

**SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES**

Year Abroad HANDBOOK

2017-2018

HANDBOOK

French, German, Hispanic Studies, Italian

**Please read this booklet carefully.**

**Year Abroad HANDBOOK 2017-18**

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**INTRODUCTION: YOUR Year Abroad**

The Year Abroad is a fully integral part of all BA degrees involving French, German, Italian or Hispanic Studies as a principal subject (Single, Major, Joint, European Studies).

It is examined by the 13th and 14th units, and the linguistic and cultural immersion it offers enhance all areas of your studies.

Exemption from it is not normally granted as it is the penultimate year of the BA and it is absolutely crucial that your Year Abroad be spent in a way which prepares you as thoroughly as possible for the final year of your degree. As the Year Abroad is a fundamental part of your degree programme, only in exceptional circumstances will you be granted a Year Abroad waiver. Requests for a waiver should be discussed with the Personal Adviser. Requests for exceptional circumstances / non-standard placements should be proposed in writing to respectively the Chair of Exams and the relevant Year Abroad tutor. All applications for Year Abroad waivers have to be submitted by Friday 9 December 2016. After this deadline only applications based on documented extenuating circumstances that occurred AFTER the end of term 1 will be considered.

For more details go to:

<https://www.royalholloway.ac.uk/mllc/informationforcurrentstudents/year-abroad/exemptionfromtheyearabroad.aspx>

Full details of Year Abroad choices are given in each language section of this handbook. In summary the options open to you are the following:

**Single Honours / Major in a language / European Studies with ONE language / Joint Honours with CLC or a subject outside of ML / Liberal Arts:**

* Terms 1 & 2 studying at a university in **one** target language (TL) country (ERASMUS+ or other).
* Terms 1 & 2 student-organised work placement in **one** TL country
* Terms 1 & 2 British Council Assistantship in **one** TL country
* Term 1 study placement or student-organised work placement in Spanish-speaking country, Term 2 British Council Assistantship (Argentina only)
* Term 1 studying at university, Term 2 student-organised work placement in **one** TL country [or vice versa]

**Joint Honours with TWO languages / Multilingual / European Studies with TWO languages:**

* Term 1 at university in **one** TLcountry, Term 2 in **second** TL country
* Term 1 student-organised work placement in **one** TL country, Term 2 in **second** TL country
* Term 1 student-organised work placement in **one** TL country / Term 2 at university in **second** TL country [or vice versa]
* Term 1 British Council Assistantship in **one** TL country and Term 2 study placement or student-organised work placement in **second** TL country.
* For the availability of 6 months British Council placements in Germany, Austria and Argentina please refer to the BC Assistantships website:
* <https://www.britishcouncil.org/language-assistants/become>

**NB.** French Assistantship positions last for 7 months.

Other work placements must combine to a total of **9 months minimum** abroad.

Students taking a major/minor degree programme including two languages are supposed to go only to the country of their major. However, we strongly recommend that students taking their minor language *ab initio* split their Year Abroad between their two language areas.

Multilingual Studies students are expected to arrange to spend time in all target language countries.

\*Joint honours students should contact the relevant Year Abroad tutor to discuss individual circumstances which may justify spending the full Year Abroad in one country.

During your Year Abroad you should speak as much of the language as you can by integrating as fully as possible into the environment in which you find yourself. This is not always easy, especially in the first month or two, but it does produce dramatic results. Just as important, however, for obtaining a good degree result, is practising your written language. One factor which distinguishes the excellent student is the ability to recognise and use his or her language skills in the appropriate register according to circumstance, and this applies equally to the written and the spoken language.

You are advised to read as much and as widely as you can, and to make a note of new words and expressions as you encounter them. Students reap huge benefits from reading texts and viewing films set for the courses they are interested in taking in the final year. In addition to its considerable benefits to your language skills, the experience of living abroad is of immense value in terms of your broader intellectual or professional as well as personal development.

Almost without exception, students consider the Year Abroad to be one of the most enjoyable and rewarding times of their lives.

However hackneyed it may be to say so, it is true that the more you put into it, the more you will get out of it. This handbook contains information on different aspects of the Year Abroad.

