Erasmus+ 2017/18
Timeline, Checklist & FAQs

When	Document	Tick when completed	Notes / tips
Before your exchange	**Learning Agreement** **("Before the Mobility" section)** *This is the key document confirming what modules you will be studying while abroad, and shows that your Programme Leader and your host university have formally approved your programme of study.* *You may find you need to complete TWO Learning Agreements – the one we send you, plus one for your host university.* *Ours is the critical one for your grant.*	☐	Read the Guidance Notes. They explain what to do! Only pages 1-4 need to be completed at this stage, but you should keep all six pages together each time you scan, print or email. Don't separate them! Do this as soon as possible AFTER you have been notified that you have been formally nominated for your exchange. Staff will be going on leave, and it can take a long time to get signatures. Discuss with your Programme Leader. You complete and sign. Then get your PL to sign. Then send to your host university for signature. (Or vice versa, but don't send to both simultaneously – all three signatures must be on the same copy, on page 4, *not* page 6.) Business School students send to: t.thomline@napier.ac.uk Everyone else send to: studyabroad@napier.ac.uk
Before your exchange	**Widening Participation Grant application form** *This form is to apply for the additional €100 per month funding for students from disadvantaged backgrounds.*	☐	Only students who are from Widening Participation backgrounds and wish to apply for the additional WP grant need to complete this. The deadline for this was: Wednesday 31 May 2017 Applications / queries to: studentfunding@napier.ac.uk
Before your exchange	**OLS Online Language Assessment** *This online test is completed twice - before and towards the end of your exchange.* *Results are not used in any way by Edinburgh Napier, but will give you an idea of your progress in the language, and feed in to EC statistics on the benefits of doing an exchange.*	☐	If you wish to take advantage of the free online (OLS) language course, you will need to complete this test in order that your level can be assessed. If you are studying in the language of your host country (ie mainly Languages students), the test is obligatory.

Before your exchange *(apply early - may be needed as part of your application to your host university)*	**Study EHIC** **(European Health Insurance Card)**	☐	You must have a valid EHIC card before travelling, if eligible for one. Permanent address is in the UK? Apply for the Study EHIC even if you already have a standard EHIC, following the guidelines already sent. Permanent residence in another EU/EEA country? Contact your own authorities for advice.
Before your exchange	**Risk Assessment**	☐	Complete, including next of kin details, and sign. We will obtain the second signature. **You are not covered by the University's insurance policy until this is returned.**
	University Travel Insurance	☒	Have a copy readily accessible while you are abroad.
Before your exchange	**Grant Agreement** *This is a contract for your Erasmus exchange, outlining the terms and conditions for your grant.*	☐	This is NOT part of the pack sent to you with this checklist. We (the Global Mobility team) will send you a personalised Grant Agreement nearer the time of your exchange. When it arrives you just need to check, sign and return it (or let us know if there is anything wrong). We will obtain the second signature.
Before or your exchange or ASAP on arrival	**Bank Details** *We need these in order to pay your grant*	☐	You will receive an email in August about how to input your details online. You can either use your existing account or a new one that you open when abroad. If you wait to open an account abroad it may be that you have to wait longer to receive your grant, but you may pay less in bank charges.
During your exchange *(as soon as possible after arriving)*	**Contact details abroad**	☐	Update your 'Contact Address' on eStudent Records with your address and telephone number abroad in case we need to contact you urgently. (NB normally we will contact you only via your Edinburgh Napier email address.)

During your exchange *(request changes within 5 weeks of start of term, and get written agreement within 2 weeks after that)*	**Learning Agreement** **("During the Mobility" section)** *You need to complete this only if there are any changes to your modules after you start your exchange.*	☐	Read the Guidance Notes. They explain what to do! Find the Learning Agreement you previously completed. Re-use the <u>same form, ie with pages 1-4 already completed</u>, but now add in new module details and get signatures on the <u>final two pages.</u> Keep all 6 pages together – don't separate them! If your modules change more than once, you can download a blank 'During the Mobility' template from [myNapier](#). Follow same instructions for signatures/return as per 'Before the Mobility' above.
Towards end	**Confirmation of Presence form** *This form is completed by your host university to show the exact dates of your exchange.*	☐	It is critical that this form is completed with accurate, exact dates as your final instalment of grant will be calculated based on this. Ask eg someone in your host institution's International Office to complete and sign this.
Towards end	**OLS 2nd online language assessment** *Completing this allows you to gauge your progress, and the EC to compile statistics on the benefits to language learning of doing an exchange.*	☐	If you completed the OLS 1st online assessment, you will be sent an email inviting you to complete a 2nd assessment. This is obligatory for students studying in the language of their host country.
Towards end	**Bank details**	☐	Perhaps you opened a new bank account abroad but have to close it before leaving – in that case you may wish your 2nd grant instalment (which is paid <u>after</u> the end of your exchange) to be paid into a different account, eg a UK one. If so, make sure you update the bank details on our online system before the end of your exchange.
After	**EU Survey** (Erasmus+ Individual Participant Report)	☐	This is a survey of your experiences of your Erasmus+ exchange. An automatic, system-generated email will be sent to you from the British Council shortly after the last day of your exchange, so keep an eye on your university email for this.
After	**Edinburgh Napier feedback**	☐	Complete this questionnaire to give feedback on your host institution and share tips with future exchange students.

