

Erasmus Student Exchanges
Outgoing Student Information Pack
2011/12



Edinburgh Napier University Erasmus Code: UKEDINBUR09

Contact Details

Edinburgh Napier University
International Office
1/37, Craiglockhart Campus
Edinburgh
EH14 1DJ

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email: studyabroad@napier.ac.uk

****Please take the time to read ALL of the information included in this pack. It is very important that you are aware of all the paperwork that needs to be completed and returned to the International Office in order for us to authorise the payment of your Erasmus grant.****

- **Erasmus Programme & Funding**

The National Agency for Erasmus in the UK is the British Council and their official website is:
www.britishcouncil.org/erasmus

As an Erasmus exchange student, you are entitled to an Erasmus grant which is paid to the University by the British Council. **Please note that financial assistance under ERASMUS is not intended to cover the full costs of study abroad, but to contribute towards the costs of travel, and your living expenses.** It should not be relied upon for paying for deposits, rent, books etc at the start of the semester abroad, as we are unable to guarantee when the money will be transferred to you. Please ensure you have adequate funds for this at the start of your exchange period.

- **Matriculation**

Please ensure you matriculate online as normal when you are on exchange – it is IMPORTANT that you remain a current student at Edinburgh Napier. If you have any questions on this, please contact your School Office, or Programme Administrator in your School Office.

- **SAAS / Tuition Fees**

If you are funded by SAAS then you will need to apply to SAAS for funding as normal and you MUST forward the SAAS letter to the Finance Office as soon as you receive this. You MUST tell SAAS when you apply that you are going on an Erasmus exchange, and tell them whether it's for 1 Semester or a full academic year.

If you are on an Erasmus exchange for a full year, SAAS will issue a letter to confirm that the Scottish Funding Council will pay your fees. You MUST send this letter to the Finance Office.

If you think you have received an incorrect letter, please contact SAAS for clarification.

If you are not funded by SAAS, you will need to make arrangements to pay for your tuition fees as normal.

- **Academic Requirements**

Once you have registered on modules at your host University you MUST send a completed Learning Agreement to ensure all credits will be accepted by Edinburgh Napier. If you are unsure when selecting modules, please contact your Programme Leader for advice.

ECTS = European Credit Transfer System

10 ECTS = 20 Edinburgh Napier Credits

This is the credit system used by most universities in Europe. You will receive ECTS credits when on exchange and these credits will then be transferred back to Edinburgh Napier credits at the end of your Erasmus exchange.

You must study 30 ECTS credits per semester to ensure you progress on return to Edinburgh Napier.

It is important that you receive full academic credit for your study period abroad.

Checklist

The next few months will be busy as you finalise all the arrangements for your Erasmus exchange. Please use the checklist below to help you ensure that all the necessary arrangements have been taken care of and tick off each task as it is completed.

THE APPLICATION PROCESS...

Checklist	Complete
Complete the exchange student application form of your host institution which should be available on their website	
Apply to the host institution for accommodation or make arrangements for private accommodation	
Complete and return the Erasmus Student Application Form 2011-2012 (Form A)	
Complete and return the Erasmus Student Mobility Grant Contract 2011-2012 (Form B)	
If possible, choose the modules that you will be studying at your host institution and having received approval from your Programme Leader, complete and return the 'ECTS Learning Agreement' (Form E) to the International Office	
Read and retain a copy of the 'Erasmus Charter' (pg 20) and General Conditions document (pg 21)	

BEFORE YOU GO...

Checklist	Complete
Ensure you have a valid passport	
Finalise accommodation arrangements in host country	
Make necessary travel arrangements	
Arrange travel insurance	
Obtain European Health Insurance Card for emergency medical cover (www.ehic.org)	
Take passport photos with you and a copy of the ID page of your passport	
Check to see if you can use your mobile phone abroad or make arrangements to ensure that you can use it to phone the UK as economically as possible	
Buy the correct travel adaptor for the country you will be living in	
Visit the doctor and dentist for a check-up	
Complete your research on the country and institution that you are going to	
Ensure you have enough money in the local currency for the start of your stay	

WHEN YOU ARRIVE...

