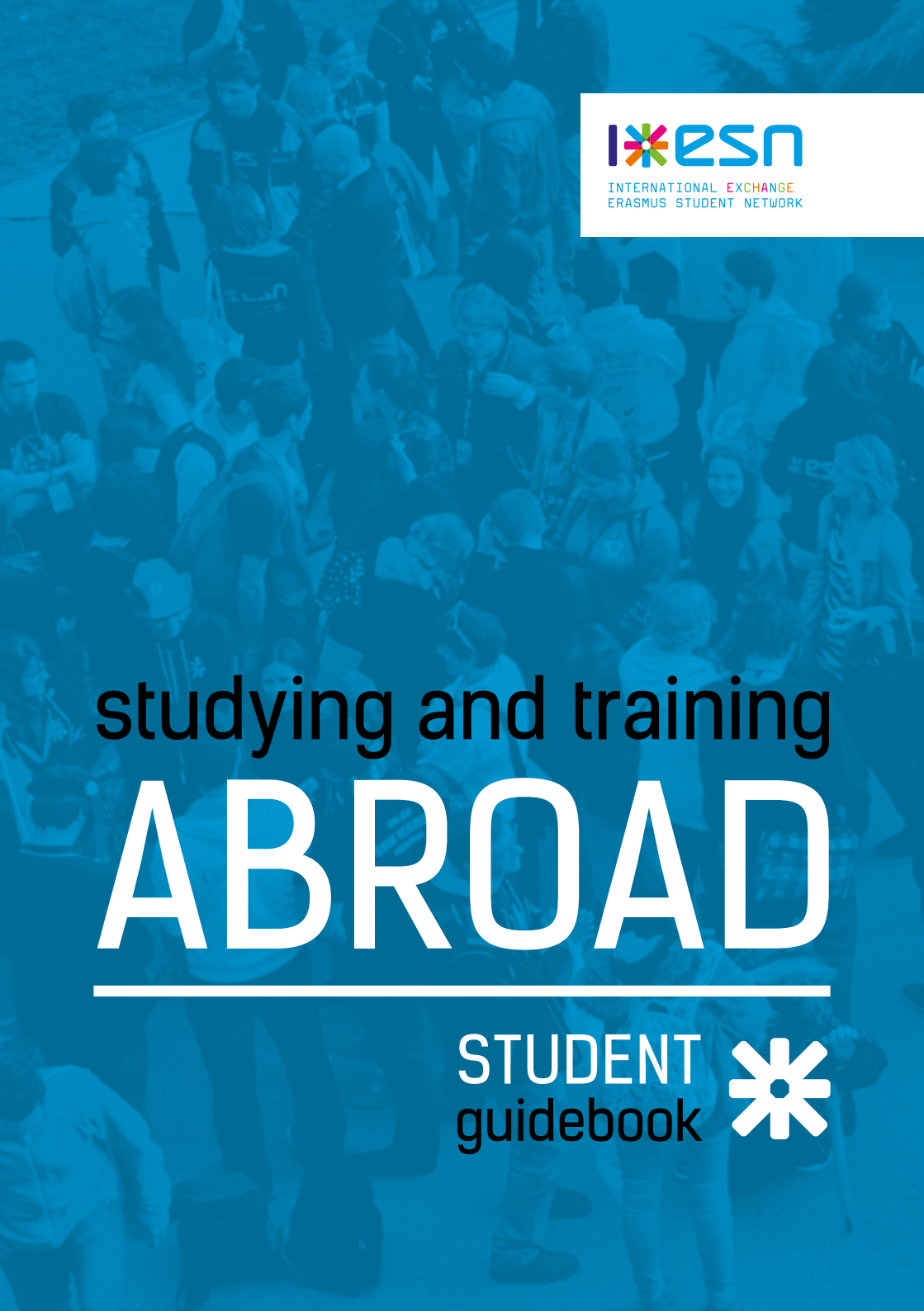

INTERNATIONAL EXCHANGE
ERASMUS STUDENT NETWORK

studying and training ABROAD

STUDENT guidebook

Strengthening the
Training Opportunities
for InteRnational Youth

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A free electronic version of this report is available at
esn.org/studentguidebook

www.esn.org

DEAR STUDENT

Taking part in an **Erasmus exchange** can be one of the greatest experiences in a student's academic career. Erasmus is an academic exchange that offers a great added value to your curriculum. **It complements the academic knowledge gained with opportunities for personal development and helps students to acquire skills needed for today's job market.** That's not all! Erasmus also means discovering and exploring new cultures, meeting new people, learning new languages and travelling. If you have friends that are former Erasmus students, you have probably heard about how great of an experience a period abroad during your studies can be and what it can give in return.

