses. Erasmus traineeship funding is also available to students undertaking an eligible summer internship organised through [The Internship Programme](#)⁴ within the University Careers Service.

Eligibility

In order to qualify for Erasmus status you must be working in one of the [Erasmus qualifying Programme Countries](#)⁵ and meet the following requirements:

- Each placement must be a minimum of 2 months and a maximum of 12 months in duration.
- Placements can be in a variety of different areas of employment.
- Many students will undertake British Council Language Assistantships.
- It is the student's responsibility to ensure that their placement is eligible.

There are some restrictions put in place by the British Council and the following types of organisations are not eligible as host organisations:

- EU institutions and other EU bodies/agencies (see ec.europa.eu/institutions/index_en.htm).
- Organisations managing EU programmes such as national agencies.
- Working as a British Council Language Assistant in Canada or Latin America.

Combined Erasmus periods

If you are a Modern Languages student it is possible for you to combine up to two Erasmus placements during your Year Abroad or alternatively a combination of a traineeship and a study exchange. However, each traineeship must be a minimum of 2 months in duration and each study exchange must be a minimum of 3 months in duration in order for it to be eligible for Erasmus.

Tuition fees

You will still be liable to pay fees to the University of Oxford while away on a traineeship. The rate you pay will depend on a number of factors including the length of your mobility period, when you started your course, your fee status and your level of studies. Further information is available from the [Fees Page](#)⁶.

How to apply for an Erasmus grant

Please contact your department directly to find out what Erasmus traineeship opportunities are available to you and what their application processes and deadlines are. Many departments will have a briefing early in the academic year preceding your period abroad to discuss the options that are available to you.

Financial support

Erasmus grant

The Erasmus grant is intended to be a contribution to the additional costs of your mobility, and is not a full maintenance grant. The size of the Erasmus grant varies from year to year. The Erasmus grant level for 2018/19 is dependent on your host country and the exact start and end date of your stay. The following monthly rates are used when calculating the grant you will receive:

Study Exchanges:

Country	Monthly grant
Low cost of living countries – Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, former Yugoslav republic of Macedonia, Turkey	€300 per month
High cost of living countries – Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway	€350 per month

If there are any changes to the dates of your Erasmus period you must contact erasmus@admin.ox.ac.uk at the earliest possible opportunity as this may affect your eligibility for Erasmus and the level of your grant.

Traineeships:

Country	Monthly grant
Low cost of living countries – Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal, Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, former Yugoslav republic of Macedonia, Turkey	€400 per month
High cost of living countries – Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway	€450 per month

The Erasmus grant will be paid in two instalments. The first payment will represent 80% of the total Erasmus grant and is likely to be paid prior to the start of your traineeship provided that the initial funding has been received from the British Council, your completed Grant and Learning Agreements have been returned, and you have enrolled on the Oxford Student System.

The remainder of your grant will be paid within 30 days of your placement finishing on completion of the required paperwork.

Students with a household income of £25,000 or less who are also in receipt of an Oxford Bursary for 2018/19 will receive an additional payment of €120 per month for study exchange placements, and €20 per month for traineeships. Please note that this additional payment is only for those students who are in receipt of an Oxford Bursary by December 2018. No additional application is necessary for this as details of all eligible students will be received directly from the Oxford Bursary team.

Students with disabilities

Additional grants may be available for students who have a disability or exceptional special needs that would significantly limit their ability to study or work abroad. If you would like further information about this or wish to apply for this additional funding you should contact the Erasmus coordinator at erasmus@admin.ox.ac.uk for further details.

Government maintenance support

Erasmus students are considered for grants and loans for living costs in the same way as when you are studying in Oxford, based upon the standard eligibility criteria.

For English undergraduate students completing an Erasmus traineeship, in your application to Student Finance England you will need to select that you are completing a 'Work placement' when asked where you will be spending your year abroad. English students completing an Erasmus study exchange will need to select 'Study abroad'. You will then need to select 'Yes' to the question asking if you have been accepted onto the Erasmus Exchange Scheme. This should ensure that you are eligible to be assessed for means-tested maintenance support.