Further documentation and some downloadable files are available from: http://www.rhul.ac.uk/mllc/informationforcurrentstudents/periodofresidenceabroad(Year Abroad)/home.aspx

Year Abroad forms can be downloaded from:

<http://www.rhul.ac.uk/mllc/informationforcurrentstudents/smllconlineforms.aspx>

**MOODLE**

Don’t forget to use the online Year Abroad MOODLE forums for comments, Frequently Asked Questions and Year Abroad feedback at

<http://moodle.rhul.ac.uk/>

**PLEASE NOTE:**

(i) Each language group can offer you practical and academic guidance and pastoral support, but **YOU** must take responsibility for the organisation of your Year Abroad and for your personal well-being and safety while abroad.

(ii) **YOU** should make every effort to arrange accommodation abroad well in advance.

1. **YOU** must report any serious administrative problem or extenuating circumstances that may prejudice your marks and bring them to the attention of a Year Abroad tutor as soon as possible, accompanied by all relevant documentation and in advance of the submission of marks/Year Abroad reports. The final deadline for the receipt of such paperwork by the Year Abroad Administrator is 1 September 2017.

(iv) **YOU** must attend all Year Abroad meetings which are relevant to you. These meetings are **compulsory** and include the essential Health & Safety meeting held in March 2017. **See from page 43 for more details.**

1. European Studies students who experience disruptions during their Year Abroad which they wish to be considered as extenuating circumstances when marks are received are advised that they must supply copies of all documentation relating to such circumstances both to the SMLLC office and to European Studies.
2. Students should note that occasionally you may experience unexpected delays in payments whether working as assistants, university students or working in a company and that you should therefore have emergency savings available to you.

**THERE WILL BE AN ESSENTIAL HEALTH & SAFETY MEETING held in March 2017 which is compulsory to all Year Abroad students.**

# TUITION FEES FOR THE Year Abroad: FEE WAIVERS and MOBILITY GRANTS

# ERASMUS+ GRANTS

Students are entitled to an ERASMUS+ mobility grant if they are studying (for a minimum of 3 months) at one of Royal Holloway’s ERASMUS+ partners or undertaking an ERASMUS+ work placement (for a minimum of 3 months) in the following countries (subject to UK membership status in the EU):

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland.

The Principality of Monaco is NOTpart of the ERASMUS+ scheme.

The EEA countries, Iceland, Liechtenstein and Norway, and EU accession countries, Croatia & Turkey, are also part of the scheme.

**TUITION FEES**

Students should contact Student Finance about Tuition fee requirements for their Year Abroad 2017-18.

For details on Fees – Home/EU and Overseas see

[**http://www.rhul.ac.uk/ecampus/finance/home.aspx**](http://www.rhul.ac.uk/ecampus/finance/home.aspx)

Or contact [**student enquiries@rhul.ac.uk**](mailto:student%20enquiries@rhul.ac.uk) at the Student Admin Centre.

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# ERASMUS+ MOBILITY GRANT

# To be eligible for an ERASMUS+ mobility grant, the minimum period of stay is 2 months.The grant will be paid in instalments by ERASMUS+ (the initial instalment of 70% of your first or full year placement is around November with further instalments paid following the completion of the appropriate forms and language assessments and the remaining payment in the following Summer) but please note that the final payments will not be made until your full set of ERASMUS+ administration forms signed off by the relevant institution have been received in.

CeDAS will send out these payments which are paid directly into the UK bank account details that you provide on Campus Connect and on the Student Mobility Grant form or they may be made by cheque which will be posted to the address on your mobility grant form if you do not have a UK bank account.

Grants are calculated at a monthly rate; the term/work placement dates that you put on the forms must all match and be your actual time spent studying or working abroad.

The sum for each month is approx. €375 (rates vary from year to year and may be subject to change during your Year Abroad). This grant is intended to allay some of the additional expenses incurred on the Year Abroad and is not meant to be a subsistence allowance and your financial planning in advance of the Year Abroad needs to take the nature and the possible variations of the grant into account. In other words, IT WILL BE A HELP BUT YOU MUST NOT RELY ON IT TO LIVE.

