



The
University
Of
Sheffield.

Global
Opportunities &
Exchanges.

Erasmus+ Handbook For Outbound Students 2018–19.

Introduction

Working or studying in Europe as part of your degree is an exciting opportunity. You'll have the chance to immerse yourself in a new culture, expand your language skills and make new friends. There may also be times when being away from home is challenging and you will have to develop new skills to overcome these. This handbook provides you with the information and advice to make your experience as easy and fulfilling as possible.

It's a good idea to thoroughly research your host university or host organisation/school before you travel. If you're not familiar with the country where you will be living then take some time to research the city and culture too. If you feel part of the country you live in, you can gain more from your experience.

Remember that you are not alone: the University of Sheffield is always here to help, so contact your Erasmus+ tutor or our team with any questions.

We wish you all the best with your Erasmus+ experience.

All at Global Opportunities & Exchanges

Department of Global Engagement



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A. Before You Leave

1. Funding & Finances

Tuition Fees

Host University Tuition Fees

As an Erasmus+ student, you are not required to pay any tuition fees to the partner university you are attending. However, some universities may charge additional fees for student facilities such as membership of the Students' Union.

University of Sheffield Tuition Fees

The current tuition fee arrangements* for undergraduate students going abroad in 2018-19 is as follows:

	UK/EU Student Fees to Sheffield
Full Year abroad	£1,350
One Semester abroad, one semester in Sheffield	£5,175

*UK/EU students beginning a University of Sheffield undergraduate degree from September 2017 will be charged £1,385 for a full year abroad or £5,317 for a semester abroad.

Postgraduate and overseas student fees can vary depending on the programme of study.

Please contact the Fees Office for further information:
www.sheffield.ac.uk/ssid/contacts/fees

UK Student Loans

If you normally apply for a UK Student Loan then you should still do so for the forthcoming academic year. You need to supply information about your period overseas to Student Finance England to ensure that you are charged the correct tuition fees.

Student Finance England may ask you to complete their Course Abroad Form as evidence of your period abroad. This is completed by the Student

Service Information Desk (SSiD). If you wish to appeal your Student Finance assessment, please contact the Student Advice Centre in the Students' Union.

Student Administration Service:
studentfees@sheffield.ac.uk

SSiD:
ssid@sheffield.ac.uk

Student Advice Centre:
advice@sheffield.ac.uk

Travel Grant

Whether you are studying or working, you may also be able to apply for a retrospective grant from Student Finance England. Some of your essential travel expenses (such as flights and visas) can be covered if you normally live in England and have an income-assessed maintenance loan or grant.

In order to apply you must have submitted the Course Abroad Form. The amount you'll receive depends on your household income and you must keep all receipts for any eligible expenses.

For full eligibility criteria and details on how to apply see: www.gov.uk/travel-grants-students-england or contact SSiD.

Erasmus+ Grant

Most students taking part in an Erasmus+ study period or work placement are eligible to receive an Erasmus+ grant to assist with the additional costs of living abroad. The grant is to subsidise your period abroad and should not be relied on for essential living expenses such as food and rent.

Additional Erasmus+ funding is normally available for students with disabilities or from low-income backgrounds.

For the most up-to-date information on the Erasmus+ grant, please see the Erasmus+ grant fact sheet, which can be downloaded here: www.sheffield.ac.uk/erasmus/outgoing/before

The availability of the Erasmus+ grant and any applicable grant rates are confirmed annually when funding is received Erasmus+ National Agency. This will be communicated to students as early as possible.



University Financial Support

To help you budget for your time abroad and make the most of your Erasmus+ experience, don't forget to complete a Money Plan:

www.sheffield.ac.uk/undergraduate/finance/moneytools/moneyplanner

As you will still be a fully registered student at the University of Sheffield during your period abroad, you may

apply for financial support from the University if you are facing unexpected financial hardship or emergency costs.

If you think you may struggle financially, please see the University's 'Funding your Study' web pages:

www.sheffield.ac.uk/ssid/finance/money or email: financialhelp@sheffield.ac.uk

2. Advice and guidance on banking and finance

- Tell your bank of your intention to study/work in Europe and ask if they have reciprocal agreements with other European banks.
- Inform your bank of the dates that you will be abroad and which of your UK cards you will be taking to avoid having your accounts frozen.
- If you need to set up a bank account in your host country, try to choose a larger, more reputable bank.
- Transferring money between accounts in different countries usually has a charge, so investigate these before you go.
- Take a credit card for emergencies – obtain this well in advance if you don't already have one.
- Look into acquiring a pre-paid card as an alternative currency option – shop around for the best deal.
- You can normally withdraw money from your UK account from any cash machine that displays the Cirrus or Maestro symbols. It is usual to be charged a small amount for doing this, so try to withdraw money less frequently.
- Try to avoid keeping large sums of cash in one bag or wallet and be cautious of pickpocketing, especially in busy places such as shopping centres and train stations.