Checklist	Complete
Phone family or friends to let them know you have arrived safely	
Open a Bank Account when you arrive if you would like your Erasmus grants paid into a local account. Complete and return the Bank Details Form (Form D) with your local account details OR UK bank account details – this is your choice!	
Complete and return 'Confirmation of Presence' (Form C) with necessary signatures	
Complete and return the 'ECTS Learning Agreement' (Form E) to the International Office if you have not done this already (see above). This will then be forwarded to your Programme Leader who can check the modules that you are planning on studying and ensure that credit can be transferred back to Edinburgh Napier University	

ONGOING ADMINISTRATION...

Checklist	Complete
Sign and return Grant Receipt (Form G) when your bank account has been credited with your Erasmus grant – if you are away for a full year, you MUST do this after you receive both payments	
Complete and return Student Report Form at the end of your stay (Form H)	
Complete and return additional questionnaires (The University is hoping to build up a database of detailed information on our partner institutions and would appreciate it if you could help us with this. We may send you a questionnaire to complete towards the end of your stay and the information you provide us will be used to inform future Erasmus students – thanks!)	
Stay in touch with the International Office. Keep us in the loop and let us know how you're getting on. Comments and photos on 'Edinburgh Napier Students on Exchange' help us to promote this opportunity to future students.	

NB: All of these forms will be made available in the International Section of the Student Portal so that you can download, complete and return them via email to studyabroad@napier.ac.uk.

Erasmus Documentation

Attached you will find the following documents which will need your action:

1. **Erasmus Student Application Form 2011-2012 (Form A)**
2. **Erasmus Mobility Grant Contract 2011-2012 (Form B)**
3. **Confirmation of Presence Form (Form C)**
4. **Bank Details Form (Form D)**
5. **ECTS Learning Agreement Form (Form E)**
6. **ECTS Changes to Study Programme Originally Proposed (Form F)**
7. **Acknowledgement of Receipt of Grant Part A and B (Forms G)**
8. **ERASMUS Student Report Form (Form H)**

Forms A & B

Before you leave please complete and sign:

Erasmus Student Application Form 2011-2012 (Form A) and

Erasmus Mobility Grant Contract 2011-2012 (Form B)

Please get both forms signed by your Programme Leader. Once completed, return both forms to the International Office.

Form C

Please ensure you have the **Confirmation of Presence** (Form C) signed by the host institution upon your arrival and a **copy** returned to the International Office. This form (the original) will need signed again when you leave and completed with the date of your departure, and then the original should be returned to the International Office.

Form D

Assuming all relevant participation criteria have been met, we will arrange for a bank transfer to be made to your bank account in Euros. This will usually take place in October for Semester 1 and March for Semester 2. Please complete the **Bank Details Form** (Form D) fully, including both the **BIC** and **IBAN** codes so we can make the payment. You may have to contact your bank for this information.

This applies to all students regardless of whether you are having funds paid into a UK account or an overseas account.

NB: Financial assistance under ERASMUS is not intended to cover the full costs of study abroad, but to **contribute** towards the costs of travel, and your living expenses.

Form E

The **ECTS Learning Agreement Form** (Form E) is to ensure that the study you complete abroad is acceptable at Edinburgh Napier University for credit transfer. On this form you should give details of the modules that you will be studying while on exchange. You must agree your programme of study with the host university and your Edinburgh Napier Programme Leader. Make sure that you follow all matriculation and enrolment requirements at the host university so that your results can be processed by them and by Edinburgh Napier University.

Form F

If any detail of your programme changes e.g. modules studied, duration of your programme, you **must** inform the International Office at Edinburgh Napier University and complete and return the **ECTS Changes to Study Programme Originally Proposed Form** (Form F).

Form G

Please ensure that, once you have received your Erasmus grant, you return the **Acknowledgement of Receipt of Grant** (Form G). If you are on exchange for a Full Year you must complete one for the grant you receive in Semester 1, and another for the grant you receive in Semester 2.

