

ERASMUS+

GUIDE FOR

INCOMING STUDENTS

2022/2023





INTRODUCTION

At UWS, we are delighted that you have chosen to study or work abroad within the Erasmus+ programme and that you have chosen Scotland as your destination. We hope you will find it a rewarding experience and know that your period studying or working abroad will significantly add to your CV, future career prospects, develop and enhance your personal & inter-personal skills, AND BE GREAT FUN!

Firstly, a couple of quick points on terminology. You are a mobile student and you will be studying or working at UWS (Host Institution). We use the generic term 'Host' when referring to UWS.

This document is critically important to your preparation for mobility and highlights key issues that you must be aware of and deal with during your mobility period. You must read and understand this document, take action where required and meet the deadlines that are highlighted. UWS staff are able to help you prepare for your mobility and support you whilst here. However, you must understand that undertaking the mobility is your responsibility and, therefore, you must ensure that all paperwork is completed and any other actions that must be taken are done timeously.

We are going to take you through the process, from expressing an interest in participating in Erasmus+ at your home institution to completing your mobility and returning back to your Home Institution and country. Along the way, we will point you to the key paperwork that you must complete, provide additional information and point you to additional resources where necessary.

We do understand that it is a lot to read but help is there each step of the way from staff at UWS and your Home Institution.

During your mobility you will see reference made to, primarily, the European Union (EU). Erasmus+ is the EU programme for education, training, youth and sport. The EU funds the programme. In the UK, the Erasmus+ programme in the UK is managed by the National Agency, who are the British Council (with ECORYS). Your contact with any of these organisations is minimal; it is UWS that liaises with them. However, we draw them to your attention for information only.

Finally, you are not alone. The Erasmus programme has been around since 1987 and over 4 million students have participated in it. Annually, UWS are delighted to welcome around 400 Erasmus students to the University. It is a rewarding experience, both personally and academically. Yes, there are challenges but remember that help from UWS is always there.

HAVE A GREAT TIME!!!

THE UWS TEAM

Before getting into the detail of your mobility, we would like to ensure that you are aware of the key staff at UWS who are there to support you.

International Centre contact

Name	Department	e-mail contact
UWS Erasmus Mailbox	International Centre	erasmus@uws.ac.uk

School contacts

Name	Department	e-mail contact
Nondas Pitticas	Business and Creative Industries (Business)	nondas.pitticas@uws.ac.uk
Allan Dumbreck	Business and Creative Industries (Media)	allan.dumbreck@uws.ac.uk
Santiago Matalonga	Computing, Engineering and Physical Sciences (Computing)	santiago.matalonga@uws.ac.uk
Cristina Rodriguez	Computing, Engineering and Physical Sciences (Engineering)	cristina.rodriguez@uws.ac.uk
Carlos Garcia Nunez	Computing, Engineering and Physical Sciences (Physical Sciences)	Carlos.GarciaNunez@uws.ac.uk
Laurence Giraud Johnstone	Education & Social Sciences (Education & Languages)	laurence.giraud-johnstone@uws.ac.uk
Diarmuid McDonnell Lesley Calderwood Heather Myles	Education & Social Sciences (Social Sciences (SS), Psychology (PSY), Criminal Justice (CJ))	diarmuid.mcdonnell@uws.ac.uk (SS) lesley.calderwood@uws.ac.uk (PSY) heather.myles@uws.ac.uk (CJ)
Caroline Miller	Health & Life Sciences (Health)	caroline.miller@uws.ac.uk
Richard Thacker	Health & Life Sciences (Life Sciences)	richard.thacker@uws.ac.uk
Vish Unnithan	Health & Life Sciences (Sport)	vish.unnithan@uws.ac.uk

The Erasmus School Contacts are responsible for the academic element of your mobility.

STAGES TOWARDS COMPLETION OF YOUR MOBILITY

We would like to highlight the normal stages in the mobility process, from initial interest to completion of your mobility period. At each stage, action is required and notes are provided to assist you. Every mobility is different and some of the stages highlighted below may not follow the order shown, however you must ensure that each stage is dealt with.