Going abroad for a period of your studies might seem scary at first. The fears of getting lost in bureaucratic processes or not being able to obtain the full academic recognition are some of the main reasons why students don't go abroad. **The Erasmus+ programme offers a wide range of different possibilities to go abroad**, whether it is for one semester, two semesters, a traineeship, volunteering or a full degree. However, having knowledge of all these possibilities may be difficult. This is why we have prepared this short guidebook for you!

The Student Guidebook is a brief, yet comprehensive compendium, showing you the recognition process, step-by-step. It will explain you the different opportunities and give you guidance on what and when you need to prepare before, during and after your mobility period. Moreover, it will explain your rights and obligations as an Erasmus student and help you ensure that you make the most out of your Erasmus experience!

Enjoy the reading,

Safi Sabuni,
President, Erasmus Student Network AISBL 2015-16

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Erasmus+ in a NUTSHELL

The Erasmus programme (**E**uropean **R**egion **A**ction **S**cheme for the **M**obility of **U**niversity **S**tudents) was established in 1987. It has developed into one of the most successful projects of the European Union and nowadays offers a range of different possibilities for you under the new programme called **Erasmus+**. It **enables students to study and work abroad**. Currently, there is the possibility to study in one of the 33 programme countries for a certain period of time (from 2 to 12 months, depending on the type of mobility). From 2015, students are able to study in partner countries (outside of Europe) and from 2016 it will also be possible to carry out traineeships in those countries.

You can take advantage of the different mobility opportunities for up to **12 month for each of the following cycles** of your higher education studies:

- During the first study cycle (Bachelor or equivalent) including short-cycles
- During the second study cycle (Master or equivalent)
- During the third cycle as Doctoral Candidate

Student mobility forms an important part of the **European Union's Erasmus+ programme**. To participate you need to be studying in an Erasmus+ programme country and your Higher Education institution needs to have signed the Erasmus Charter for Higher Education Institutions (ECHE).

You can find a list of Higher Education Institutions with the Erasmus Charter for Higher Education Institutions on the website from the Education, Audiovisual and Culture Executive Agency (EACEA):

esn.org/HEIs

Erasmus+ offers the following opportunities for you to go abroad during your studies:

1. Erasmus+ Mobility for Studies
2. Erasmus+ Mobility for Traineeships
3. Mobility for post graduates

By 2013,

- Over **3 million students** had participated in the Erasmus programme
- It was present in more than **4,000 Higher Education Institutions** in Europe
- **Annually**, around **250,000 students** pack their bags and move abroad to spend part of their studies in a foreign country.

Your rights and OBLIGATIONS

Higher Education Institutions (HEIs) that want to participate in the Erasmus+ programme must possess an **Erasmus Charter for Higher Education (ECHE)**. The Charter aims to guarantee the quality of the programme by setting certain fundamental principles. Moreover, by signing the Erasmus Charter for Higher Education, HEIs agrees to give **full recognition** to students who satisfactorily complete the activities specified in the compulsory Learning Agreement.

The right to obtain full recognition is also written in the Erasmus+ Student Charter.

Both the ECHE and the Erasmus+ Student Charter are available on the Erasmus+ website and it should also be available on your Higher Education Institution website.

Erasmus+ Student Charter

This Student Charter highlights your rights and obligations and informs you about what you can expect from your sending and receiving organisation at each step of your mobility.

Higher education institutions participating in Erasmus+ have been awarded an Erasmus Charter for Higher Education by the European Commission where they commit to support, facilitate and recognise your mobility activities. On your side, you commit to respect the rules and obligations of the Erasmus+ grant agreement that you have signed with your sending institution.

I. Before your mobility period

- Once you have been selected as Erasmus+ student, **you are entitled to guidance** regarding the partner institutions or enterprises where you can carry out your mobility period and the activities that you can undertake there.
- **You have the right to receive information on the distribution of grades** at the receiving institution and to receive information in securing a visa, obtaining insurance and finding housing by your sending and receiving institution/enterprise. You can find the respective contacts points and information sources in the inter-institutional agreement signed between your sending and receiving institutions.
- **You will sign a Grant Agreement** with your sending institution (even if you do not receive a financial support from EU funds), **and a Learning Agreement** with your sending and receiving institution/enterprise. A good preparation of your Learning Agreement is key for the success of your mobility experience and to ensure recognition of your mobility period. It sets out the details of your planned activities abroad (including the credits to be earned and that will count towards your home degree).
- **After you have been selected, you will undertake an online language assessment** (if available in your main language of instruction/work abroad) that will allow your sending institution to offer you the most appropriate linguistic support, if necessary. You should take full advantage of this support to improve your language skills to the recommended level.