Form H

You must return the **Student Report Form** (Form H) on completion of your study period abroad. This is returned to the British Council, who view your comments and feedback as very important in enhancing and refining the Erasmus programme for future years. **Completion of the report is a condition of your grant so failure to complete and return this form at the end of your study period may result in your grant being reclaimed.** Student reports should be sent to the International Office at 1/37 Craiglockhart Campus, Edinburgh EH14 1DJ.

All EU funded programmes such as Erasmus are subject to audit. Accurate completion of all forms and reports is a condition of receipt of the Erasmus grant.

ERASMUS
Student Application Form 2011-2012

Name:

Matriculation Number:

 Male / Female (please tick)

Date of Birth:

Nationality:

Home address:	Term address:
Telephone:	Telephone:
Age at start of study period abroad:	

Details of Studies

Edinburgh Napier University Programme of Study:
How many years of Higher Education will you have completed prior to the ERASMUS exchange?
Host University Name:
Duration of study visit abroad (in months):
Have you received an ERASMUS grant before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you apply to SAAS for tuition fee support? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you receive any other grant relating to the same period other than your local authority grant or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify: _____

The information provided in this form is true and correct to the best of my knowledge.

Signature of Student: _____ Date: _____

Name of Department Representative*: _____ Date: _____

Signature of Department Representative: _____

Departmental Representative = Programme Leader or Erasmus Contact within School

ERASMUS
Mobility Grant Contract 2011-2012

Official name of the Home University	Edinburgh Napier University, UK EDINBUR09
Official address in full	Colinton Road
	EDINBURGH, EH14 1DJ
	UK

represented for the purposes of signature of this contract by:

Name and function	Helen McMillan
	Senior International Officer

AND

Student's forename & surname	
Permanent Home Address	

called hereafter "the beneficiary", who will be studying at:

Official name of the host university (e.g. Charles University)	
--	--

from:

Start month and year: (e.g. September 2009)	
---	--

HAVE AGREED

on the **Conditions** overleaf, which form an integral part of this contract.

The beneficiary shall sign and date below to confirm that he/she has read, understood and agrees to the conditions of the study period and grant payment as outlined overleaf.

Student's Signature:	
Date and Place:	Edinburgh, UK

Edinburgh Napier University agrees to adhere to the conditions of the study period and grant payment arrangements as outlined overleaf:

Signed by:	Helen McMillan, Senior International Officer
Date and Place:	Edinburgh, UK

CONDITIONS OF ERASMUS MOBILITY GRANT CONTRACT

ARTICLE 1 – PURPOSE OF THE GRANT

- 1.1 Edinburgh Napier University will provide Community financial support to the beneficiary for undertaking a study period under the Erasmus programme of the Lifelong Learning Programme.
- 1.2 The beneficiary accepts the grant and undertakes to carry out the Placement as described above and in the ECTS Learning Agreement, acting on his/her own responsibility.
- 1.3 The beneficiary accepts that if he/she does not fulfil all of the requirements of his/her Erasmus study period, he/she may have to repay either some or all of the grant.
- 1.4 The beneficiary hereby declares to have taken note of and accepted the terms and conditions set out in the present agreement. Any amendment or supplement to the agreement shall be done in writing.

ARTICLE 2 - DURATION

- 2.1 The agreement shall enter into force when both the beneficiary and the institution have signed this contract.
- 2.2 The beneficiary agrees to ensure that his/her official study dates are indicated in full on the Confirmation of Presence form, which is to be signed on arrival by a representative at the host university.
- 2.2 Study periods which do not last for the minimum 3 months shall not normally be considered eligible for Erasmus funding. Erasmus funding will only be awarded for a maximum study period duration of 12 months.

ARTICLE 3 - FINANCING THE PLACEMENT

- 3.1 The Community grant is allocated for the purpose of co-financing the beneficiary's study period. The initial amount per month studied abroad will be confirmed to the beneficiary via Edinburgh Napier University once the rates have been finalised by the national agency, The British Council.
- 3.2 The beneficiary's grant amount will be determined by multiplying the actual duration of the study period in months and half months (e.g. 6 or 6.5 months) by the rate set by the British Council. The beneficiary must provide proof of the official start and end date of the study period via the Confirmation of Presence form.