*Please note that if, due to unforeseen circumstances, you have to amend your Year Abroad placement destination after the end of January of the following year, the British Council (ERASMUS+) will not be able to make changes to your mobility grant payments. The British Council (ERASMUS+) also reserves the right to request copies of any medical/extenuating circumstances documentation.*

# STUDENTS ELIGIBLE FOR A MOBILITY GRANT

Grants can be given to students combining one term in study and one term working in a participating EU country

**OR**

To students spending the full year studying in a participating EU country

For more information, see the website: [**http://www.ERASMUS+.ac.uk**](http://www.Erasmus.ac.uk)

**DISABLED STUDENTS**

Students with severe disability or exceptional special needs can apply for additional funding (the form is available from office IN149).

**ESSENTIAL FORMS**

To be downloaded from the website or MOODLE:  
[**http://www.rhul.ac.uk/mllc/informationforcurrentstudents/handbooks.aspx**](http://www.rhul.ac.uk/mllc/informationforcurrentstudents/handbooks.aspx)

[**http://moodle.rhul.ac.uk/**](http://moodle.rhul.ac.uk/)

**ALL STUDENTS** must complete the forms:

1. **Address Abroad** **Form**
2. **Certificate of Arrival**
3. **Mobility Grant Agreement Form** with your UK Bank account details
4. **Keep and read a copy of the ERASMUS+ Student Charter**
5. **Student Report Form**

Students taking up a **STUDY** abroad placement must **ALSO** complete the forms:

1. **Learning Agreement for Studies** a 3-part form which must be completed BEFORE, DURING and AFTER your studies.

Students taking up a **WORK** placement must **ALSO** complete the forms:

1. **Letter of Appointment from the Employer** (not for the British Council Assistantship scheme)
2. **Learning Agreement for Traineeships** a 3-part form which must be completed BEFORE, DURING and AFTER your work placement.

**It is essential that you comply fully with these instructions for the forms. Students who do not produce all of the required forms, as above, will not receive their second payment and will also be liable to repay their first payment. These students will be debtors to Royal Holloway until full repayment has been made.**

# WORK PLACEMENTS

ERASMUS+ mobility grants are available for work placements which have been agreed with the relevant Year Abroad Tutor.

The following types of organisations are not accepted for work placements:

* European institutions (such as the European Commission)
* Organisations managing EU programmes (such as National Agencies)
* National diplomatic representation (embassy/consulate) of the student in the host country (e.g. it is accepted if a British student works in the Mexican Embassy in Madrid for example, but not for a British student to work in the British Embassy).
* Working as an au pair, holiday representative or in a bar or restaurant is not suitable.

The work placement must be agreed by Royal Holloway in order to qualify for the mobility grant. Work placements must be in posts appropriate for a future graduate of the University of London, and involve intensive linguistic and cultural immersion. These should be discussed at an early stage with the Year Abroad Tutor. Work placements should normally be equivalent to full-time work in the host country. **Please remember that the School does not endorse or recommend any companies or specific job opportunities. We simply pass on information that is forwarded to us and which may be of interest to you. We do not carry out any checks on private companies or ventures. Information can be found in the Year Abroad Jobs database on-line and on Moodle.**

Students who undertake a work placement will need to complete the **Learning**

**Agreement for Traineeships** and will not be eligible to receive a grant until a signed form is handed in to office IN149.

## SERVICES PROVIDED BY RHUL

During the Year Abroad, although the student is not in residence at Egham, a range of support services are provided, usually beginning in the first term of the second year of a student’s programme. All of this support is supplementary to the normal academic programme for the second year. Such support includes:

1. general briefing sessions on the options available (assistantships, university places, work placements) and the application procedures;

1. briefing sessions with returning students on the practicalities of settling in and living abroad (in some cases dossiers are available from returning students containing specific details on local areas and these may be passed to second-year students);
2. help and advice on the application procedures for assistantships and work placements; any lists or databases of suitable work placements are made available to students; writing references;

1. general help with the drafting of application letters and CVs for work placements;
2. advice and preparation for interviews, where appropriate maintenance of lines of communication with students abroad, usually via e-mail, often also by post, telephone and fax and dealing with individual queries;
3. provision of a Year Abroad Handbook that contains detailed notes on practical and administrative matters connected with residence abroad.