II. During your mobility period

- You should **take full advantage of all the learning opportunities** available at the receiving institution/enterprise, while respecting its rules and regulations, and endeavour to perform to the best of your ability in all relevant examinations or other forms of assessment.
- **You can request changes to the Learning Agreement only in exceptional situations** and within the deadline decided by your sending and receiving institutions. In that case, **you must ensure that these changes are validated** by both the sending and receiving institutions/enterprise **within a two-week period after the request** and keep copies of their approval by e-mail. Changes due to an extension of the duration of the mobility period should be made as timely as possible as well.
- Your receiving institution/enterprise commits to treat you in the same way as their home students/employees and you should make all necessary efforts to integrate in your new environment.
- **Your receiving institution will not ask you to pay fees** for tuition, registration, examinations, access to laboratory and library facilities during your mobility period. **Nevertheless, you may be charged small fees** on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.
- **You are invited to take part in associations** existing at your receiving institution/enterprise, such as networks of mentors and buddies organised by student organisations such as **Erasmus Student Network**.
- **Your student grant** or student loan from your home country **must be maintained while you are abroad.**

If you have a problem, at any time:

- You should identify the problem clearly and check your rights and obligations according to your grant agreement.
- Several people work in your sending and receiving institutions to help Erasmus students. Depending on the nature of the problem and when it occurs, the contact person at your sending or receiving institution (or receiving enterprise in case of a traineeship) will be able to help you. Their names and contact details are specified in your Learning Agreement.

III. After your mobility period

- **You are entitled to receive full academic recognition** from your sending institution for satisfactorily completed activities during your mobility period, in accordance with the Learning Agreement.
- If you are **studying abroad, your receiving institution will give you a Transcript of Records** recording your results with the credits and grades achieved (normally in less than five weeks after the end of your evaluation). Upon reception of this document, your sending institution will provide you all the information on their recognition in a maximum period of five weeks. The recognised components (for example, courses) will appear in your Diploma Supplement.
- If you are doing a **traineeship, your host enterprise will give you a Traineeship Certificate** summarising the tasks carried out and an evaluation and, when it was foreseen in your learning agreement, your sending institution will also give you a Transcript of Records. If the traineeship was not part of the curriculum, the period will at least be recorded in your Diploma Supplement and, if you wish, in your Europass Mobility Document. If you are a recent graduate you are encouraged to request the Europass Mobility Document.
- **You should undergo an online language assessment,** if available in your main language of instruction/work abroad, to monitor linguistic progress during your mobility.
- **You must fill in a questionnaire to provide feedback** on your Erasmus mobility period to your sending and receiving institution, the National Agency of the sending and receiving country and the European Commission.

- If you face unjustified problems with recognition, use the formal appeal procedures in your sending institution if necessary.
- If your sending or receiving institution fails to fulfil the obligations outlined in the Erasmus Charter for Higher Education or in your grant agreement, you can contact the related National Agency.
- Feel free to also turn to your student associations, such as Erasmus Student Network, to seek help from students whom work to represent international students every year.

WHO IS WHO

There are several people and institutions working on the Erasmus+ programme. You will cooperate with them during your application, preparations, stay abroad and formalities upon return, and therefore it is important to know who is responsible for what.

International Relations Office (IRO)

Both your sending and receiving institutions have an **International Relations Office.** They can have different names, e.g. International Bureau or Exchange Office. Their role is to **provide information and counselling for incoming and outgoing students.** The IRO stafftakes care of all official documentation and the enrolment process at both institutions. They are also a provider of information about the application procedure, requirements and the practical arrangements related to your stay abroad.

Erasmus Coordinator

Usually, each Higher Education Institution has one institutional Erasmus coordinator and one **Erasmus coordinator per faculty**. The list of the coordinators can be found on the institution's website. The coordinators are responsible for advising students on their choice of courses and the number of ECTS credits needed. In case of any problems, you can consult the coordinator at either your sending or receiving institution.

National Agency (NA)

The National Agency is the link between the European Commission and the Higher Education Institutions in your country. National Agencies are responsible for the promotion and implementation of the Erasmus+ programme on the national level and are therefore familiar with the relevant issues and organisational structures. You can consult your National Agency if you need information about the Erasmus+ programme. Also, if your institution is failing to fulfil their obligations concerning the Erasmus Charter for Higher Education (ECHE) you can report the problem to your National Agency.

Find a list of National Agencies here:

esn.org/NAs

Erasmus Student Network

Erasmus Student Network (ESN) is the biggest network of student association in Europe. It was born on the 16th October 1989 with the aim of supporting and developing student exchange. Through the principles of **Students Helping Students**, ESN works to improve the social and practical integration of international students, and to represent the needs and right of those students on local, national and international level.