If you believe that you have been assessed incorrectly in your application for government maintenance support please contact your regional funding agency as soon as possible and explain your status as an Erasmus student.

Contact details for the regional funding agencies are:

Regional Funding Agency	Telephone Number	Website
Student Finance England	0300 100 0607	www.gov.uk/student-finance
Student Finance Wales	0300 200 4050	www.studentfinancewales.co.uk
Student Awards Agency for Scotland	0300 555 0505	www.saas.gov.uk
Student Finance NI	0300 100 0077	www.studentfinancenl.co.uk

Government travel grants

Additional [travel grants](#)⁷ are available to undergraduates from Student Finance if you are undertaking an Erasmus study exchange or traineeship abroad for at least 50% of any academic term. You can apply for a travel grant if you are studying a full-time higher education course and you are receiving student finance that depends on your household income, e.g. a maintenance loan or maintenance grant.

The amount of travel grant you can receive depends on your household income and covers reasonable costs incurred on travel expenses during an academic year. The first £303 of travel costs are disregarded meaning you can receive your costs less £303.

University financial support

Undergraduate students who are means-tested in their application for government support will be automatically assessed for an Oxford Bursary.

If you find yourself in a situation of unexpected financial hardship during your time abroad you are eligible to apply for hardship funding from the University and your college, department or faculty to assist you with unforeseeable expenses or emergency costs.

Budapest, Hungary
(Rachel Ruscombe-King)



Before you go

Below are some of the things that you will need to prepare before you go abroad. Websites such as [Global Graduates](#)⁸ also contain useful information and advice.

Passport and visas

If you are participating in a study exchange or traineeship abroad, you should ensure that your passport is valid for the duration of your trip, and for at least six months after you return to the UK. Remember that some host institutions may request a copy of your passport as part of their application process.

If you are a UK, EU or EEA national you will not require a visa to visit most of the countries which participate in the Erasmus scheme.

However, if you are a student from a non-EU country and you require a visa to study in Europe, you must ensure that you apply for a visa to study or work in your host country in good time. The Embassy webpages for the country that you are visiting should provide help and guidance on how to apply for a visa.

Insurance

It is mandatory for you obtain valid travel and health insurance for the duration of your stay abroad.

Students completing traineeships should also find out whether they will be covered by their host organisation's liability insurance and accident insurance. Liability insurance covers for damages caused by you at the workplace during your period abroad and accident insurance covers for damages to you resulting from accidents at work. If you are not covered by your host organisation's policy you should take out private cover.

Oxford University Travel Insurance

The University provides **free** travel insurance for students. Cover is not automatic. To arrange insurance please visit the [Oxford University Travel Insurance](#)⁹ page.

Please note: You would not be covered if you wish to do extreme sports including skiing or any personal travel including home breaks. You would be obliged to take out separate insurance for this.

Independent Travel Insurance

There is a wealth of companies that offer student travel insurance for your time abroad. If you decide to take out independent travel insurance you should make every effort to conduct research into the opportunities and providers to reassure yourself of the quality of the provision.



EHIC

You are strongly advised to apply for a European Health Insurance Card (EHIC). A valid European Health Insurance Card gives you basic access to state-provided healthcare during a temporary stay in another European Economic Area (EEA) country or Switzerland. The EHIC covers treatment that is medically necessary until your planned return home. Information and application forms are available on the [NHS](#)¹⁰ website.

Students are recommended to apply for a new card even if they already hold a valid EHIC that they have previously obtained for personal travel. It is important to note that the coverage of the EHIC may not always be sufficient, especially in case of repatriation and specific medical intervention.

This may be subject to change due to the decision of the United Kingdom to leave the EU.

The following website contains useful information on access to health care abroad: www.nhs.uk/nhsengland/Healthcareabroad/.