**ASSESSMENT OF WORK DURING THE Year Abroad**

Academic work done by students during their Year Abroad will count towards their degree classification in the form of 13th and 14th units (thus 2 more than the College norm of 12).

For the 13th unit (FR, GM, IT, SN2401 full year, FR, GM, IT, SN2402 half year), students at university abroad will accumulate credits for courses taken; the marks for these courses are converted into the Royal Holloway percentage grades.

Students in work placements (including assistantships) will be assessed by a Work Placement Report and/or a Cultural Report FR, GM, IT, SN2201 for the full year, FR, GM, T, SN2202 for the half year), written in the target language.

The 14th unit will be assessed by an oral examination (FR, GM, IT, SN2501 for the full year, FR, GM, IT, SN2502 for the half year) to test linguistic skills and intercultural awareness. These assessment procedures will be run by the School of Modern Languages, Literatures and Cultures. Timetables will be distributed in late summer so please check your RHUL emails regularly. Re-scheduling of oral examinations only happens in exceptional circumstances and only with appropriate documentation.

**SUPPORT PROVIDED BY OTHER DEPARTMENTS**

Very often, students return during the Christmas vacation and certainly before the end of the academic year. They can make use of libraries, the computer centre and student services including student counselling and the careers service. The Accommodation Office will process any applications for hall places for the final year.

Accommodation office:

[**http://www.rhul.ac.uk/studyhere/accommodation/home.aspx**](http://www.rhul.ac.uk/studyhere/accommodation/home.aspx)

Careers:

[**http://www.rhul.ac.uk/careers/home.aspx**](http://www.rhul.ac.uk/careers/home.aspx)

Counselling Services:

[**http://www.rhul.ac.uk/ecampus/welfare/counselling/home.aspx**](http://www.rhul.ac.uk/ecampus/welfare/counselling/home.aspx)

Students are welcome to contact the Counselling Service for support by email at any time during their Year Abroad: go to the link above for details of how the system works. You also retain a Personal Adviser while abroad who you can contact.

**SPECIAL ROYAL HOLLOWAY ASSISTANCE**

This applies to students studying in **Latin America** only. Royal Holloway provides extra financial assistance to Year Abroad students by paying for any additional tuition fees incurred by the student while abroad in **Latin America**. If the Registry is provided with a receipt of payment to an institution abroad then the student will be reimbursed by up to **£300**. Please forward your receipts to the Year Abroad administrator.

**Travel Awards Information** can be found at:

[**http://www.rhul.ac.uk/ecampus/finance/travelawardscollegeprizes.aspx**](http://www.rhul.ac.uk/ecampus/finance/travelawardscollegeprizes.aspx)

**STUDY REQUIREMENTS FOR THE Year Abroad**

**All Modern Languages students (except Minor) take two units during their Year Abroad**:

* two full units of French/German/Hispanic Studies/Italian **(units 13 and unit 14)** for those spending the entire year in a French/German/Spanish/Italian -speaking country in one occupation (university, Language Assistant, work placement);
* one full unit **(oral exam, unit 14)** and two half-units of French/ German/ Spanish/ Italian (**together making unit 13)** for those dividing a whole year in a single language area between university and approved employment;
* Two half-units of French/ German/ Hispanic Studies/ Italian **(half of unit 13 and half of unit 14)** for those dividing the year between two countries of different languages.

All students therefore take ONE of the following:

1. **COURSES AT A FOREIGN HOST UNIVERSITY: UNIT 13**

As full or half unit, marks awarded abroad and converted from the original scale to the Royal Holloway scale. Students follow and provide marks for courses, in subjects approved by the School of Modern Languages at Royal Holloway, amounting to a minimum of 48 European credits (or 24 ECTS credits per Term).