Stage	Action	Key enabler	Additional notes
Intimation of interest.	Note your interest in participating in the Erasmus+ programme with your Home Institution.	Key staff at your Home Institution.	Speak to family and friends to ensure that you have their support. Why not speak to class colleagues to see if there is anybody else interested in studying in Scotland with you.
Consider your choices.	Research options that are available from the Home Institution's partnership database. We hope you choose Scotland and UWS!	Key staff at your Home Institution.	Choosing the right destination is important. You must choose a partner University that offers an approved academic experience. Refer to www.uws.ac.uk to ensure we offer a programme that is relevant to you.
Confirmation of participation.	Every University deals with this stage in a different way. It is critical that your Home Institution have approved your proposed mobility. UWS does not accept Erasmus students out with our nomination process.	Key staff at your Home Institution.	Continue to speak to family and friends to ensure that you have their support. Why not think about improving your English.
Contacting and applying to the institution of choice.	You have chosen to study at UWS. We now need to know. At 2 different points in the academic year, we ask your Home Institution for the details of the students they are nominating to study at UWS in the following trimester or academic year. Make sure you are on the list of nominees.	UWS International Centre and key staff at your Home Institution.	We will record your interest in our database and will send you an e mail of confirmation that you have been nominated. Please note that you still have to apply to UWS (see below).

Stage	Action	Key enabler	Additional notes
Apply to study at UWS.	We know you are interested in studying at UWS as you have been nominated by your home institution. However, we now need you to apply to study at this University. There is more detail on the process later. You will also be prompted to apply for residential accommodation.	International Centre and key staff at your Home Institution.	The application process is not onerous. There is help available from your Home Institution but also at UWS. It is better to get your application right first time so do not be afraid to ask for support.
Completion of the Learning Agreement.	This agreement gives effect to what you will be studying/ working at your host institution or enterprise.	School Erasmus Contact at UWS and key staff at your Home Institution.	This is a tri-partite agreement that is signed by you the student, your Home Institution and your Host Institution. It should be completed prior to your arrival at UWS. In the event that it is not or requires to be amended, there is time set aside during the UWS Welcome Week (Induction).
Enrol on Online Linguistic Support (if applicable).	Erasmus+ requires students, who are mobile in certain countries to take this complete mandatory workshop sessions.	Key staff at your Home Institution.	You will be guided to enrol on this compulsory programme by your Home Institution
Make travel arrangements.	Once you have been accepted by your UWS and your Home Institution is satisfied that you can undertake the mobility, you can start making your travel arrangements.	You.	UWS do not provide travel advice although there is general information on the website.
Arrive and enrol at UWS.	Participate in all necessary induction activities organised by UWS. Completion of Certificate of Attendance and Learning Agreement (if not completed in advance of travel) should be dealt with by you.	School Erasmus Contact and you.	These documents are critical so ensure that completion of them is a priority during the first week at UWS.
Undertake classes.	Enjoy the academic and cultural experience!!	You.	Keep in touch and immediately respond to any communication from your Home Institution and UWS.
In the last 2 weeks of your mobility.	Please ensure that your Certificate of Attendance is completed.	You.	This document is critical so ensure that completion of it is a priority before you leave UWS.
Complete your mobility.	You have completed your mobility and UWS will provide you with a transcript of the credit achieved.	School Erasmus Contact, Programme Leader and key staff at Home Institution.	It is your responsibility to ensure your Home Institution see this transcript.

THE UWS ADMISSIONS PROCESS

Please note that being nominated by your home institution is only to make UWS aware that you are proposing to study here. We still require you to apply. There are 2 stages to the application process.

1. Access the UWS Application

The UWS application form can be accessed at:

https://apply.uws.ac.uk:444/BANProd/bwskalog.P_DisLoginNon

2. Determine what kind of student you are.

Please refer to the table below:

Number of Trimesters /Programme Choice	Application	Proof of English /Reference required
1 Trimester (do not wish to graduate) 2 Trimesters (do not wish to graduate)	Erasmus/Exchange for particular School.	None required. The language level is stated in the Inter Institutional Agreement.
2 Trimesters (do wish to graduate)	Choose programme you wish to study.	