ARTICLE 4 – PAYMENT ARRANGEMENTS

- 4.1 An initial lump sum payment shall be arranged when the beneficiary has returned a completed and signed (i) Student Mobility Contract and (ii) Confirmation of Arrival form to the International Office at Edinburgh Napier University.
- 4.2 A second, non-guaranteed, payment may be allocated to the beneficiary towards the end of the academic year provided that sufficient funding has been made available by The British Council.

ARTICLE 5 – FINAL REPORT

The beneficiary shall submit the Student Report Form using the official forms at the latest 30 days after the end of the study period along with any remaining compulsory Erasmus paperwork as determined by the International Office at Edinburgh Napier University. The beneficiary accepts that failure to do so may result in him/her being requested to repay his/her Erasmus grant.

ARTICLE 6 – LAW APPLICABLE AND COMPETENT COURT

The grant is governed by the terms of the agreement, the Community rules applicable and, on a subsidiary basis, by the law of the UK relating to grants. The beneficiary may bring legal proceedings regarding decisions by the institution concerning the application of the provisions of the agreement and the arrangements for implementing it before the competent Court in accordance with the applicable national law.

CONFIRMATION OF PRESENCE

Home University: Edinburgh Napier University UK EDINBUR09

NAME OF STUDENT: _____

HOST UNIVERSITY: _____

HOST UNIVERISTY ERASMUS CODE: _____

CONFIRMATION OF ARRIVAL AND REGISTRATION

We confirm that the above mentioned student has arrived and enrolled at our institution on:

____/____/____

(Day) (Month) (Year)

Name: _____

Date: _____

Position: _____

Signature: _____

Stamp of Institution:

CONFIRMATION OF DEPARTURE

We confirm that the above mentioned student has departed from our institution on:

____/____/____

(Day) (Month) (Year)

Name: _____

Date: _____

Position: _____

Signature: _____

Stamp of Institution:

BANK DETAILS FORM

All grants will be paid by bank transfer to a nominated bank account.

Please complete the following details so we can transfer money to the correct bank account.

Name:	
Account Number:	
Bank Name:	
Bank Address:	
Bank Code/Sorting Code:	
Bank BIC**:	
IBAN code**:	
Address that the bank holds as a current address for you:	

*****We will be unable to transfer your funds without all of the details requested above regardless of whether it is a UK bank account or an account in your host country so please ensure you complete all fields***

**ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM
LEARNING AGREEMENT
ACADEMIC YEAR 2011/2012 - FIELD OF STUDY:**

Name of student:
 Sending institution:
 Country:

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving institution:
 Country:

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Number of ECTS credits

*if necessary, continue the list on a separate sheet

Fair translation of grades must be ensured and the student has been informed about the methodology

Student's signature Date:

SENDING INSTITUTION

We confirm that the proposed programme of study/learning agreement is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date:.....

Date:

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental coordinator's signature

Institutional coordinator's signature

.....

.....

Date:

Date:

**CHANGES TO STUDY PROGRAMME ORIGINALLY PROPOSED/LEARNING AGREEMENT
(TO BE FILLED IN ONLY IF REQUIRED)**

Name of student:

Sending institution:

Country:

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT

(to be filled in ONLY if appropriate)

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Deleted course unit	Added course unit	Number of ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

if necessary, continue this list on a separate sheet

Student's signature

Date:

SENDING INSTITUTION

We confirm that the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature Institutional coordinator's signature

Date: Date:

RECEIVING INSTITUTION

We confirm the above-listed changes to the initially agreed programme of study/learning agreement are approved.

Departmental coordinator's signature Institutional coordinator's signature

Date: Date:

ERASMUS 2011/12
Student Acknowledgement of Receipt of Grant

Name: _____

Matriculation Number: _____

Institutional Contract No UKSEC-2005-EDINBUR09

Home Institution: Edinburgh Napier University Code: UK EDINBUR09

Host Institution: _____ Code: _____

Duration in months of study period abroad: _____

Date of departure: _____ Date of return: _____

I acknowledge the receipt of the following student mobility grant amount funded by the Commission of the European Union within the framework of the Lifelong Learning programme.