There is a minimum requirement of attendance of at least 10 hours per week for those attending a Latin American university.

Students who are spending the whole year at university (either at one or at two institutions) should note that ECTS loads have to be spread equally over the full year, i.e. if you have failed to earn a minimum of 24 credits in Term 1, you cannot take additional credits in Term 2 to make up for the shortfall.

* Please note that whilst the minimum is 24 credits per term, given that this is less than the average workload at Royal Holloway and that shortfalls cannot be compensated for, students are strongly advised to take courses in addition to the minimum requirement.
* In order to get the most out of their Year Abroad, students are encouraged to take a range of appropriately challenging courses, to be approved by the relevant Year Abroad tutor. These must be taught and examined in the target language; bibliographies should also be mainly in the target language. Courses can be chosen from fields such as: culture, literature, history, linguistics, translation, art history, politics etc. and generally related to the target culture. If in doubt, please consult the relevant Year Abroad tutor.
* Most of our links are with literature/culture departments: some partner institutions will permit you to take courses outside the linked department, others will not. Students must ascertain from their chosen institution which courses they may follow as cross-disciplinary study can be pursued if the host institution allows for this, and providing the host Faculty is receptive to this.
* The minimum requirement of 24 credits per term may include up to 8 credits from language courses at the appropriate academic level in languages relevant to the student’s programme of study at RHUL.

NB: Students will themselves be responsible for obtaining certificates from the university giving their marks for all these courses, and for returning copies of the certificates to the Year Abroad Administrator either during their Year Abroad or on their return. Students should keep their original transcripts.

Your grade for the half unit SN/ IT/ GM/ FR 2402 will be calculated by converting the marks you have achieved abroad for your best 24 countable ECTS credits or for those at Latin American universities, the subjects representing the best 10 countable hours per week. You are strongly advised to take more than this minimum so that any weaker marks, which would otherwise bring down your average, can drop out of the calculation. If you fail to take the minimum, your mark will still be calculated the same way, which will obviously lower your average. For example, if you score the equivalent of a Royal Holloway mark of 60%, but have only taken 12 ECTS credits, half of the minimum, we will record a mark of 30%. For the full-unit assessments, SN/ IT/ GM/ FR 2401, the numbers above simply double to a minimum of 48 ECTS, with the same rules applying for those who do more and those who fail to meet the minimum requirement: the best 48 will be used if you do more, and the average will be divided by 48 in any case if you fail to take the minimum.

**Students with disabilities and/or specific learning difficulties:**

Students need to bear in mind that support available to them at the College for disabilities and/ or specific learning difficulties may not be available to them at institutions aboard or that different packages of support may be available. Compensation for lack of support or different support cannot be made when credits gained abroad are converted into RHUL equivalents. It is the student’s responsibility to research support available at the host institution and to discuss any concerns with their department and/ or Disability and Dyslexia Services at the College prior to going abroad. (Please refer to Credit Transfer Guidelines).

The link for Year Abroad grade conversion grids is at:

<https://www.royalholloway.ac.uk/international/studyabroadandexchanges/outgoing/internationalexchangeineurope.aspx>

They are listed as: **Grade conversion grids for Undergraduate Student Exchanges 2015-16**

**Before you start studying,**at the host university, you must complete an ECTS learning agreement form. This must be approved both by us at Royal Holloway and by the relevant member of staff at your host university. **At the end of your period of study,**it is your responsibility to ensure that your host university provides you with a transcript of marks for all courses attended. This is essential for your studies during the Year Abroad to be accredited towards the 13th unit of your BA degree.

**B. WORK PLACEMENT REPORT/CULTURAL REPORT: UNIT 13**

This assessment is completed by language assistants or those taking up approved employment abroad as a full unit or a half-unit. Students on a full year work placement or two half-year work placements will be required to electronically submit a 1750-2250-word Work Placement Report (see detailed guidelines below) and a 1750-2250-word Cultural Report, an essay on a matter of cultural specificity related to the geographical location of their placement (see detailed guidelines below). Students on a half-year placement will be able to choose between a Work Placement Report and a Cultural Report. These reports will be written in French/ German/ Spanish/ Italian.