3. Travel Arrangements

As soon as you have been officially accepted by the host university/ employer, you can make your travel arrangements. Always check with the university or organisation the exact date you need to begin your course

or placement.

Remember that you'll need to hold a current passport which will be valid for at least six months beyond your return date.

Advice and guidance on travel

- If there are other students going to the same destination as you, why not get in contact to see if you can travel together? We suggest making contact with people on our Facebook page: University of Sheffield – Global Opps.
- Download and print a map and some basic directions to your accommodation before you leave the UK: don't just rely on your mobile phone.
- Try to arrive during business hours when there will be staff available to help.
- Find out if there is a Meet and Greet service that you can use.
- If you have pre-arranged your accommodation, make sure that you know exactly when and where to collect the keys.
- If you want to take a car, check with the DVLA about using a British driving licence over a long period in your host country. Also, don't forget to tell your car insurance company.
- If you want to take more than you can carry on a plane then investigate ways you can send unaccompanied luggage to your new address.
- An International Student Identity Card can help you get cheap flights/ train fares.



4. Health Insurance

European Health Insurance Card (EHIC)

If you are an EEA/EU national and are normally resident in the UK, you must apply for a student European Health Insurance Card (EHIC) covering the duration of your time abroad.

Even if you already hold an ordinary EHIC, you must apply for a student EHIC instead using the paper application form provided by the NHS.

The student EHIC entitles you, and any dependants that accompany you, to state-provided healthcare during your period abroad.

See our webpage for the link to the paper application you need to use: www.sheffield.ac.uk/erasmus/outgoing/before/travel

Some European universities require a photocopy of the EHIC as part of their registration procedures.

If you are a non-EEA/EU national you will not be covered by the EHIC and should check with your host institution and/or appropriate embassy on any local requirements to take out medical insurance. Local requirements can vary depending on your nationality.

University of Sheffield Travel Insurance

All students are covered by the University's travel insurance when they are travelling abroad for a study exchange, work or teaching placement which is a recognised part of their degree. Travel and personal accident cover is available for course-related travel which involves an overnight stay, a flight or rail travel.

The policy covers student exchanges and placements that last up to 12 months. You must register for the travel insurance in addition to an EHIC.

Before you go abroad, you must complete a short online form providing details of the country/countries you are living in and the dates of your stay. Once completed, you then must download your insurance certificate to print off and take with you.

The form and instructions can be accessed here:

www.sheffield.ac.uk/erasmus/outgoing/before/travel

The University insurance web pages also include information on the cover provided, details of any excesses in the event of a claim and any exclusions from the policy:

www.sheffield.ac.uk/finance/staff-information/help/insurance/travel

You must keep a note of First Assist's emergency number and carry it with you at all times. They will be able to provide advice in the event of an incident while you are abroad.

Policy number: RKK699045 (Royal Sun Alliance)

Helpline: +44 (0) 20 8763 3155
(24 hours a day, 365 days a year)

Helpline: rsa@healix.com

There is no charge for University travel insurance.

Students undertaking work placements in France, Spain or Italy

You may not be covered for Employer's liability within the workplace due to national employment laws. Check if this applies to you. If

so, you will need to seek an insurance policy in the host country to cover you for that item. This is not included in the University of Sheffield travel insurance.



5. Visa Requirements

EU/EEA Nationals

If you are of EU/EEA nationality, you do not normally need to apply for a visa to study or work in your host country. It is important to check whether any kind of residence permit is needed once

you arrive in your host country. This is normally obtained from the local authorities (e.g. a local police station). Your host university/company/school should be able to advise you on this.

Non-EU/EEA Nationals

If you are not an EU/EEA national, you will need to apply for a visa to study or work in your host country.

The University of Sheffield cannot assist you with this. It is your responsibility to check with the appropriate embassy in good time as to what type of visa you may need to study or work in the host country and how to apply for it. The embassy always has the most reliable and up-to-date information on this so we recommend getting in touch with them.

