The Erasmus+ Programme
Frequently Asked Questions

1. What is the Erasmus+ Programme?
Erasmus+ is the European Union programme for education, training, youth and sport. The current programme runs for seven years, from 2014 to 2020. UCL has participated in the Erasmus+ scheme for many years and to date. Further information can be found on our website: https://www.ucl.ac.uk/studyabroad/erasmus-ucl/.

We, the UCL Study Abroad Team, apply for Erasmus+ funding, collate and record paperwork, process payments and report to our National Agencies (the British Council and the European Commission) on behalf of UCL. Any questions about your paperwork or payment should be directed to us in the first instance.

2. What is the Erasmus+ Mobility Grant?
All students approved by their department and the Study Abroad Team to participate in the Erasmus+ programme are eligible to receive an Erasmus+ mobility grant, provided they meet the requirements of the programme. The grant is non-repayable and is paid to you by UCL, using funds provided by the European Commission. These funds are awarded annually to UCL by the British Council (the Erasmus+ National Agency for the UK).

The grant is intended as a contribution to assist with the extra costs of studying/working abroad. It will not cover all the costs of your year/semester abroad, and should not be factored in to budgeting for core living expenses like rent, food etc.

The grant does not replace the standard student loans or grants to which you are entitled. If you normally receive a maintenance/tuition loan or UCL bursary, you should continue to apply for these in the normal way.

3. Who is eligible to receive a grant?
All students who participate in the Erasmus+ programme are eligible to receive a grant, regardless of their nationality. To qualify, you must be taking part in one of the following activities as part of an approved programme of study for your year/semester abroad:

- Erasmus+ exchange between UCL and another UCL partner university which holds an Erasmus+ Charter.
- Undertaking an approved work placement in an EU country
- Completing a British Council Language Assistantship in an EU country (SELCS only)

The period of the placement should be a minimum of 2 months (training) or 3 months (study). Most full-year placements will be around 9 months in duration. The maximum period of time a student can spend studying under the Erasmus+ programme at each level of study (UG or PG) is 12 months.
4. How do I apply for my grant?
UCL will apply for Erasmus+ funding on your behalf. Prior to the start date of your placement, you will receive an Erasmus+ Grant Agreement (sent via email to your UCL email account) from the UCL Study Abroad Team, detailing the terms under which your grant is awarded and the amount you can expect to receive. This must be signed and returned to UCL before your placement begins.

In addition to this, you will also receive a number of other documents which must also be completed and returned in good time in order to qualify for the grant. These are outlined below in section 4.

If you are undertaking an Erasmus placement in Semester 2 only, or a different Erasmus placement in Semester 2, your paperwork pack for this will sent in the weeks prior to the commencement of this placement.

5. What documents am I required to submit?
In line with Erasmus+ regulations, you are required to submit a number of documents to us in order to qualify for your Erasmus+ Mobility Grant. This includes (Erasmus+ specific documents) -

**Grant Agreement**
As stated in point 3, this must be completed and returned to the Study Abroad Team no later than the date that your placement begins

**Learning Agreement for Study placements or Training Agreement for Work/Language Assistantship placements**
This document outlines the course of study that you will follow whilst abroad and requires approval from both your home and host universities in the form of a signature and stamp. This document should be completed by you and signed by your host university/employer, then returned to your departmental Study Abroad tutor for signature, no later than 1 month after the start date of your placement. Your Study Abroad tutor will then approve the form and return to us to keep on record. Any changes to this need to be agreed by both you and your Study Abroad Tutor.

**Confirmation of Arrival and Departure**
At the beginning and end of your placement, you should submit a Confirmation of Arrival/Departure form to us, signed by the responsible team at your host university.

**Transcript or Traineeship Certificate**
Students on a study placement must provide a transcript of their grades from the host university. Some universities will send these directly to UCL, but it is your responsibility to ensure that one is sent. Students on a traineeship (internship or work placement) must complete and return a Traineeship Certificate and ensure it is signed by the host employer.

