



Erasmus+ Student Handbook

Guide for Outgoing Erasmus+ Students

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I. Introduction

This guide is intended to help you through the preparations for studying abroad under the Erasmus+ Programme and to give you some useful advice for when you arrive. Read through it once to get an overview, and then go through each section in order to make sure that you have covered everything.

At the end of the guide there is a checklist of things you need to do in preparation for your o u

IV. Application to Host University

How to apply

The next step is to apply directly to your host university. Although you may have been nominated by Brunel University London to study at the host institution, your place is not guaranteed until you have completed your host university's application procedure. If you do not submit the application for courses by your host university's deadline, you may not be accepted to the exchange programme.

Once you have been nominated by Brunel University London, you may start on the host university's admissions process. Your host university may send you their application forms and information by post or email. Therefore, it is important that you provide them with accurate postal and email addresses. If your term time address is different from your permanent address, it might be better for you to use the permanent address. Please check your email account regularly before and during your exchange to make sure you do not miss any deadlines.

Some institutions may ask you to complete their online applications, as opposed to a paper application. In which case, please follow the instructions on the host university's website.

V. Preparing to Go

This section is designed to help you with your planning but please note that it is by no means a Td(b)-0.7 (y) J0Gh

Transportation

It is up to you to arrange how you get to your host country. You can choose to take the plane, train, or drive whichever option you find most reasonable.

You are advised to purchase an International Student Identity Card (ISIC) before you go. This will be sufficient ID to receive any student discounts that are available (both in the U.K. and abroad) on anything from air travel to museum visits.

The ISIC card is available to purchase online at <https://www.isic.org/>. Depending on the postal system in your country, it usually takes 3 – 4 weeks to process your online application and deliver the card to you. To check if you can purchase the card in your country, please click [here](#).

If you are taking a car to continental Europe, remember to drive on the Right-hand side of the road! Make sure that your insurance, MOT, etc. will cover the period that you are abroad. You must respect the local highway code and make sure you reset your headlights. If your vehicle has British license plates, you are required to have a GB sticker on it. If you sell your car while abroad, you will need permission from the Customs Authorities.

Money

Make sure you have enough cash for your first few days abroad. About £150 in local currency should be a reasonable amount to tide you over until you have settled in. For security reasons, do not carry large amounts of cash with you.

In most cases, you would be able to withdraw money out of your UK current account from your host country. But check with your bank for details about ATM charges when abroad and perhaps look into finding a bank or building society which will not charge for cash withdrawals abroad.

You may wish to open a bank account in your host country, although this could prove difficult if you are only there for one term. In which case, you might want to keep your money in your UK bank account and then access it from abroad. However, be aware as some banks can charge up to £20 to transfer money abroad, and it can take up to a week. So, it is best to talk-

international access. When using your phone abroad, you will df

- x Beware of taking taxis from unlicensed operators.

Domestic safety

- x Check the electric/gas/water connections, etc. where you are living. If they look faulty, call someone in to examine them.
- x Make sure that there is a smoke alarm in your new accommodation.
- x Always keep your entrance door and windows locked especially if you are living on the ground floor.

Health awareness

- x Know the local emergency numbers.
- x Have a dental/eye check-up before you go and register with a local doctor.

Crisis prevention

- x Keep your family, your host university, and Brunel informed of where you are living.
- x Always makee

programme, for example, accommodation provided by the host institution, will be dealt with by the host institution. If you wish to raise a complaint regarding your experience abroad, but are unsure who has responsibility for dealing with the complaint, please contact your Academic Exchange Coordinator or the Academic Partnerships in the first instance to discuss the matter further.

Complaints about Bullying and Harassment

XI. Useful Websites

- x Brunel Erasmus+ Exchange - <https://www.brunel.ac.uk/international/exchanges-and-study-abroad-programmes/brunel-students-abroad/erasmus-for-brunel-students>
- x British Council - <https://www.britishcouncil.org/study-work-abroad/outside-uk/erasmus>
- x UK Erasmus+ National Agency - <https://www.erasmusplus.org.uk/study-abroad>
- x Student Finance England (for travel grant) - <https://www.gov.uk/travel-grants-students-england/overview>
- x Erasmus+ Student Network - <https://esn.org/erasmus>
- x European Commission - <http://ec.europa.eu/erasmus-plus/>

XII. Your Personal Checklist *(please tick boxes on completion)*

Initial steps:

- ... Submit application to Host University
- ... Complete and submit the following documents to the APO:
 1. Erasmus+ Grant Application – APO to provide document
 2. [Learning Agreement](#)