ESN involves around of 34.000 volunteers offering services to around 190.000 international students every year. ESN is present in more than 500 Higher education institutions in 37 countries. To find your closest ESN Section, go to:

esn.org

A few documents TO KNOW

Learning agreement

The **Learning Agreement** is a negotiated agreement between you, your sending and your receiving institution and has to be signed prior to your mobility period.

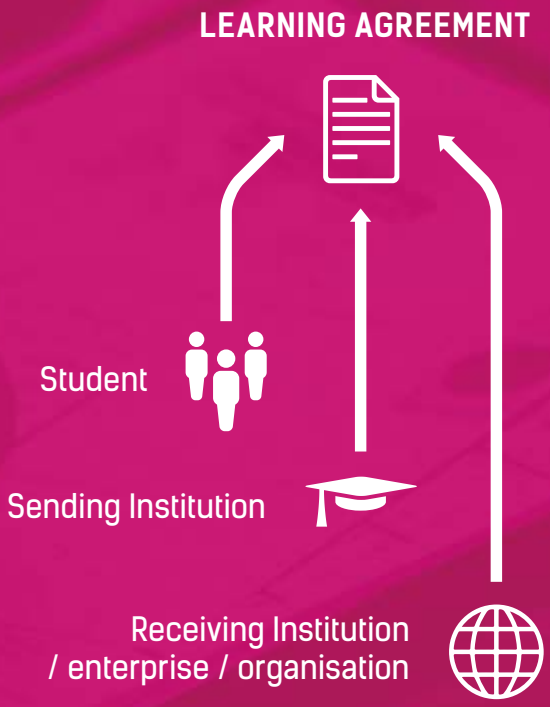
You will sign a **Grant Agreement with your sending institution**, even if you do not receive any financial support from EU funds, and you will also have to **sign a Learning agreement with your sending and receiving institutions.**

The Learning Agreement for Erasmus+ Mobility for Studies includes what modules you will be studying during your period abroad, how many ECTS are allocated to those courses and your required language competences.

The Learning Agreement for Erasmus+ Mobility for Traineeships does not only indicate the programme of the traineeship and the knowledge and skills to be acquired by the trainee but it also states whether the traineeship is part of your curriculum or if it is a voluntary traineeship and, depending on that, how it will be recognised. In addition, it informs whether it awards ECTS (and how many) and if it is recorded in the Diploma Supplement.

Once your application to go on Erasmus+ Mobility is approved, all parties need to sign the Learning Agreement:

- For studies: student, sending institution, receiving institution
- For traineeship: student, sending institution, enterprise/organisation



ECTS

The **European Credit Transfer and Accumulation System** (ECTS) was developed by the European Commission as a tool for the transfer of students' achievements in Erasmus student mobility, thus allowing the transfer of learning experiences and outcomes between different institutions.

ECTS is adopted as the national credit system in most countries of the European Higher Education Area. In other regions, it is increasingly used by institutions or interacts successfully with local credit systems.

ECTS credits are based on the estimated workload necessary for the student to achieve the defined learning outcomes. Each course component (lectures, trainings, seminars etc.) has an allocated number of credits. The workload of a full academic year is translated into 60 credits.

Transcript of Record

The **Transcript of Records** is an official document that provides the proof of your study achievements, thus allowing recognition. It gathers the educational components you have taken abroad, the number of ECTS credits you have achieved and the grades you have been awarded.

The receiving institution should send the Transcript of Records to your sending institution at the end of your period of study in order to formally certify the work completed, the credits awarded, and the local grades received during the mobility period.

This document will show all courses that were originally presented in the Learning Agreement and if they were successfully completed or not. Y**our sending institution is obliged to recognise and integrate all parts of the signed Learning Agreement** into your curriculum.

The format of the transcript of records may be different from institution to institution.

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ERASMUS+ MOBILITY

Going on Erasmus means that you will spend part of your studies and traineeship abroad. It is not an additional semester or two; it is fully integrated into your pre-existing curriculum. T**o benefit fully from the Erasmus exchange and to obtain full recognition upon return, you need to prepare your stay in advance.**

When to go abroad

This is the first decision you need to take. You can take this decision as early as one or two years in advance. If you take a careful look at the programme of your studies you will notice that **there are different courses: mandatory major courses; mandatory minor courses; free electives; thesis and so on.** Each study programme has a certain number of mandatory courses you will need to complete to obtain your degree and a certain number of free electives to choose from.

Most probably you will have a mixture of free electives and mandatory courses each semester. If you want to go on exchange, it is better to choose a semester or academic year where you will have less mandatory subjects and more free electives. This will give you more flexibility in choosing courses at your receiving institution. If you are not sure what the best time for you to go on Erasmus will be, **ask your Erasmus coordinator for advice.**

Scholarship

When you are going abroad through the Erasmus+ programme you are eligible to receive an Erasmus grant to assist you with the additional expenditure that you have when living abroad. The amount of the grant is different for studies and traineeships and depends on the destination country.