HUB
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The Hub is open
from 10am to 5pm
Monday to Friday
except bank holidays
For more information
visit www.uws.ac.uk
or call 01754 831111

USEFUL INFORMATION

to help you settle into your new surroundings

The International Student Support Team at UWS

The International Student Support Team will introduce themselves when you first arrive at the institution. They are here to support you and ensure you get the most out of your student experience. The team can offer advice and guidance in a number of areas that may be relevant to you during your studies, to include:

- Immigration matters (if you require a visa to enter the UK).
- Working in the UK whilst studying.
- Hints and tips on life in the UK.
- Liaising with academic staff regarding your studies.

Adapting to a New Culture

You will find that your time studying and living in the UK will be a rewarding experience that you will look back on with good memories. It may take time to settle in, especially if this is your first visit to the UK, and you will probably experience some aspects of 'culture shock' – the impact of moving from a familiar culture into an unfamiliar one.

You can contact the Counselling Service or International Student Advisors if you would like to come and talk about anything that is bothering you. You can access these services at the Hub on our Scottish campuses.

Meeting other students

The Students' Union Buddies project is there if you don't know where to access the help you need, or just need a friendly face to talk to. The team is made up of student volunteers who offer their time to support other students. You can sign up for a student buddy online at: <https://www.uwsunion.org.uk/whatson/studentbuddies/>

English Language

If English is not your first language, you'll have a lot of fun learning new words as you meet new people. Another way of practising your English is listening to 'Elementary Podcasts'. You can listen to them on a PC/laptop, or download them to your phone: <http://learnenglish.britishcouncil.org/>

Living in the UK

Health and Insurance EU/EEA/Swiss nationals who are studying full-time courses of any duration in Scotland are eligible for National Health Service (NHS) treatment. This is automatic and you do not have to apply for it in advance. If you are going to be studying in Scotland for the full year it is recommended that you register with a General Practitioner (GP) at your local Medical Practice. If you need to consult a doctor you will be able to obtain an appointment more quickly if you are already a member of the Practice. To register you will need to provide photo identification and proof of address. If you have an ongoing medical condition you should bring full documentation with you. If you are going to study in Scotland for one trimester only, registration will be at the discretion of the individual medical practice. If you are not registered but need to see a Doctor, you should be able to ask for an appointment as a Temporary Patient.

Post Offices, Post Boxes & Banks

Use the Post Office Branch Finder to find your nearest branch and to check their opening times – www.postoffice.co.uk/ branch-finder. Further information, including prices of sending mail overseas, is available online at www.postoffice.co.uk. Post boxes in the UK are bright red – you can't miss them! You will find details of the collection times on the box. Stamps can be bought from the post office and many shops. Within the UK you can use first or second class stamps.

If you are studying at UWS for one academic year, you may wish to open a bank account. There are banks near all our Scottish campuses and our advice would be that you visit 2 or 3 of them to ascertain what they offer students such as yourself and choose the most suitable one. To open a bank account, you will need your passport or identity card and a 'bank letter' from UWS. If you are studying at a Scottish campus, you can request this letter through the Hub portal at hub@uws.ac.uk. London campus students should e-mail london@uws.ac.uk for this letter. Basic bank accounts are easier to open than other types of account. If you change your address in the UK you should inform your bank immediately. Many UK banks have mobile banking apps that can help you keep track of your money. Save the Student' have published a guide of the best bank accounts for international students. See <https://www.savethestudent.org/international-students/top-international-bank-accounts-uk.html>

Public and Bank Holidays

See www.gov.uk/bank-holidays for confirmation of public and bank holidays in the UK. On these days, banks and public buildings will close and transport services such as trains and buses operate reduced services. There are local and national differences in some public holiday dates so check before travelling.