If you are a non-EU student and have a visa for the UK you should also check on how your study abroad may affect your UK visa by contacting our International Student Support Team:

www.sheffield.ac.uk/ssid/international/immigration

For further information, please see our web page:

www.sheffield.ac.uk/erasmus/outgoing/before/travel



6. Immunisation and Health

It is advisable to make an appointment with the Travel Health Nurse at the University Health Services or your local GP surgery in advance of your departure from the UK to discuss your individual vaccine history and any health issues.

If you have a long term medical

condition or disability (including dyslexia or other learning disability), please discuss this with Sheffield DDSS/your GP before you travel and advise your Erasmus+ tutor. This is so that your host university/employer can put appropriate resources in place to support you.

Advice and guidance on immunisation and healthcare

- You do not generally need immunisations if you are travelling from the UK, but if you are planning to enter from another country, please check with your doctor/GP's practice.
- If you have an unusual medical condition, take copies of your medical records. Also take your prescriptions for medications and a GP/hospital letter confirming your condition.
- If you wear glasses/contact lenses, take spares of these as well as a prescription in case you need to obtain replacements.
- Dental care is not generally covered by national health services and can be very expensive so it is advisable to get all dental work done prior to departure.
- Female students should take note that the contraceptive pill may not be free of charge in some countries.
- Make sure you inform your travel provider of any special requirements you may have when travelling to and from your host country (for example facilities for keeping medications cool).

7. Accommodation

Organising accommodation in another country is not always easy but you can find lots of useful resources on our web pages to help you.

www.sheffield.ac.uk/erasmus/outgoing/before/accommodation-autumn

For private sector accommodation, we strongly advise against signing a contract or paying a deposit on a house or flat before seeing it in person and meeting the landlord.

Students on Erasmus+ university exchanges

- You may receive housing information and application materials from your host university.
- If you do apply for university-owned housing, submit your application well in advance of the deadline and chase up a confirmation that it has been received.
- In some countries, the standard of students accommodation can differ from what is available in the UK and can often be in limited supply so you may need to find private sector accommodation.
- Ensure you read your contract carefully. The rules of the accommodation may not be the same as those here in Sheffield.

Students on Erasmus+ Work Placements or Language Assistantships

- Contacts in your host organisation may be at hand to help you arrange accommodation. It is a good idea to find out how much support your host contacts can offer with finding accommodation before you leave the UK.

Advice and guidance on finding private housing abroad

- Try to arrange accommodation before you go away, but it may be advisable to spend the first few nights or weeks in temporary accommodation, such as a B&B or hostel, while you get to know the city and your new routine.
- If possible, you may want to arrive a few weeks early to start your search.
- Use estate agents, the internet, local magazines and newspapers to find possible accommodation options.
- Seek advice from returning/inbound students: the Global Opportunities Facebook page is a good way to contact them.
- Be aware of your personal safety – try not to go for viewings on your own, and insist that you meet up with owners/agents in the daytime.
- Check your contract thoroughly before signing. Where possible, ask a native speaker who you trust to check the content if it's written in another language.

Letting your Sheffield Room to Another Student

If you are only spending a semester abroad but have already signed a full year housing contract in the private sector, then you might consider letting your room to another student. This means you don't have to pay rent in the UK and overseas. If you want to do this, you need to speak to your landlord/estate agent to make sure they are happy with you subletting your room as this could be a breach of your contract. Also make sure that your housemates are happy with this arrangement.

If your landlady/estate agent is happy with you subletting your room then you can post an advert on the Smart Move Sheffield message boards and our Facebook page. These pages can be seen by incoming exchange students who are spending a semester in Sheffield.

You can find the links on our web pages: www.sheffield.ac.uk/erasmus/outgoing/before/accommodation-autumn



Paris

8. Language Preparation Online Language Support (OLS)



The European Commission's Online Linguistic Support (OLS) provides free language learning support for Erasmus+ students in the form of online courses.

If you will use a language which is not your mother tongue as your main language while studying or working in Europe, then you will be required to take an online language test. This is a mandatory requirement for you to receive the Erasmus+ grant. You will then be able to access the free online resources.

Access to the free resources is also available to you if you are not going to be studying or working in the host country's native language. You will still

need to complete the online language test to access the resources, but it is not a requirement in order for you to receive the Erasmus+ grant. We strongly recommend students to make use of the resources.