This grant is only intended to support your period abroad. You should not rely on it for essential living expenses such as food and rent. If you are a student with disabilities you have the possibility to receive supplementary Erasmus funding.

In addition, you may be able to claim a retrospective travel grant after your period abroad. Note that you will need to submit your booking confirmation and all receipts as part of the application.

To find out more about the amount of financial support you can expect get in touch with your International Relations Office at your sending Institution.

Language Assessment and Linguistic Support

In your Learning Agreement you have agreed on a level of language competence which you already have or you will acquire by the start of the mobility period. To assess whether you have already reached this level of language competence you will have to conduct a **compulsory language assessment.** The language assessment will be in the language of your host country or the language in which your courses will be taught. The language assessment will be provided after your selection and will not determine whether you are accepted to a mobility period or not. Currently, the language assessment is only available in the following 6 languages: English, French, Spanish, Italian, German and Dutch. More languages will be added during the academic year 2015/2016, therefore we encourage you to remain in contact with your International Relations Office to find out whether other languages have been added.

After undertaking the online language assessment you will be offered an **Online Linguistic Support course** (OLS) in accordance to your language level. The levels are measured through the common European Framework of Reference (CEFR) with the grading from level A1-C2. The OLS is an interactive language platforms that offers you the opportunity to learn the language while you are studying abroad. You should take full advantage of this support to improve your language skills, find more information about the OLS on http://erasmusplusols.eu/

At the end of your mobility you will be asked to make another language assessment to map out how much your language skills have improved during your mobility. You will be sent a reminder 30 days after your mobility period finishes.

Online feedback survey

You must also fill in an online questionnaire to provide feedback on your Erasmus+ mobility period within 30 days after it finishes. If you do not fill it you might have to pay back your grant or parts of it.

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Erasmus+ Mobility for STUDIES

How to Apply?

- **Check the deadline for applications of your sending institution and the eligibility criteria.**

  Each Higher Education Institution has its own deadline for applications. You should start your preparations by checking all of the deadlines. This is really important, because there are usually only one or two time frames when you can submit your application for going on Erasmus+ Mobility for studies each year.

- **Choose the institution where you want to go on exchange**

  Things to remember when choosing the institution where you will be studying abroad:

  - Check the list of institutions you can go to. You can do your Erasmus+ Mobility for studies in any institution that has an agreement with your own institution. This information should be available on the website of the institution or your faculty. If you cannot find it, consult the International Relations Office or ask the Erasmus Coordinator of your university.
  - Check the programme for the semester at your sending institution – see what the mandatory subjects are and how many free electives you have.
  - Check the study programme in the potential receiving institutions and see if they have comparable learning outcomes.

- **Apply at your sending institution**

  Each HEI has its own application procedure. Sometimes you will have to submit your CV and motivation letter, in other cases you will have to present yourself in front of a special commission to be chosen. Most countries also require a language test or a proof of your language capabilities in form of a certificate. In all cases, make sure you are well prepared!

- **Prepare the necessary documents**

  The Erasmus+ programme will allow you to transfer your learning outcomes from the receiving institution to your sending institution, but to complete this process successfully you will need to prepare and submit several documents before, during and after your exchange.

Before your mobility period

plan your STUDIES

How to choose courses in your Learning Agreement?

The learning agreement has to be signed prior to the study period abroad and includes what courses you will be studying during your period abroad.

To complete the Learning Agreement, you need to choose a range of courses. **It is very important that you choose the courses that suit you best**, in order to benefit most from the exchange and to get them recognised when you come back. Start by looking at the programme at your sending institution for the semester you want to go abroad. You should find courses (or other components) that will allow you to learn something that is comparable with what you would have learnt if you followed other components from your home degree. They do not have to match, but they have to be comparable as a group.

Afterwards you will have to visit each professor that is teaching one of the obligatory courses to make sure they agree with your selection. This step is crucial to avoid problems with recognition when you return from your studies abroad.

Pay attention to the schedule of the courses at the receiving university. Usually Erasmus students are allowed to choose from a variety of courses from different years, subject and faculties. Therefore, it might happen that some of the courses you would like to take will overlap. To avoid this situation and future changes in the Learning Agreement, make sure you check the timetables before you make a final decision upon the courses.

Before going abroad make sure to understand what happens in case you do not pass all courses at the receiving institution. Consult with your International Relations Office before going abroad. Each Institution has different regulations.

TIP Check if you have enough ECTS in your Learning Agreement

Most institutions that apply ECTS publish their course catalogues with a description of credits for each of their courses. As some institutions use different scales to measure the workload of a course you will need to ask the institution how to transfer them into credits.