Amount received: _____ (Please indicate amount in either Euros € or Pounds £)

Date: _____

Signature: _____

ERASMUS 2011/2012**Student Acknowledgement of Receipt of Grant**

Name: _____

Matriculation Number: _____

Institutional Contract No UKSEC-2005-EDINBUR09

Home Institution: Edinburgh Napier University Code: UK EDINBUR09

Host Institution: _____ Code: _____

Duration in months of study period abroad: _____

Date of departure: _____ Date of return: _____

I acknowledge the receipt of the following student mobility grant amount funded by the Commission of the European Union within the framework of the Lifelong Learning programme.

Amount received: _____ (Please indicate amount in either Euros € or Pounds £)

Date: _____

Signature: _____



Dear ERASMUS Student

This report on your experiences will provide the LLP Erasmus Programme with valuable information which will benefit both future students and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire.

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. On request, you may be sent personal data and correct or complete them. You may lodge a complaint against the processing of personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001)

Please return this report to your Home Institution at the end of your Erasmus period abroad.

Identification of the home institution this section to be completed by the institution

Name of the home higher education institution: _____

Erasmus ID code of the home institution: _____ EUC No. of the home institution: _____

Location of the home higher education institution (city, country): _____

1. Identification of the student

Your name (family, given): _____

Your gender: M/F

Subject area of your degree/major: _____

Your non-university email address: _____

I agree that my email address may be later used to contact me: Yes/ No

2. Study period and motivation

Name of the host institution: _____

Location of the home higher education institution (city, country): _____

Dates of study period abroad: from dd/mm/20yy to dd/mm/20yy

In which year/at which level were you during your study abroad: Bachelors 1-2-3/Masters 1-2/Doctoral/Other

Do you consider the study period/duration to have been: Too short - too long - just right

Which were the factors which motivated you to go abroad? (please tick all that apply)

Academic Cultural Live in a foreign country Practice a foreign language

Friends living abroad Career plans/enhance future employment prospects European experience

Be independent/self-reliant Other (please specify): _____

3. Academic quality

scale 1-5: 1=poor/negative, 3=neutral, 5=excellent

How do you rate the quality of the professors and other teachers at your host institution? 1 – 2 – 3 – 4 – 5

How do you rate the quality of the courses you took and study material you received at your host institution?

1 – 2 – 3 – 4 – 5

4. Information and support

How did you get information about the study programme of the host institution?

Home institution Host institution Other students Former participants Internet

Other (please specify): _____

In general, how useful was this information? 1 – 2 – 3 – 4 – 5

On your arrival at the host institution, were you offered:

A welcome event An information session An orientation programme A language module/course

Were any other special events organised for Erasmus students in the host institution during your stay?

Yes / No

Did you receive adequate support from your host and home institution before and during your Erasmus study period? Home institution: 1 – 2 – 3 – 4 – 5 Host institution: 1 – 2 – 3 – 4 – 5

How do you consider your degree of integration with local students in the host institution? 1 – 2 – 3 – 4 – 5

5. Accommodation and infrastructure

Your type of accommodation at host institution:

University accommodation Apartment or house together with other students Private housing

Other (please specify): _____

How did you find your accommodation?

University service Friends/family Private market Internet

Other (please specify): _____

scale 1-5: 1=poor/negative, 3=neutral, 5=excellent

How would you rate your access to libraries, study materials: 1 – 2 – 3 – 4 – 5

How would you rate your access to PC and e-mail in host institution: 1 – 2 – 3 – 4 – 5

6. Linguistic preparation

What was the language(s) of instruction in the host institution: _____

Was language preparation provided? Yes / No

If yes, did you attend an Erasmus Intensive Language Course? Yes / No

If Yes, who organised the language course(s)? Home institution Host enterprise/organisation

Other (please specify): _____

Duration of language training Total number of weeks: _____ Hours per week: _____

How would you rate your competency in the language of your host country?