Telephone Calls

Telephone calls from private and public landline telephones are normally cheaper between 6pm and 8am and at weekends. International calls can be expensive, however, services such as Skype, Fring, WhatsApp and Yahoo Messenger allow you to make free or discounted phone calls over the internet. If you need to make an international call from a landline, you can call the international operator on 155 and they will be able to tell you how much your call will cost you before you call. If you are using a mobile phone to call overseas, check how much it will cost first, as charges vary between companies.

Television Licenses

If you are staying in university accommodation, you should have received an information leaflet on TV licenses with your accommodation contract. If you are not staying in university accommodation, you can pick up a TV license leaflet from the UWS Accommodation Office. For full current information, visit the website www.tvlicensing.co.uk and click on 'students'.

Council Tax

If you are living in private accommodation, the UKCISA webpage <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Council-Tax> is a useful resource. Council Tax is set by local authorities to pay for local services they provide, such as schools, roads and refuse collection. You can apply for a council tax exemption if you are a full-time student and you are living on your own or with other students. See <https://www.uws.ac.uk/media/2147/how-to-apply-for-council-tax-exemption.pdf>

Tourism

At UWS, we want you to work hard on your studies but we also want you to enjoy your free time. There are numerous sites on the Web that will provide information on what you can see and do in Scotland. Perhaps the best starting point is www.visitscotland.com/, the official website of the Scottish Tourist Board.

Churches, Temples, Mosques and more...

There are many churches in the UK, representing the different branches of Christianity. For information on local churches or UWS student worship groups, see the notice boards in the University and Students' Association, or visit the University's Multifaith Chaplaincy webpage <http://www.uws.ac.uk/about-uws/services-for-students/student-support/multifaith-chaplaincy/>

The following websites and the university MyDay Multi Faith tile <https://uws.mydaycloud.com/pages/multi-faith> may help you find a place of worship which is offering online services.

The following websites may also help you find a place of worship:

Hinduism: en.wikipedia.org/wiki/List_of_Hindu_temples_in_the_United_Kingdom

Judaism: en.wikipedia.org/wiki/List_of_synagogues_in_the_United_Kingdom

Sikhism: worldgurudwaras.com/world-gurudwaras/united-kingdom

Islam: en.wikipedia.org/wiki/List_of_mosques_in_the_United_Kingdom

Embassies and Consulates

Most embassies and consulates are based in London although some have offices in Edinburgh. Addresses and contact details are available from the Foreign and Commonwealth Office website: www.gov.uk/government/publications/foreign-embassies-in-the-uk. embassies and consulates are based in on although some have offices in Edinburgh. Addresses and contact details are available from the Foreign and Commonwealth Office website: www.gov.uk/government/publications/foreign-embassies-in-the-uk



LIVING AND LEARNING ABROAD

Do remember that when you arrive in your country of exchange many things will be new to you and that you will need a period of adjustment. It may take some time to become accustomed to living in a different country where the language, culture, diet and eating habits may vary from what you consider the norm. It is a good idea to learn the basics of the language of your host country – it can make life so much easier if you know basic words for food etc. when you come to do your first shop!

It is quite common to feel lonely or homesick, especially when you first arrive. However, the more adjusted you become to your new lifestyle and meet new people you will probably find these feelings quickly disappear. These feelings are a normal reaction and you won't be the only one who feels this way. Before you know it, you will have made plenty of new friends, and by the end of your period abroad, you may not want to leave. Before you depart for your exchange, it is advisable to speak to other students who have already undertaken an exchange. They will be able to give you advice on what to expect in your country of destination. Your School Coordinator should be able to put you in touch with these students.

