UNIVERSITY OF KENT
STUDY AND WORK ABROAD IN EUROPE
2017/18
- The Erasmus Team
- Your placement – the basics
- Practical preparation
- Sources of information
- Finance
- Health, welfare and safety
- Personal preparation
- Contact

In the foyer after the meeting
- Meet other students going to your host country
- Collect your Study/Work Abroad Guide
THE ERASMUS TEAM
The Erasmus Team

Janet Wilson-Sharp, Erasmus Placement Co-ordinator
Françoise McKee, Erasmus Placement Officer
Brechje Klok-White, Erasmus Placement Officer

Key responsibilities
• Provision of information and advice
• Student support before and during the time abroad
• Administration of Erasmus grant

• Room 155, first floor of the Registry Extension
• T: +44 (0)1227 824042 or 827818
• E: erasmus@kent.ac.uk
Study placements

• Application process for host university
  • Read and follow the host university’s instructions carefully
  • Meet their deadlines!
  • They may not be able to reply to enquiries quickly
• Learning Agreement for study
• Support
• Assessment:
  • Pass/Fail based on exam marks and credits from host university
Work placements and assistantships

- Follow instructions carefully
  - from Kent, employer and/or the British Council
- Erasmus+ Learning Agreement for Work
- Communicate with your employer/school before and during the placement
  - Make sure you know, and follow, their policies for sick leave, dress code, holiday, etc
  - Assistants – contact host school as soon as you get their details. Remember the summer closure!
- Supervision and support
- Assessment:
  - Pass/fail based on work submitted to Kent
  - Kent School will advise re the required essay/project
Residence documents and visas

- Passport
  - Valid for full period!
  - If renewing, allow plenty of time
- Registration with local authorities
- Visas for host country
  - EU nationals going to another EU country: no visa required
  - EU nationals going to non-EU country, e.g. Turkey
  - Non-EU nationals going to EU country
  - Time, costs
- Holders of Tier 4 visas
  - UKVI requires us to monitor your study/work abroad activity.
Accommodation

- Check what is available/recommended for your destination

- Private accommodation:
  - Get advice from the employer/school/host university
  - Work/assistantships: check if we have an exchange in that area which could provide useful information
  - If using an agency/website, read the small print before signing up

- Student residences
  - Follow application instructions (will be sent by host university)

- Be prepared for administration fees/deposits

- Read contracts carefully
Getting there

• **Travel**
  - Don’t book travel or a summer holiday until you know when you are expected to arrive.
  - Make sure your travel plan fits with your accommodation contract.
    - When/where can you get your keys?
    - Make alternative arrangements for first night/s if necessary

• **Arrival**
  - Make sure you know what to do/where to go on arrival
  - Participate in training/induction events
Insurance

- Travel and Personal Accident Insurance
  - Free, obligatory insurance through Kent
  - Register online before departure (see Guide)

- European Health Insurance Card (EHIC)
  - Check the cover offered in your host country online: [http://www.nhs.uk/pages/home.aspx](http://www.nhs.uk/pages/home.aspx)
  - Apply for a card, if eligible
  - Check expiry date of an existing card
Language preparation

Not studying the host language?

• Erasmus Team offers a contribution of up to €200 for:
  • Summer vacation or term time language courses
• Erasmus+ grant and pre-sessional language courses

Studying the host language as part of your degree?

• Online Linguistic Support
• Excellent free assessment and courses
• Obligatory for those studying or working in French, German, Italian or Spanish
SOURCES OF INFORMATION
Sources of information

- Study/Work Abroad in Europe guide
  - Collect in the foyer after this meeting
  - Or from International Partnerships, Room 155, Registry extension

- Moodle module DP6450

- Kent student questionnaires
  - Available in International Partnerships
  - Cover cost of living, accommodation…

- Information from:
  - Host university; Employer; School, local assistantship office and British Council
Tuition fees

• No tuition fees payable to host universities
  • German universities: semester fee for public transport and administrative charges

• Tuition fees payable to Kent:
  • Undergraduate Year Abroad: £1,350 (2016/17)
  • Undergraduate Term Abroad: normal tuition fees
  • Postgraduate study abroad: normal tuition fees
Erasmus+

- EU programme designed to encourage student/staff mobility
  - Eligible countries
  - Study and work placements
- Erasmus+ grant
  - Top-up to your normal funding
  - Rate set by National Agency according to country and activity
- Essential documents will be emailed to you.
- Two payments, made on receipt of required forms:
  - 1st payment: 70% of estimated total grant
  - 2nd payment: Remainder recalculated and paid at the end of the placement

The University of Kent is pleased to acknowledge the support of the European Commission within the framework of the Erasmus+ Programme.
Erasmus+ supplements

- “Special needs”
  - For those with severe medical conditions/disabilities who would be unable to go abroad without additional support.
  - If you think you could be eligible, contact the Erasmus Team.