**Online Linguistic Assessment**
For those students whose language of instruction (or the main language in your place of work) isn’t English, there is a language assessment requirement at the start and end of your placement. The result of each assessment does not affect the outcome of your year abroad; however, failure to complete either assessment within specified deadlines may lead to UCL withholding payment of your grant or recovering funds already paid. The Online Linguistic Support online platform is provided by Erasmus+ and gives you the opportunity to chart your language progress whilst abroad.

We will be in touch with you in the weeks before your placement begins to provide further instructions on how to complete this.
Erasmus Report Form
At the end of your placement, the British Council will send you a link to the Erasmus Report Form, an evaluative questionnaire which allows you to provide feedback on your Erasmus experience. This is in addition to the documents/tasks required of all UCL students abroad by the UCL Study Abroad Team. Please refer to your Study Abroad Handbook for more details.

6. How much will I receive?
The monthly grant rates are set by the British Council each year, not by UCL. Your Erasmus+ grant amount will be based on various criteria, including:

- The duration of your stay abroad
- The country in which your host institution is based
- The type of Erasmus activity you are undertaking
- If you meet the criteria for widening participation/supplementary funding

You will be eligible to receive the monthly rate multiplied by the number of months stipulated in your Erasmus+ Grant Agreement. If the number of UCL students studying/working through the Erasmus+ programme exceeds the number of students we receive funding for from the British Council, you will NOT receive funding for the full duration of your exchange, e.g. you will receive 8 months funding instead of 9. If this is the case, we will inform you as soon as we are able to.

Widening Participation: There is an additional grant awarded to students who meet widening participation criteria. If you are eligible for this, it will be added to your grant automatically by the Study Abroad Team. This grant is paid to students on a study or work placement defined as disadvantaged by the relevant funding authorities in the UK, normally those students with an annual household income of £25,000 or less.

Study Placements: The additional grant awarded to students who meet widening participation criteria is €120 per month.

Work Placements: The additional grant awarded to students who meet widening participation criteria is €20 per month.

7. What are the Erasmus+ Grant rates for 2017/18?
The European Commission have confirmed the following Grant Rates for 2017/18 placements:

<table>
<thead>
<tr>
<th>Country</th>
<th>Monthly Grant for Study placements</th>
<th>Monthly Grant for Traineeship placements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1 countries (high cost of living)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denmark, Ireland, France, Italy, Austria,</td>
<td>€330</td>
<td>€430</td>
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<tr>
<td>Finland, Sweden, Liechtenstein, Norway</td>
<td></td>
<td></td>
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<tr>
<td><strong>Group 2 countries (medium cost of living)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belgium, Czech Republic, Germany, Greece,</td>
<td>€280</td>
<td>€380</td>
</tr>
<tr>
<td>Spain, Croatia, Cyprus, Luxembourg,</td>
<td></td>
<td></td>
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<tr>
<td>Netherlands, Portugal, Slovenia, Iceland,</td>
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<td></td>
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<tr>
<td>Turkey</td>
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<td></td>
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<tr>
<td><strong>Group 3 countries (low cost of living)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulgaria, Estonia, Latvia, Lithuania,</td>
<td>€280</td>
<td>€380</td>
</tr>
<tr>
<td>Hungary, Malta, Poland, Romania, Slovakia,</td>
<td></td>
<td></td>
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<tr>
<td>former Yugoslav Republic of Macedonia</td>
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</tbody>
</table>
8. How will my grant be paid?
Payments are made in GBP (pounds sterling) by bank transfer into a UK account. During the summer before you go abroad, you will be asked to add your bank details to your Portico account (instructions will be provided) so that we can make the transfer quickly and easily.

If you do not hold a UK bank account you will be paid by cheque (in GBP). Cheques cannot be paid in any other currency. Funds will clear into your account 3-5 working days (depending upon the clearing times of your bank) following the date of processing.

**Saving your Bank Details on Portico**
- Log in to Portico with your UCL userid and password
- Click on ‘View/Update your Bank Details’
- Under ‘Studentship Stipends’ enter your correct UK bank details and save them, using a recognisable label (i.e. Erasmus grant details)

9. When will my grant be paid?
Grant payments can only be made to students once funds are received by UCL from the European Commission, usually in the autumn. However, there is no confirmed date for payment and this can be subject to delays, so please make sure that you have sufficient funds to cover at least the first 3 months of your placement.