Health

If you have been diagnosed with any long term condition, particularly conditions requiring regular medication, it is a good idea to have a check-up and discuss with your medical practitioner anything which may affect the management of your condition while you are abroad.

Dental and optical care is generally not covered by reciprocal agreements, and can be extremely expensive. You should therefore make sure to have any necessary check-ups before you go to avoid any costly treatment abroad.

Students with a disability can consult with the Disability Advisory Service via disability@admin.ox.ac.uk to ensure that they feel prepared for their time away.

Organising your finances

Notify your bank that you are going abroad and seek advice on banking while you are away. Please be aware that some banks charge more than others for using their cards abroad. You should ensure that you find out how much they will charge you for both making cash withdrawals and purchasing items/paying bills with your card.

Websites such as moneysupermarket.com¹¹ can prove useful when it comes to comparing features and charges of different bank accounts.

If you are going to be abroad for a significant amount of time or are going to be paid in foreign currency you may wish to open a foreign bank account abroad. This should mean that you won't be charged for taking money out or paying with your card. The European Commission have produced a [guide](#)¹² to opening a bank account within the EU. Note that your Erasmus grant must be paid into your UK bank account.

It is also advisable to have some foreign currency in cash ready for when you arrive.

Living costs vary from country to country and it is important to have an idea of the cost of everyday items. You will need to budget carefully to cover all your living costs, which include accommodation, clothes, transport, books, food and entertainment.

Accommodation

If you are studying abroad as part of an Erasmus exchange you should be provided with details of accommodation arrangements by your host institution. Please contact your departmental coordinator and your host institution if you have not heard anything about how to apply for accommodation or any deadlines that are in place.

If you are completing a traineeship abroad your host organisation may be able to assist you in finding suitable accommodation. However, it is likely that you will have to do much of this yourself.

If you are studying or working abroad in France you may be entitled to a [Caisses d'Allocations Familiales \(CAF\)](#)¹³ rebate to assist with your accommodation costs. You may find you need a French bank account in order to receive the rebate and the amount of the rebate will vary according to your personal circumstances. If you are eligible for a rebate it may take a little while for you to receive it, however it should be backdated.

International Student Identity Card (ISIC)

It might be useful to obtain an [ISIC card](#)¹⁴ as it is recognised worldwide and will provide you with discounts in a large number of areas, e.g. accommodation, travel, entertainment or clothing.

Cultural information

It might be a good idea to buy a good guide book as this will give you a wealth of information on the country you are moving to, the town/city you will be living in, places to visit and other important information. Lonely Planet guides are very well respected and they also have a lot of information on their website www.lonelyplanet.com/destinations.

Additionally make sure you check the Foreign and Commonwealth Office's Travel Advice site for current information about the country you are visiting, and for health and safety related information. www.fco.gov.uk/en/travel-and-living-abroad.

The following websites also contain useful information:

- Prospects Studying Abroad – www.prospects.ac.uk/postgraduate-study/study-abroad
- Prospects Working Abroad – www.prospects.ac.uk/jobs-and-work-experience/working-abroad

If you are studying abroad it is important that you try and find out as much as you can about your host institution before you go. It is best to refer to their websites for the most detailed and up-to-date information.

Registration with the University of Oxford

Please note that it is compulsory for you to [register](#)¹⁵ with the University of Oxford using Student Self Service on your year abroad. Erasmus grants will not be released to students who have not registered.

While you are away

Keep in touch

You must keep in touch with your tutor at least once a term.

During your period abroad, if you withdraw from your traineeship or study exchange or make any changes to your arrangements you must inform your tutor, the departmental coordinator and the Erasmus office as soon as possible as this could affect your Erasmus grant.

It is very important to keep checking your Oxford email account during the summer vacation and throughout your period abroad. You may receive important emails from your department and the Erasmus coordinator will also contact you via this account.