Before the Erasmus study period: 1 – 2 – 3 – 4 – 5 After the Erasmus study period: 1 – 2 – 3 – 4 – 5

Were the courses you took at least partially taught in English? Yes / No

7. Academic recognition

Did you and your home and host institution sign a Learning Agreement prior to the commencement of your study period? Yes No Yes, but after the beginning of my stay

Did you sit exams? Yes / No

Was ECTS used? Yes - No - partially

Will you gain academic recognition for your study period abroad? Yes - No - partially

Will you get credits for completing language courses? Yes / No

8. Costs

How much was the amount of your Erasmus grant per month (EUR): _____

Average costs per month during your period abroad (EUR): _____

To what extent did the Erasmus grant cover your needs? 1 – 2 – 3 – 4 – 5

When did you receive your Erasmus grant (multiple answers are possible)?

Prior to your stay At the beginning of your stay In the middle of your stay

At the end of your stay After your stay/return home

Did you have other sources of funding?

State grant State loan Private grant(s) Private loan Family Own savings

Other sources (please specify): _____

Amount of the other sources in total per month (EUR): _____

How much more did you spend abroad compared to what you normally spend in the country of your home institution? Extra amount per month (EUR): _____

Did you have to pay any kind of fees in host institution? Yes / No

If yes, please state the type and amount (EUR) paid: _____

9. Your personal experience – overall evaluation of Erasmus study period

scale 1-5: 1=poor/negative, 3=neutral, 5=excellent

Judgement of academic outcome of the Erasmus period: 1 – 2 – 3 – 4 – 5

Judgement of personal outcome of the Erasmus period:

General judgement: 1 – 2 – 3 – 4 – 5 Intercultural skills: 1 – 2 – 3 – 4 – 5

Linguistic skills: 1 – 2 – 3 – 4 – 5 Self-reliance: 1 – 2 – 3 – 4 – 5

Independence: 1 – 2 – 3 – 4 – 5 Self-awareness: 1 – 2 – 3 – 4 – 5

Did you encounter any serious problems during the Erasmus period? Yes / No

If yes, please specify: _____

Which aspects of the Erasmus period did you particularly appreciate?

Academic Cultural Live in a foreign country Practice a foreign language

Friends living abroad Career plans/enhance future employment prospects European experience

Be independent/self-reliant Other (please specify): _____

Are you more likely to consider working in another European country after graduation as a result of your Erasmus experience? Yes / No

Do you think the Erasmus period will help you in your career? 1 – 2 – 3 – 4 – 5

Do you think the Erasmus period will help you in finding a job? 1 – 2 – 3 – 4 – 5

Overall evaluation of your Erasmus period: 1 – 2 – 3 – 4 – 5

Would you be willing to help outgoing or incoming students with your Erasmus experience? Yes / No

What recommendations would you give to other students concerning information, application procedures etc.:

How do you feel the Erasmus scheme could be improved (information, application procedures etc.)?

ERASMUS STUDENT CHARTER

The status of 'Erasmus student' applies to students who satisfy the Erasmus eligibility criteria and who have been selected by their university* to spend an Erasmus period abroad – either studying at an eligible partner university or carrying out a placement in an enterprise or other appropriate organisation. For study mobility, both universities must have an Erasmus University Charter awarded by the European Commission. For placement in enterprise the home university must hold an extended Erasmus University Charter (i.e. also covering rights and obligations relating to placements).

As an Erasmus student, you are entitled to expect:

1. Your home and host universities to have an inter-institutional agreement.
2. The sending and receiving institutions to sign with you and before you leave a Learning/Training Agreement setting out the details of your planned activities abroad, including the credits to be achieved.
3. Not to have to pay fees to your host university for tuition, registration, examinations, access to laboratory and library facilities during your Erasmus studies.
4. Full academic recognition from your home university for satisfactorily completed activities during the Erasmus mobility period, in accordance with the Learning/Training Agreement.
5. To be given a *transcript of records* at the end of your activities abroad, covering the studies/work carried out and signed by your host institution/enterprise. This will record your results with the credits and grades achieved. If the placement was not part of the normal curricula, the period will at least be recorded in the *Diploma Supplement*.
6. to be treated and served by your host university in the same way as their home students.
7. to have access to the Erasmus University Charter and Erasmus Policy Statement of your home and host universities.
8. Your student grant or loan from your home country to be maintained while you are abroad.
- 9.