Grant payments will only be made following submission and processing of all the required paperwork. The Study Abroad Team will process Erasmus+ paperwork twice a week during peak times, once a week during the rest of the year. The UCL Finance Team process payments twice weekly. We will aim to ensure that grant payments are processed within a maximum of 10 working days following submission of completed documentation. You should consider these processing/payment schedules when you are preparing your budget.

Although the Erasmus+ grant is calculated according to a monthly rate, it is paid as a lump sum in two unequal instalments:

- **Instalment 1 (80% of the total grant)**
  The first instalment of your grant will be processed following submission of your Grant Agreement, fully-signed Learning Agreement and Confirmation of Arrival Form. If you submit these on time, this should be shortly after the start of your placement, assuming that UCL has received the funding from the British Council.

- **Instalment 2 (remaining 20% of the total grant)**
  The remaining 20% of your grant will be paid after your placement has ended, conditional upon you having submitted all paperwork throughout your placement and your Confirmation of Departure form.

10. What if I am undertaking two different Erasmus+ placements during my year abroad?
Please note that each Erasmus placement is treated as a separate mobility. If you are spending your year abroad on two separate Erasmus+ placements, you will receive a paperwork pack (Grant Agreement, Learning Agreement) for each placement separately, prior to each placement commencing. You will also receive your mobility grant for each placement separately.
11. How will I know when I have received my grant?

The Study Abroad Team will notify you by email ahead of any payments being made to you by UCL. After payment is made you will receive a ‘Remittance Advice’ notice by email from Accounts Payable to your UCL account. It is your responsibility to check that you have received the funds and alert us if you have not received them within the expected timeframe. It is therefore important that you are able to access your bank account from abroad – it is recommended that you set up internet or mobile banking for all your accounts before leaving the UK.

12. Additional Erasmus+ funding for students with disabilities

If you have a disability or exceptional special needs then you may be entitled to extra funding to cover associated costs on your Erasmus+ placement. Please contact the UCL Study Abroad Team for further details.

The additional financial support that Erasmus+ provides for students with disabilities and other support needs helps to ensure that the programme remains inclusive and open to everyone. Students who need to apply for a special needs allowance should do so via the UCL Study Abroad Team as soon as possible before the start of the academic year in which they will be studying abroad.

13. The Erasmus+ Programme and Tuition Fees

Please refer to the ‘Finance’ pages of the Study Abroad website- www.ucl.ac.uk/studyabroad for confirmation of your year/semester abroad tuition fee structure.

14. If my situation changes while I am abroad, will this affect my entitlement to an Erasmus+ grant?

If you return early from your Erasmus+ placement, if you fail your year abroad, or if you contravene the terms of your Erasmus+ Grant Agreement, it is likely that you will have to return some or all of your Erasmus+ grant.

In any case, it is paramount that you let the Study Abroad Team at UCL know as soon as possible of any changes in your situation which may affect your eligibility to receive a grant.

Similarly, it is a condition for receiving your grant that you undertake to return all the necessary Erasmus+ paperwork to UCL during the course of your Erasmus+ placement. If you do not do so you should be aware that you will be deemed ineligible to have received the grant and will be asked to return any money you have already been paid.

15. What happens if my placement dates change whilst abroad?

We appreciate that at the point of providing us with your placement dates, you are still a good few months away from arrival; as such, your exact start and end date may change during your placement. Please notify the UCL Study Abroad Team as soon as possible if the duration of your placement is likely to change, or if you are notified by your host institution/employer that your start and/or end date differ to the dates stated on your Grant Agreement. The Study Abroad Team will assess the change and respond accordingly.
Any extensions to placements must be communicated to the Study Abroad Team at least one month before the anticipated end date of the placement. Any reductions in placement duration will be assessed as appropriate by the Study Abroad Team.

Study Abroad Team
UCL Student Centre
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