Erasmus+ documentation – FAQS

How do I apply for the Erasmus grant?
You don't need to 'apply' for the main Erasmus+ grant (€280 or €330 per month, depending on country). If you complete all the forms sent to you correctly, you will automatically receive it. However you *will* need to apply for the additional €100 per month Widening Participation grant, if relevant.

Why is it so important that all forms are completed correctly?
The University has to comply with European Commission requirements and timescales, and may be audited on the documentation **you** return. We could be fined if any signatures or dates are missing, if anything is incomplete, or if forms have been signed at the wrong time.

When will I receive the forms?
We will send you everything at the appropriate time by email, except the OLS assessment and end of mobility questionnaire, which will come via automatic emails from the European Commission's online systems. Students with earlier start dates may receive some documentation (eg grant agreements) before those with later start dates.

Where do I return my forms?
All forms should be sent to studyabroad@napier.ac.uk, **except** Learning Agreements from Business School students, which should be sent to Tracey Thomline at t.thomline@napier.ac.uk .

My host university has asked me to complete their Learning Agreement. Do I need to complete the one you sent me as well?
Yes, you must complete and return the Learning Agreement with the Edinburgh Napier logo, even if you have done a separate one for your host institution. Ours is the one that is vital for your grant.

I think some of my modules may change once I start my exchange. Should I wait to complete my Learning Agreement until I get there?
No. You must complete the 'Before the Mobility' part of the Learning Agreement (pages 1-4) and get this fully signed **before you start your exchange**. If there are any changes after you arrive, you can get approval for these and notify us at that point by completing the 'During the Mobility' part of the Learning Agreement (pages 5-6).

Can I scan and send several forms as one big file?
No – it makes processing and filing your paperwork very time consuming! If you're sending several forms at once, please send each form as a separate document, ideally named so we can see which is which. (Please also try if possible to scan all the pages for each form as one scan, rather than doing each page as a separate scan.)

Can I take a photo of my forms rather than scanning them?
Please use a scanner if at all possible. It can be a problem if you send enormous file sizes or if the quality is not good.

Can I upload my forms via OneDrive?
No, please send them as regular eg Word/PDF attachments to emails. We can't access OneDrive documents.

I've lost my copies of the blank forms. What should I do? You will be able to download spare copies from myNapier. *Please make sure you download from the correct pack (ie 2017/18 not 2016/17).*

When will I receive my grant?
You will receive 80% at the start of your exchange, and the balance (up to 20%, depending on the exact dates as stated in the Confirmation of Presence form) after you finish. This is providing you have completed all the required documentation and have uploaded your bank details. Please note we can't pay the first instalment until we receive our block grant from the British Council, so when we can pay is also dependent on this. You should take enough money/credit card with you to last the first couple of months on exchange, in case there are any delays (and in any case should not rely on the Erasmus+ grant to cover core costs).

What documents must I have completed in order for you to pay my grant?
You must have completed/returned:

For the 1st instalment:
Learning Agreement
Grant Agreement
1st OLS Language Assessment (if relevant)
Bank details (online system)

For the 2nd instalment:
Confirmation of Presence form
EU online questionnaire
2nd OLS Language Assessment (if relevant)
Bank details (only need to update if using different bank details from 1st instalment)

Which bank account will my grant be paid into?
You can give details of either a UK or other bank country on our online system. You will be able to change these details at any time, eg if you want your second grant payment paid into a different account from the first one.

I've just arrived abroad, and my host university has given me a certificate confirming the date that I started my exchange. Do you need this?
No. We just need **our** Confirmation of Presence form signed by them at the END of your exchange.

What happens if I want to shorten my exchange?
Let the Global Mobility team and your Programme Leader know as soon as possible in case there are any implications for your Erasmus+ grant or your academic progression. If you finish early, you may need to repay part of your grant.

Anything else I need to know?
Make sure you keep all pages of each document together each time you print out/scan/email them. If you send part documents, or documents which aren't completed or signed properly, we won't be able to accept them and this may delay payment of your grant.

Eek, there's a lot to keep track of!
Hopefully the above checklist will help.   You might also find it useful to have a specific USB or folder on your laptop where you store all your Erasmus documentation.

Please check your Edinburgh Napier email address regularly **during the summer and while you are abroad** as we will use this for sending important information relating to your exchange.

Anything you're not sure about? Please email us any time –
http://my.napier.ac.uk/International/Exchange/Pages/One-to-One-Appointments.aspx - we're here to help!

Good luck and bon voyage!

Sharyn, Ewa, Sarah and Slawek,
Global Mobility Team, Edinburgh Napier University
studyabroad@napier.ac.uk

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