An up to date list of languages which online resources are offered for is available on our website:

www.sheffield.ac.uk/erasmus/outgoing/applying/language

The Global Opportunities & Exchanges team will inform you whether are required to take the test in order to receive your grant. We will automatically issue eligible students with OLS licences.

9. Paperwork for the Erasmus+ grant

All students taking part in an Erasmus+ mobility who are eligible to receive an Erasmus+ grant are required to complete paperwork.

Students undertaking a study placement must complete a Learning Agreement before the start of the mobility, which outlines the modules which will be studied whilst you are abroad.

Students undertaking a work placement must complete a Training Agreement before the start of the mobility, which outlines the placement details.

Full instructions on how and when to complete the paperwork, and

downloadable documents, can be found on our web pages which you can access for the duration of your mobility:

www.sheffield.ac.uk/erasmus/outgoing/before/grant-claim

Please check with your home department(s) how your grades or work placement will be recognised as part of your degree. They will inform you about the exact academic requirements of your mobility and conversion method used. They will also inform you of any additional work or paperwork they require you to complete for the mobility.

10. Registration for 2018-19

If you are studying or working abroad in the first semester, or for the duration of the 2018-19 academic year, you must register with the University of Sheffield before you leave the UK. If you do not register then you risk being withdrawn from the University, and you will not be eligible to receive any grants or bursaries.

Registry Services will prompt you to do this once the July exam results have been released. You should complete your registration as soon as possible and indicate where appropriate that you will be spending a period abroad.

If you are going away for semester 2 only, you will register in September as usual.

11. Keeping in Touch

Once you know your new contact details, including your postal address and preferred email address, make sure you inform the University Health Service, your bank, friends and family.

You must also update the term-time address on your University record. This is so we can contact you in the case of an emergency.

www.sheffield.ac.uk/ssid/record/pin

Even if you are using an additional email address while overseas, you must continue to check your Sheffield email account during the summer vacation and throughout your period abroad.

Your academic department(s) and Global Opportunities & Exchanges will contact you regularly through your Sheffield account.

B. While You're Away

1. Settling In

It's not always easy to settle in to a new environment. Cultural differences can take time to get used to, but learning to adapt to change is all part of the experience you are gaining by spending time abroad. If you are finding adapting

to your new routine difficult then you should contact your host university/school/company first. Support is always available at the University of Sheffield if you can't find the support you need in your host country.

Advice and guidance to help you settle in

- You may find that registration and general bureaucratic procedures seem arduous and frustrating but it is necessary that you follow these procedures.
- Teaching and learning styles may be very different in your host country. For example, in some countries lectures are frequently very crowded and it can be normal for students to talk during exams.
- Staff at universities often have set times office times, so you will need to be organised to arrange this. Not all universities offer as much pastoral support as Sheffield, so you may need to learn to be more independent.
- Workplace or classroom etiquette may be stricter or different.
- Making new friends can take time. Try to get involved in a variety of social activities and make an effort to get to know your classmates/colleagues. Joining an established club or a gym can be a good way of meeting new people.

2. Useful documentation to take with you

During your stay, you may be asked to provide documents containing information about your financial situation or proof that you are an Erasmus+ student. We recommend taking copies of the following documents with you:

- A written statement from your host university or company confirming that you have been accepted to study/work there under the Erasmus+ programme.

- A copy of your Certificate of Student Status from Sheffield (SSiD) showing that you are a registered fee-paying student in the UK.
- Evidence of financial support for your period abroad, e.g. a copy of your Student Loan award letter.

In some instances, you may also be required to register with the civil authorities. Check with your contacts in your host university/organisation to see if this will be a requirement for you.



3. Academic Matters

If you have any queries or problems of an academic nature whilst you are abroad, which cannot be resolved at the host university/organisation, contact your departmental Erasmus+ tutor in Sheffield. Make sure you note their contact details before you go. They will be able to suggest suitable alternatives or

solutions where you are struggling with module choices or your training plan.

During busy times or vacation periods, you may not receive an instant response from your Erasmus+ tutor. Try not to wait until the issue becomes urgent before getting in touch.

4. Personal Safety

Much of this comes down to common sense and being alert to local circumstances, especially when they differ from what you are used to.

If anything does happen while you are

abroad the please let the University of Sheffield know. If you require any personal support, please contact your academic department or Global Opportunities & Exchanges. Be vigilant and consider the guidance below.