Health, safety and welfare

You continue to have access to the health and welfare facilities offered by the University of Oxford whilst you are abroad. The Counselling Service also offers skype sessions for students whilst abroad. Please email counselling@admin.ox.ac.uk for further information.

In the unlikely event of an emergency in your country, please get in touch with your college, department and the Erasmus office as a matter of urgency. Also please follow any advice given by the Foreign and Commonwealth Office via www.gov.uk/government/organisations/foreign-commonwealth-office. In order to be prepared for the case of an emergency you should make sure that you are subscribed to their email updates for your country of residence.

Further information on health and safety when abroad including rape and sexual assault overseas can be found on [weblearn](#)¹⁶.

Contacts and useful websites

Erasmus office

Student Fees and Funding, Student Affairs
University of Oxford
4 Worcester Street, Oxford, OX1 2BX

T: +44 (0)1865 616705

E: erasmus@admin.ox.ac.uk

W: www.ox.ac.uk/erasmus

Departmental coordinators

A list of current Erasmus study exchange coordinators is available from the [Outgoing Erasmus Students](#)¹⁷ page.

Emergency contacts

It is important to have some emergency contact details kept in your possession at all times. In particular you should locate the telephone number of the emergency services in the country you are visiting. The contact details of British Embassies across the world can be found on the [Foreign and Commonwealth Office website](#)¹⁸.

Students who encounter any difficulties abroad should contact their departmental coordinator, their College tutor as well as the Erasmus office as a matter of urgency. You should ensure you take their contact details with you as well as those of family and friends, your insurance company, banks and mobile phone provider. If you lose your mobile you will need contact details saved elsewhere.

Useful websites

- [British Council Erasmus+ website](#)¹⁹
- [British Council Language Assistants website](#)²⁰
- [Garag Erasmus – Professional Network for Erasmus students](#)²¹
- [Erasmus+ Student and Alumni Association](#)²²
- [Global Graduate](#)²³
- [Go International](#)²⁴

Budapest, Hungary
(Rachel Ruscombe-King)

References

- 1 <http://www.careers.ox.ac.uk/about-our-internships>
- 2 <https://www.erasmusplus.org.uk/participating-countries>
- 3 <http://www.ox.ac.uk/students/fees-funding/fees>
- 4 <http://www.careers.ox.ac.uk/about-our-internships>
- 5 <https://www.erasmusplus.org.uk/participating-countries>
- 6 <http://www.ox.ac.uk/students/fees-funding/fees>
- 7 <https://www.gov.uk/travel-grants-students-england/overview>
- 8 <https://globalgraduates.com>
- 9 <http://www.admin.ox.ac.uk/finance/insurance/travel>
- 10 <http://www.nhs.uk/NHSEngland/Healthcareabroad/movingabroad/Pages/Studyingabroad.aspx>
- 11 <http://www.moneysupermarket.com/current-accounts/student-bank-accounts>
- 12 http://europa.eu/youreurope/citizens/consumers/financial-products-and-services/bank-accounts-eu/index_en.htm
- 13 <http://www.caf.fr>
- 14 <https://www.isic.org/>
- 15 <https://www.ox.ac.uk/students/registration>
- 16 weblearn.ox.ac.uk/access/content/group/b25fcf31-6bb3-4051-94fc-a1286d230ade/Health%20_%20Safety/HEALTH_AND_SAFETY_ON_THE_YEAR_ABROAD.html
- 17 <http://www.ox.ac.uk/students/fees-funding/international/erasmus/outgoing-study>
- 18 <https://www.gov.uk/world/organisations>
- 19 <https://www.erasmusplus.org.uk>
- 20 <https://www.britishcouncil.org/language-assistants>
- 21 <http://www.garagerasmus.org>
- 22 <http://www.esaa-eu.org/about>
- 23 <https://globalgraduates.com/>
- 24 <http://www.go.international.ac.uk>



*Underpass at the side of the
River Isar, Munich, Germany*
(Katharine Roddy)



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