As an Erasmus student, you are expected to:

1. Respect the rules and obligations of your *Erasmus grant agreement* with your home university or your National Agency.
2. Ensure that any changes to the Learning/Training Agreement are agreed in writing with both the home and host institutions immediately they occur.
3. Spend the full study/placement period as agreed at the host university/enterprise, including undergoing the relevant examinations or other forms of assessment, and respect its rules and regulations. Write a report on your Erasmus study/placement period abroad when you return and provide feedback if requested by your home university, the European Commission or the National Agency.

If you have a problem:

1. Identify the problem clearly and check your rights and obligations.
2. Contact your departmental coordinator for Erasmus and use the formal appeals procedure of your home university if necessary.

If you remain dissatisfied, contact your National Agency.

* "University" means any type of higher education institution which, in accordance with national legislation or practice, offers recognised degrees or other recognised tertiary level qualifications, or vocational education or training at tertiary level.

GENERAL CONDITIONS

Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The UK National Agency, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the placement. Consequently, the UK National Agency or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

Article 2: Termination of the Contract

In the event of failure by the beneficiary to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the beneficiary within one month of receiving notification by registered letter.

If the beneficiary terminates the agreement before its agreed end or if he/she fails to follow the agreement in accordance with the rules, he/she will have to refund the amount of the grant already paid.

In case of termination by the beneficiary due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the beneficiary's control and not attributable to error or negligence on his/her part, the beneficiary will be entitled to receive the amount of the grant corresponding to the actual time of the placement. Any remaining funds will have to be refunded.

Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the British Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with Community legislation (Court of Auditors or European Antifraud Office (OLAF)).

The beneficiary may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the Information Commissioner's Office with regard to the use of these data by the sending institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

Article 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the UK National Agency or by any other outside body authorised by the European Commission or the UK National Agency to check that the Placement and the provisions of the agreement are being properly implemented.

Safety

As a responsible adult, you'll be aware of the precautions to take especially when getting used to new surroundings in a new city or town. Please use your common sense and read over the guidelines below:

1. Walk confidently, even if you're unsure of where you are going. If you need to consult a map, do it in a shop or café.
2. Do not carry large amounts of cash on you. Store large amounts somewhere safe in your accommodation and don't let anyone else know where it is.
3. When looking for accommodation, try and find out where the dangerous areas of town are and avoid them. If flat hunting, try not to go alone and find a friend that can go with you.
4. Beware of taking taxis from unlicensed operators and avoid hitchhiking.
5. Avoid walking alone at night. If possible, go out and about in groups especially in the evening.
6. Find out where the nearest emergency hospital is to where you live and study and make sure you know the local emergency numbers.
7. Keep a note of emergency numbers for your bank and credit cards so that you can cancel them if they get lost or stolen.

Contact Information

The International Office will be in touch with you at various stages throughout your Erasmus exchange but all correspondence will be conducted via your Edinburgh Napier University email account. Please make the effort to check it regularly.

If *you* have any questions or queries concerning your exchange or any issues which arise during your time away then please email **studyabroad@napier.ac.uk** Although you are not studying in Edinburgh, there are still staff at Edinburgh Napier University who can support and help you with any problems when you're away so please get in touch. Problems don't happen often but if they do, please remember that you are not alone.

We hope the information in this pack has been of use.

Your Erasmus exchange will be a great experience, as well as studying hard, take the time to meet new people and visit some of the country (and neighbouring countries) where you are studying. During your exchange you will be an ambassador for Edinburgh Napier University so do us proud, make the most of it and enjoy every second – it will be over before you know it!

We look forward to hearing all about it when you return.