Advice and guidance on staying safe

- Check Foreign & Commonwealth Office (FCO) guidelines and advice for visitors if events in the news about a particular country worry you.
- To avoid attracting attention, it is a good idea to observe local dress and customs.
- Don't be afraid to change seats on public transport if someone makes you feel uncomfortable.
- Don't hitch a ride.
- Try to find accommodation via personal/work contacts or school/university support systems, and never make large payments for privately-rented accommodation until you have viewed it.
- Never go alone to visit a prospective flat, especially one found via a newspaper ad.
- Be aware of scams, particularly relating to accommodation: if an offer seems too good to be true, it probably is.
- Arrange to meet people in public places (bars, cafés) until you know them.
- When you go out alone, let someone know where you've gone and who with.
- Only go back to someone's flat or house if you feel absolutely safe with them.
- Make sure you have enough cash for a taxi at the end of a night out.
- If you offer private English classes, the safest way to arrange them is via personal recommendation, and give them in a public space.
- Don't prioritise your possessions over your personal safety.

5. Emergency Situations

The majority of students experience a smooth and enjoyable period abroad. However, we recommend you think about what to do in an emergency situation such as a natural disaster, civil unrest or terrorist attacks.

The advice below does not cover all potential scenarios but should be followed as general guidance for critical situations:

- Consult the FCO travel and safety advice either online or via social media channels:
www.gov.uk/foreign-travel-advice.
- Set up email alerts so that you are automatically notified when the FCO advice on your host country is updated.
- Follow any instructions issued by the local authorities and/or your host university/workplace.
- Do not get involved in public protests or enter public spaces where there is evidence of civil unrest.
- As soon as it is safe to do so let your immediate family know that you are safe. Try to memorise at least one of your closest relative's phone numbers.
- Enter an ICE (In Case of Emergency) contact in your mobile phone or keep one in your wallet.
- Check social media channels to see if there are any "check-in pages". A post on social media is also a quick way of letting your family and friends know you are safe.
- In the case of major incidents, a member of staff from the University of Sheffield will normally contact you to check on your welfare, or an incident management webpage may be set up. Reply to any emails of this nature as quickly as possible so we know you are safe.
- Should you need to contact the University of Sheffield urgently during evenings or weekends, please call our emergency number 0044 114 2224085
- Find out your host country's emergency services number before you go abroad. Put it into your mobile phone for easy access
- If you are out of the country in question at the time of the emergency and have concerns about returning, consult the FCO web pages in the first instance. If the delay has a significant impact on your period abroad, then you must notify your academic department as soon as possible

Remember that in emergency situations, the local authorities and the FCO should be your first points of contact.



C. Returning To Sheffield

You may find returning to Sheffield quite strange to begin with. You will have immersed yourself in a different culture and Sheffield may feel quite different from what you became used to whilst abroad. You may find that some

friends from Sheffield have finished their courses and there could be more pressure on you as it is your final year. Try not to worry too much – this feeling is common and is known as reverse culture shock.

1. Sharing your experience and knowledge

We'd love you to keep in touch following your Erasmus+ experience. These include:

- Sharing your experience of our blog: <https://uosstudyingabroad.wordpress.com/>
- Sharing your photos through Facebook and Instagram
- Apply to be a Global Opportunities Ambassador.

Our ambassadors assist in the promotion of the Erasmus+ programme throughout the year. Look out for an email on how to apply whilst you are abroad, or find out more on our webpages: www.sheffield.ac.uk/globalopps/seap

Our marketing team often contact students who have taken part in one of our exchange programmes to ask them to share their experience of living overseas. This helps us to share the benefits of taking part in an exchange with future students.

2. Registering for 2019-20

Once your academic department has made any necessary grade conversions and organised for the marks to be entered on your University record, you will be able to see them in MUSE.

Registry Services will again prompt you to register for 2019-20.

Your department will advise you to sign up for modules for the year. Make sure to check what the process for this is before you leave for your period abroad. You may be emailed with this information, so remember to check your Sheffield email account regularly whilst you are abroad.

3. Accommodation for your final year

If you wish to apply for University accommodation for your final year, you should contact the Accommodation Office in November. The allocation of accommodation takes place in around mid-February, so try to submit your application as early as possible.

Return housing is not guaranteed for students returning home from a year abroad. You can also look for private accommodation.

Further information can be found at: www.sheffield.ac.uk/accommodation/index

We asked our ambassadors what they wished they'd known before they travelled overseas:

I wish I'd known...