YourReports should be electronically submitted onto Turnitin and Moodle in the usual way used for essay submission by **4pm Friday 25th May 2018.** The usual School rules on plagiarism apply.

Reports should have an Essay Coversheet included.

The sheet is downloadable from the PRA Moodle sites and

<https://www.royalholloway.ac.uk/mllc/informationforcurrentstudents/smllconlineforms.aspx>

All students also take:

* **French/ German/ Spanish/ Italian Oral (unit 14)** – as full or half unit.

**THE 14TH UNIT EXAM**

The 14th unit will be assessed by an oral examination to test linguistic skills and intercultural awareness. This will normally take place at the beginning of the final year, at a point when students’ linguistic competence developed during the Year Abroad is at its peak. The structure of these examinations will be as follows:

Full unit:

* 10 minutes: presentation on a current affairs topic of the student’s own choice specific to the country of the Year Abroad, describing how the student experienced the event or issues and developments relating to it in their Year Abroad location. This topic should not overlap with the topic of the Cultural Report.
* 10 minutes: questions and answers on the presentation
* 5 minutes: questions and answers on individual experience/integration/ cultural specificities.

Half-unit:

* 5 minutes: presentation on a current affairs topic of the student’s own choice specific to the country of the Year Abroad, describing how the student experienced the event or issues and developments relating to it in their Year Abroad. This topic should not overlap with the topic of the Cultural Report.
* 5 minutes: questions and answers on the presentation
* 5 minutes: questions and answers on individual experience/integration /cultural specificities.

**NB Assistantships:** The British Council receives a report on your performance as an Assistant from your school, and it forwards this to us. This report is placed in your file and can be used in writing references for you. Reports are usually very positive, sometimes really glowing!

**PROGRESSION**

It is a College requirement that students complete their Year Abroad in order to be able to progress into the final year. Following agreed university courses to their conclusion, including the sitting of examinations, carrying out agreed work placements and completing Year Abroad reports

(where appropriate) constitute the completion of the Year Abroad. NB Low or fail marks for elements that make up the 13th unit will pull down the average for that unit but will not prevent progres­sion. However, please note that students who fail to complete their Year Abroad (see above) will not normally be permitted to progress into the final year of their studies.

**13TH and 14TH UNITS**

**THE 13TH UNIT - STUDYING ABROAD**

**FR/GM/SN/IT 2401 Study Abroad (Full unit)**

**FR/GM/SN/IT 2402 Study Abroad (Half unit)**

**Value**: **FR/GM/SN/IT 2401**: 1 unit for 2 Terms (or full academic year)

**FR/GM/SN/IT 2402**: 0.5 unit for 1 Term

* courses equivalent to AT LEAST 48 European Credits (ECTS), at least 24 per term

**LEARNING OUTCOMES**

An understanding of further aspects of the subject areas relevant to the student’s degree at Royal Holloway.

* The acquisition of new perspectives on the subject area within the framework of the target language (TL) institution and culture.
* The acquisition of new skills relating (a) to the subject area and (b) to the language of tuition, learning and communication.
* The ability to evaluate critically (a) alternative approaches to the subject area (b) differences in educational process and organisation.
* An understanding of intercultural issues in relation to aspects of adaptation to life in a foreign culture, (such as attitudes, behaviour and cultural expectations).

**CONTENT OF FR/GM/SN/IT 2401/ FR/GM/SN/IT 2402**

The content of **the 13th unit** is the combination of courses chosen by a Royal Holloway student in consultation with the Year Abroad tutor and the person responsible for UK students in the host institution.

It follows from this that the student, host institution and Year Abroad tutor at Royal Holloway should agree a study programme, including methods of assessment and any examinations to be taken.

The study programme should be constructed in such a way as to contribute directly to the student’s course of study at Royal Holloway and to that programme’s stated outcomes. The study programme should include courses deemed to be equivalent to AT LEAST 48 ECTS (or half that for FR/GM/SN/IT 2402).