- “Disadvantaged background”
  - Currently study placements only
  - Kent identifies eligible students based on Widening Participation status
Erasmus+ grant proviso

Please do not use the Erasmus+ grant as your main source of funding!

- It is a top-up to your normal funding
- It will not be sufficient to cover all your expenses.
- We cannot guarantee when we will receive the money or when we will be able to pay it to you.
Other matters

- Swiss-European Mobility Programme (SEMP)
- Outside Europe:
  - South America, Quebec etc
- Student Finance
  - Notify SFE
  - DSA
  - Paid work placements
- Update your budget
HEALTH, WELFARE AND SAFETY
Home sickness and anxiety

- It’s normal
- Allow time to settle in
- Eat and sleep well
- Keep active
- Take time to do things you enjoy
- Keep in contact with home, but beware the Curse of Facebook!
  - Don’t envy friends at home, let them envy you!
- Don’t think you have to manage on your own
  - Talk to someone about it, but not to excess!
- Severe anxiety:
  - contact Student Wellbeing for useful techniques before you go.
Health and welfare

• Health Questionnaire
  • Confidential, part of insurance process
  • If you do not submit a questionnaire, you will not be allowed to go abroad.

• Find out about provision at host
  • Services and facilities: public, private, university?

• Register with local doctor on arrival
  • Student Wellbeing at Kent

• Other needs
  • Medication
  • Special diet
Additional support needs

- Medical/mental health conditions, disabilities, SLDs
- Pre-existing conditions
  - Full health questionnaire and Fitness to travel certificate
  - Insurance
- Recognition of conditions and expectations of support may vary
  - ILPs
- Discuss plans with Student Support and Wellbeing, your doctor or other professionals, as appropriate
  - Don’t travel against medical advice!
- Talk with Erasmus Team as soon as possible
  - Study: If necessary, relevant details to go to host university to ensure appropriate support
  - Work and assistantships: Does your employer/host school need to know? (e.g. severe food allergies, epilepsy etc)
Safety

Most placements are trouble free, but incidents can happen. Using common sense will help to reduce risks.

- Be vigilant when travelling or out late at night
- Be cautious with new people, they could be wolves in sheep’s clothing!
  - Be careful about accepting drinks/lifts home or inviting people to your accommodation
- Keep valuables secure
  - Smartphones are always a popular target
It’s your time abroad

- What do you want to get out of it?
  - New opportunities?
  - Social life?
  - “Employability”?
  - Sun tan?
  - Personal development?
  - New academic knowledge?
- What skills do you want to develop?
- What attitude will you take with you?
Cultural awareness

What differences might you encounter?*

- Communication styles, body language, formality/informality…
- Culture
  - history, religion, customs, manners…
  - stereotypes, prejudices, attitudes to authority…
- Your expectations and theirs
  - Behaviour and attitudes: personal space, (un)acceptable behaviour…
  - Work environment, expectations of roles
  - University environment, teaching/learning styles, division of work…
- Find out as much as you can in advance
  - It’s very different from going on holiday

* Ref: “Race, Culture & Counselling” Colin Lago
Reflection

- What skills or attributes will help you deal with the differences?
  - Communication, organisation, team work...
  - Perseverance, adaptability, a sense of humour...
  - Being able to pause and think before reacting
  - All highly valued by employers.

- It works both ways!
  - Misunderstandings can occur on both sides
  - Don’t expect everyone to fit in with you.
  - Check your behaviour against your local peer group to avoid giving offence or the wrong impression

- Personality still plays a part!
The Secrets of Success

• Be realistic
  • Allow time to adjust
  • Enjoy the differences

• Take responsibility
  • Commit to your time abroad

• Focus on your time abroad
  • …Not on what’s happening here
  • Make the most of the opportunities

• Kent students’ advice
  • In International Partnerships
  • YouTube: Kent Study Abroad
    https://www.youtube.com/watch?v=FWUcRb_UZ4
Keeping in touch

- Update your contact details on KentVision
- Check your Kent email regularly
- Please keep in touch with the Erasmus Team yourself
  - Don’t rely on other people to contact us for you, unless it’s impossible for you to do so
  - Data protection
  - Going through an intermediary can lead to misunderstandings/delays.

Remember: We won’t know that you need help unless you tell us!
In the foyer

- Get to know others going to your host country
  - Go to the sign for your host country

- Collect your Study/Work Abroad Guide
Any questions?
With thanks to our students and partners for providing the photos
THE UK’S EUROPEAN UNIVERSITY

www.kent.ac.uk