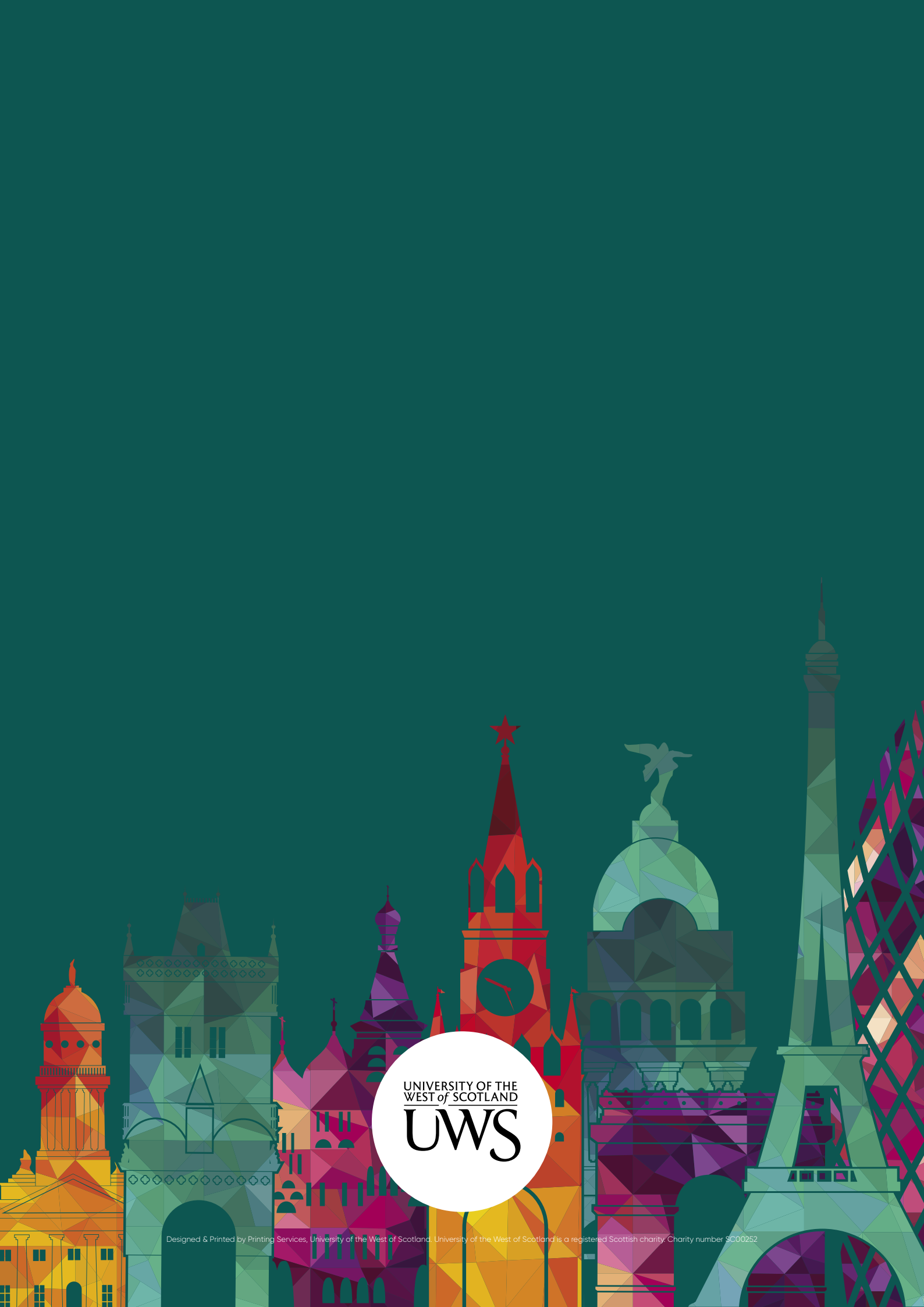


You will find virtually all students are enthusiastic about the experience they have had.

Participating in an exchange programme is a rewarding experience and very worthwhile. Not only do you get the opportunity to learn about a new culture but also learn a great deal about yourself. Your career prospects may benefit considerably from the experience. Be prepared for new teaching methods that may be different from what you are used to. Each University has its own methods of teaching and assessment so be prepared for a different workload as it may be heavier or lighter.

Staff at UWS look forward to welcoming you to Scotland and to UWS in the near future.





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