Most institutions use ECTS, which is the recommended credit transfer system. However, a range of institutions still uses ECTS together with a national system of credit calculation. You need to check if your university is using ECTS only, or combines it with its own system. In the latter situation, your ECTS credits will be transferred and re-calculated. Ask the person responsible for the credit transfer to support you with the conversion from the national system into ECTS. Make sure that you have enough credits after the conversion.

TIP Ask about the system of grade transfer at your institution

The grading systems vary greatly at different Higher Education Institutions in Europe. It is really important that the transfer of grades is transparent, as sometimes grants or other benefits may depend on your level of performance during the exchange. Inform yourself sufficiently about the grade conversion to not run into problems after returning back home. Ask your Erasmus coordinator to provide you with the conversion table and to explain it thoroughly.

TIP Collect the necessary signatures for your Learning Agreement

As every contract it will only be valid if you have all the signatures required.

You need the following signatures:

a) Your own signature
b) Signature of the responsible person at the sending institution
c) Signature of the responsible person at the receiving institution

Remember that the **Learning Agreement needs to be accepted and signed before your departure**, so you need to start this procedure as early as possible.

Changes to the Learning Agreement

You can request changes to the Learning Agreement **only in exceptional situations**, for example if the previously chosen courses are not available or if courses overlap. Another reason for a change can be the request for an extension of the duration of the mobility period abroad. This request must be made at the latest one month before the foreseen end date.

There is a dedicated part for changes on the Learning Agreement. These modifications should be agreed upon by all parties (you, sending and receiving institution) within four to seven weeks after the start of each semester. Find out the exact deadline from your institution.

You must **ensure that these changes are validated** by both the sending and receiving institutions **within a two-week period after the request.** For the changes to the original Learning Agreement, original or scanned signatures are not mandatory and **an approval by email may be enough** (the procedure depends on the sending institution and on the national legislation). Make sure to keep a copy of the approval e-mails.

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After your mobility period

Visit the IRO and Erasmus Coordinator

After arriving in your host country, visit the International Relations Office and Erasmus coordinator to let them know that you arrived. Bring all necessary documents with you (ID, letter of acceptance, health insurance). Make sure your receiving institution has received all the documents you sent by post and everything is signed.

Get your recognition after returning back home

To get your studies recognised you need to get the **Transcript of Records** (ToR).

The Transcript of Records is an important document both for the student and the institution. It consists of two parts:

1. Information by your receiving institution
   - Educational components you have taken abroad
   - Number of ECTS credits
   - Grades you have been awarded in the receiving institution
2. Information by your Sending institution
   - Educational components which have been replaced of your original curricular while you have been abroad
   - Number of ECTS credits
   - If applicable: Converted grades at sending institution

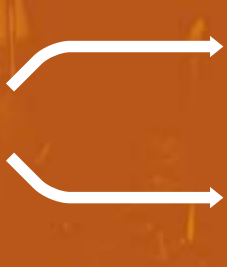
Get your Transcript of Records

You and your sending institution should receive the first part of the Transcript of Records (ToR) within five weeks after the end of your evaluation at the receiving institution. However, in some institutions the examination process is quite long and therefore we recommend getting the contact of the person responsible for processing it in case there are any delays.

The second part of your ToR will be filled out by your sending institution. If applicable they will convert the grades you received during your studies abroad into the grade system at your sending institution.

All courses from your ToR that were successfully completed and were originally presented in the Learning Agreement should be fully recognised and included as an integrated part of your curriculum. Those courses will be included in your Diploma Supplement – a document which accompanies your graduation diploma. It provides a standardised description of the nature, level, context, content and status of the studies you completed during your academic career.

In case you did not pass all your courses you should be in contact with your International Relations Office. Every institution has different regulations regarding this. Make sure you are aware of the consequences before going abroad.



Visit International Relations Office

Get your Recognision (Transcript of Records)

Erasmus+ Mobility for TRAINEESHIPS

How to Apply?

Erasmus+ Mobility for Traineeships enables students at Higher Education Institutions to spend a period of 2 to 12 months abroad to conduct a traineeship (work placement in an enterprise or organisation). You have the possibility to develop specific skills including language skills, and to improve your understanding of the economic and social conditions of the country in which you are acquiring work experience.

To take part in an Erasmus+ Mobility for Traineeships you **need to apply to your sending institution.** You should start your preparations by checking all the deadlines. This is really important, because there are usually only one or two time frames when you can submit your application for going on Erasmus+ Mobility for traineeships each year.

Some Higher Education institutions have a traineeship as an integral part of the study curricular. TIP: Make sure to know the criteria of such traineeship and look for a traineeship according to those criteria.

