



## Erasmus Programme – Frequently Asked Questions

### Studying, working or teaching in Europe

#### What is Erasmus?

Erasmus ("European Community Action Scheme for the Mobility of University Students") is the European Commission's educational programme for Higher Education students, teachers and institutions. It was introduced in 1987 with the aim of increasing student mobility within the European Union, subsequently the European Economic Area (EEA) countries, European Free Trade Areas (EFTA) and the Candidate Country of Turkey.

In 2007, Erasmus became part of the new Lifelong Learning Programme, incorporating study placements, work placements and language teaching assistantships.

Further information can be found here:

[www.lifelonglearningprogramme.org.uk/](http://www.lifelonglearningprogramme.org.uk/)

#### Can I take part in the Erasmus Programme?

Any Undergraduate or Postgraduate Taught student can study or work abroad as an Erasmus student, provided that their department has Erasmus links. Please see your departmental Erasmus tutor for further information or visit our web pages at [www.shef.ac.uk/erasmus/exchange-links.html](http://www.shef.ac.uk/erasmus/exchange-links.html) for a full list of exchange links. Paid or unpaid work placements in various organisations as well as teaching assistantships (for Modern Languages students) can be arranged with your departmental Erasmus tutor.

#### When can I study or work abroad under the Erasmus scheme and for how long?

Study and work placement periods typically take place in the third year of a degree, although some students go in their second or fourth year. Placements must last a minimum of three months and a maximum of 12 months. Please contact your departmental Erasmus tutor for course-specific advice.

#### What is the application procedure?

In all cases, the application should be made to your academic department. There is no central application process for Erasmus:

- § If the exchange period constitutes a compulsory part of your degree, your departmental Erasmus tutor will inform you of the choices of university or placement on offer and will help you find the best option for you.
- § If the exchange period does not constitute a compulsory part of your degree, you must register an interest with your departmental Erasmus tutor, who will consider your academic ability before making a decision as to whether to nominate you for a place.

#### Is there a deadline?

Departmental Erasmus tutors must inform the Taught Programmes Office of their outgoing Erasmus student activities by early April (semester one and full-year placements) or late October (semester two placements). You must adhere to any deadlines and procedures set by your host university/organisation.

#### What are the foreign language requirements?

Some of our partner universities offer courses in English, so please speak to your departmental Erasmus tutor to find out which of their partners this applies to. Our Modern Languages Teaching Centre offers language modules at all levels, from beginners to more advanced. Intensive language courses may also be

available to non-languages students either at the host institution or at an institution in the country in which the placement will be undertaken.

### **What about tuition fees?**

The current policy for students who have joined the University prior to September 2012 is:

- § If you are spending an entire academic year abroad as an Erasmus student, you will not pay any tuition fees to the University of Sheffield
- § If you are spending an entire academic year abroad but only half of it as an Erasmus student, you will be liable to pay half the normal tuition fee to the University of Sheffield
- § If you are in Sheffield for one semester and on an Erasmus exchange/placement in the other semester, you will have to pay the full amount to the University of Sheffield as per normal

The policy for overseas fee-payers is reviewed on an annual basis.

Students will NOT be charged tuition fees by an Erasmus partner university.

### **Is there any extra funding available?**

Eligible study and work placement students will normally get an Erasmus grant to help with the additional costs of living overseas. In 2011-12, eligible students are receiving 225 Euros per month studied/worked abroad.

The Erasmus grant is NOT means-tested.

### **Who is eligible to receive the Erasmus grant?**

The following are currently not eligible to receive the grant:

- § Students who have previously received one
- § Students doing work placements linked to European Parliament
- § Students whose study period/work placement does not last the minimum 3 months

For further information on the eligibility criteria, please consult our web pages:

[www.shef.ac.uk/erasmus/outgoing/prospective-out/eligibility.html](http://www.shef.ac.uk/erasmus/outgoing/prospective-out/eligibility.html)

### **Will accommodation be provided for me?**

Partner universities may provide incoming Erasmus students with the opportunity to apply for university owned housing. Contacts in host companies and schools may be able to offer you some help finding accommodation.

It will be your responsibility, however, to be proactive in chasing applications and/or searching for private sector accommodation. The International Exchanges Unit can only provide general support and advice in this area.

### **How can I find out more?**

Visit our website: [www.sheffield.ac.uk/erasmus](http://www.sheffield.ac.uk/erasmus)

Or contact:

Tel: 0114 222 1253

Fax: 0114 222 1250

Email: [erasmus@sheffield.ac.uk](mailto:erasmus@sheffield.ac.uk)