"How fast the year goes! I felt like I was always busy during my time in Spain but when it finished I felt like I hadn't done enough. I wish I'd known just to make the most of my time there and do everything you can do."

Alice Russell - Hispanic Studies and Politics, University of Seville, Spain

"What a life-changing and fulfilling experience I was going to have, so that this awareness could encourage others to enrol onto the programme too but maybe part of the fun was finding that out along the way!"

Jacob Hardman - LLB Law & Criminology, Eötvös Loránd University, Budapest, Hungary

"That I wasn't going to miss Sheffield. One thing I didn't like when leaving was leaving my friends that I had already made in Sheffield. However this is no reason to stop you going- I feel like I am still as close with these friends as I was before leaving and I haven't been left behind."

Benjamin Mayne - Chemical Engineering with a Modern Language, INSA Lyon, France



Venice

D. Useful Addressess

1. Websites

Description	Web address
University of Sheffield web pages	
Erasmus+ Information	www.sheffield.ac.uk/erasmus
Student Support & Guidance	www.sheffield.ac.uk/ssd/ssg
University Health Service	www.sheffield.ac.uk/health
Fees Office	www.sheffield.ac.uk/ssid/fees
Registry Services	www.sheffield.ac.uk/ssd/reg
Student Administration Service	www.sheffield.ac.uk/sas
Accommodation Office	www.sheffield.ac.uk/accommodation
Student Services Information Desk	www.sheffield.ac.uk/ssid
External web pages	
Foreign & Commonwealth Office (FCO)	www.gov.uk/foreign-travel-advice
Erasmus+ National Agency	https://erasmusplus.org.uk
Erasmus+ Student Network (ESN)	www.esn.org
Students review their experiences	www.iagora.com/istudy
ISIC, International student identity card	www.isic.org

2. Global Opportunities & Exchanges

If you would like to speak to the Global Opportunities & Exchanges team you will need to book an appointment.

Contact details:

Global Opportunities & Exchanges
Department of Global Engagement
The Arts Tower, Level 3
Western Bank
Sheffield S10 2TN

T: 0044 (0)114 222 9871/1253
E: globalopps@sheffield.ac.uk
Out-of-hours emergency:
0044 (0) 114 222 4085

Contacts:

Dörte Stevenson, *Head of Partnerships & Global Opportunities*

Claire Hunter, *International Partnerships and Global Opportunities Officer*

Fiona Dukalskis, *Global Opportunities & Exchanges Coordinator - Europe*

Maddy Corr, *Global Opportunities & Exchanges Assistant - Europe*

Checklist

Before you leave

- If you usually apply for a loan from Student Finance England, remember to do so for your period abroad
- Once you have a confirmed start date, you can book your travel
- You need to apply for a European Health Insurance Card
- You must register for the University of Sheffield Travel Insurance
- You may need to take an online language test in for your period abroad in order to receive your Erasmus+ grant if the main language you'll be using for your work or study placement is not your native language
- Research available options for accommodation
- Register with the University of Sheffield for the 2018-19 academic year
- Make sure you're clear about how your mobility will be recognised by your department
- Complete all necessary paperwork for the Erasmus+ before you leave
- Ensure you have any required documentation with you to show that you are a UK university student who is working or studying overseas as part of your degree

If you're studying overseas

- If you are studying at a partner university, research the availability of your chosen course as well as course entry requirements and the course syllabus

Whilst you're overseas:

- Update your university record with your new address and email address
- If you are experiencing difficulties or problems, or you want to make changes to your course, then contact your Erasmus+ tutor
- Compile a portfolio of syllabus information, coursework and examination scripts
- Check how Sheffield will receive a transcript of your grades
- Finalise your Learning/Training Agreement with your Erasmus+ tutor and then send it to Global Opportunities & Exchanges
- If you want to share any blogs or photos from your experience then we'd love to hear from you
- Think about where you want to live during your final year in Sheffield and apply to Accommodation Services if you want to stay in University accommodation

When you return to Sheffield:

- To make available, as necessary, the portfolio of work for each course unit completed at your partner university.

Contact

Global Opportunities & Exchanges

T: **00 44 (0)114 222 9871/1253**

Out of hours emergency: **00 44 (0)114 222 4085**

E: **globalopps@sheffield.ac.uk**

www.sheffield.ac.uk/erasmus



Erasmus+

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