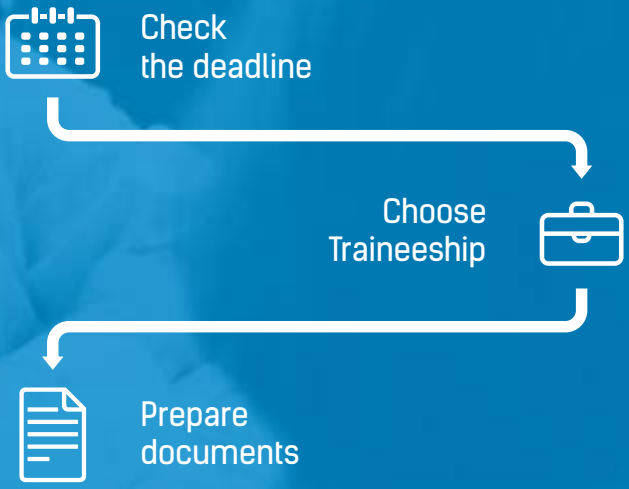
To find a receiving company/organisation there are different ways. **Many institutions have a list of offers for traineeships with trustworthy partners.** As those databases are limited and some institutions are not offering any help at all, the Erasmus Student Network is providing an online database of high quality traineeship providers at:

You can also look independently for a traineeship by directly contacting foreign

- companies,
- training centres,
- research centres,
- universities,
- private companies,
- public institutions,
- non-profit organisations etc.

Many of those are offering traineeships and some of them might already have experience with Erasmus trainees.

Traineeships abroad can be taken up to 12 month per study cycle and within a maximum of one year after the student's graduation. If you plan to participate in a traineeship after your graduation, remember that you must apply to your HEI during your last year of study but also to carry out and complete your traineeship abroad within one year of obtaining your degree.



Apply at your sending institution

Each HEI has its own application procedure. Sometimes you will have to submit your CV and motivation letter, in other cases you will have to present yourself in front of a special commission to be chosen. **Most countries also require a language test or a proof of your language capabilities** in form of a certificate. In all cases, make sure you are well prepared!

Prepare the necessary documents

The **Erasmus+ programme will allow you to transfer your learning outcomes from the receiving company or organisation to your sending institution,** but to complete this process successfully you will need to prepare and submit several documents before, during and after your exchange.

Insurance

You need to have **adequate insurance coverage** during your traineeship abroad. A European Health Insurance card is usually required and, depending on your sending institution should be issued before going abroad. Additionally, you should make sure to also have a liability insurance (to cover possible damages caused at the workplace) and an accident insurance (against accidents at work). Your sending institution can specify who will provide you with these insurances.

During your mobility period

In case there is a **major change within your traineeship** or the responsible person changes you will need to **report this immediately to your sending institution**. There is a dedicated part of the Learning Agreement to do so. The rules related to changes to this document are the same for Erasmus+ Mobility for Studies. Therefore, if you have any questions check the "During your mobility period - Changes to the Learning Agreement" in the Erasmus+ Mobility for studies section of this Student Guidebook.

Make sure that the monitoring and evaluation plan are followed by the receiving company/organisation. In case there are any problems get in contact with your coordinator at your sending institution.

After your mobility period

Recognition

Your receiving company/organisation should give you a traineeship certificate which you should receive maximum 5 weeks after the end of the traineeship. It will facilitate for the recognition process after coming back home.

If your sending institution committed to provide you with recognition for your traineeship in the Learning Agreement, it must issue a Transcript of Records according to the traineeship. ECTS will be automatically recognised. However if it was initially requested to set a grade for your traineeship, you might have to write a final report or undergo an interview to decide on the grade.

Other Mobility OPPORTUNIETIES

1 Erasmus Mundus Joint Master Degrees

Erasmus Mundus offers Joint Master Degrees, so called "European" masters in a wide scope of fields. **Since 2009, Erasmus Mundus has grown and offers full degree mobility**, and also an opportunity to spend part of your studies in a different country anywhere in the world. Erasmus Mundus programme offer fully funded scholarships and therefore the selection procedure is quite strict and differs from consortium to consortium. An Erasmus Mundus degree can last from either 12, 18 or 24 months and awards full-study scholarships for students from all over the world.

To apply for an Erasmus Mundus Joint Master Degrees scholarship you should **address your application directly to an Erasmus Mundus consortium.** You can ask the International Relation Office of the institution you would like to study in if they are part of such a consortium. If they are, they will be able to provide you with all necessary information about the programme.

To know more visit:

esn.org/mundus

esn.org/scholarships

Doctoral Programmes 2

Marie Skłodowska-Curie Actions for doctoral candidates

The **Marie Skłodowska-Curie Actions**, named after the double Nobel Prize winning Polish-French scientist famed for her work on radioactivity, is an opportunity for post graduate mobility as it **supports researchers at all stages of their careers, irrespective of nationality and working area.** This scheme comes on top of the regular Erasmus+ opportunities and enables PhD candidates to study abroad.

To apply you have to submit your documents directly through the official programme website.

To find out more visit:

esn.org/curie-actions

Erasmus Mundus Joint Master Programme

As for the Erasmus Mundus Joint Master Degrees there is as well a programme for joint doctorates that functions in a similar way. Read more about the doctorate programmes, the application procedures and how to proceed if you are interested on:

esn.org/mundus-doctorate

3 Erasmus for Young Entrepreneurs

Erasmus for Young Entrepreneurs aims to help new entrepreneurs to acquire relevant skills for managing a small or medium-sized enterprise (SME) by spending time and exchange knowledge with an experienced entrepreneur in another EU country. You can participate in the programme, if you are planning to start a new business or you have started one within the last 3 years.

To apply, you need to prepare your CV and motivation letter. You will submit your documents directly through the website of the official programme.

To find out more visit:

erasmus-entrepreneurs.eu

European Voluntary Service (EVS) 4

The **European Voluntary Service** (EVS) provides young people between the ages of 17 and 30 the opportunity to engage in full-time volunteering for a period of 2 – 12 months. The volunteering can be in the field of environment, arts and culture, activities with children, young people or elderly, it can deal with heritage or sport and leisure activities as well as other fields. The volunteering has to be non-profit-making and unpaid, therefore the volunteer will receive free accommodation, food, insurance and pocket money.

An EVS project involves a triangular partnership: the volunteer, the sending organisation and a host organisation. The volunteering can take part in any country inside or outside of the EU but it has to be a country other than where the volunteer lives. The organisations involved in the project must be accredited and following the standards of EVS.

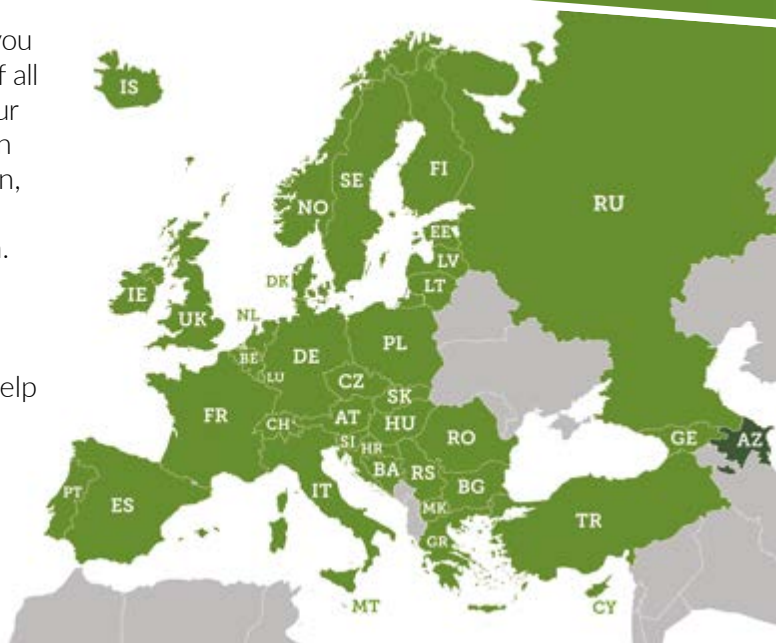
To find out more about accredited organisations and how to apply, visit:

esn.org/EVS

Meeting your local ESN SECTION!

Whichever mobility opportunity you choose, you should definitely meet the Erasmus Student Network (ESN). We are a non-profit student organisation supporting international students all over Europe. ESN is present in more than 450 Higher Education Institutions in 37 countries. ESN offers help in the academic, social and practical integration process. Our association offers a wide range of activities, both culturally and socially engaging. Some examples are trips to various places within and outside of the country you are visiting, film nights, buddy groups, language projects and international food festivals. In addition, many ESN sections have a mentor system, providing you with a peer student who will guide you through your first weeks in a new country and hopefully will become a friend for life!

On **www.esn.org** you can check the list of all ESN sections. If your receiving institution has an ESN section, you should get in contact with them. You will meet enthusiastic local students, who are always willing to help and support you!



still have
QUESTIONS ?

Find more information following these links

Erasmus+ Programme
http://esn.org/erasmus

Erasmus+ Programme for Study Abroad
esn.org/erasmus-studies

Erasmus+ Programme for Traineeships
esn.org/erasmus-placement

Erasmus for Young Entrepreneurs
www.erasmus-entrepreneurs.eu

Erasmus+ Mundus: Joint Master Degrees
esn.org/erasmus-mundus

European Voluntary Service
esn.org/EVS

Erasmus+ FAQ
esn.org/erasmus-faq

ERASMUSINTERN.org