**IMPLEMENTATION**

This unit will be delivered through whatever means is deemed appropriate by the host institution in the relevant country, normally a combination of lecture and seminar/smaller group teaching. For example: in France, a combination of a *cours magistral* (lecture)and one session of *Travaux dirigés* (seminars) over the course of a 14-week term is deemed equivalent to approx. 12 ECTS. In Italy, each course is normally taught by fifty, 45-minute lectures, plus up to twenty-five practical sessions. This is deemed to be equivalent to 15 ECTS. In Spain, undergraduate courses consist of three 1-hour lectures per week and a 1-hour class every fortnight over a period of 28 weeks. This, too, is deemed to be the equivalent of 15 ECTS. Because of the variety of practice in the differing countries (and, indeed, across institutions in the same country), it is impossible to state how the course will be delivered for every student, or how many hours of contact/independent study will be required. The ECTS allocates credits to courses on the principle that one year of full-time study is equivalent to 60 credits and offers an acceptable degree of equivalence.

**THE EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)**  
The following information is taken from the European Commission’s website:<http://ec.europa.eu/index_en.htm>

**WHAT ARE ECTS?**

The European Credit Transfer and Accumulation System is a student-centered system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of the learning outcomes and competences to be acquired.

**WHAT ARE THE KEY FEATURES OF ECTS?**

* ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe amounts in most cases to around 1500-1800 hours per year and in those cases one credit stands for around 25 to 30 working hours.
* Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved. Learning outcomes are sets of competences, expressing what the student will know, understand or be able to do after completion of a process of learning, long or short.
* Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures, seminars, independent and private study, preparation of projects, examinations etc.
* Credits are allocated to all educational components of a study programme (such as modules, courses, placements, dissertation work, etc.) and reflect the quantity of work each component requires to achieve its specific objectives or learning outcomes in relation to the total quantity of work necessary to complete a full year of study successfully. The performance of the student is documented by a local/national grade. The ECTS grading scale ranks the students on a statistical basis. A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: “fail - some more work required to pass” and F means: “fail -considerable further work required”. The inclusion of failure rates in the Transcript of Records is optional.

**13TH UNIT ASSESSMENT AND ACCREDITATION**

Methods of assessment are those of the host institution and might include coursework and/or written examinations and/or oral examinations. There should be explicit approval of the assessment methods by the Royal Holloway Year Abroad tutor, and these should, where possible, be agreed in advance in the study programme. The study undertaken during the Year Abroad and the methods of assessment relating to it will be recognised fully by Royal Holloway. At the end of the study programme, the host university will provide the student and Royal Holloway with a transcript confirming that the agreed programme of study has been undertaken and listing the results of assessments and any examinations taken. On the strength of this transcript, Royal Holloway will credit any student registered for FR/GM/SN/IT 2402 with a half unit, or FR/GM/SN/IT 2401 with a full unit, as long as the student has gained assessment marks for the equivalent of 24 or 48 ECTS respectively.

The 24 or 48 ECTS will form the basis of a single integer mark for FR/GM/SN/IT 2402 and FR/GM/SN/IT 2401 respectively.

In the case of a student who has received assessment for more than 24 or 48 ECTS, the best eligible marks will be taken to provide a single integer mark for the half unit or the full unit.

FR/GM/SN/IT 2402 and FR/GM/SN/IT 2401 will carry a Year 2 weighting.

FR/GM/SN/IT 2402 may only be taken by students spending one term of their Year Abroad as a student and the remainder in employment.

Students studying at two different universities during the Year Abroad will be registered for FR/GM/SN/IT 2401 and a single integer will be derived from BOTH transcripts.

**THE 13TH UNIT**

**ASSISTANTSHIPS AND WORK PLACEMENTS**

**FR/GM/IT/SN 2201 (Full year, Full unit)**

**FR/GM/IT/SN 2202 (Half year, Half unit)**

**WORK PLACEMENTS**

* Each work placement must be approved by the Year Abroad tutor of the relevant TL country.
* Work placements must be in posts appropriate for a future graduate of the University of London, and involve intensive linguistic and cultural immersion. These should be discussed at an early stage with their Year Abroad tutor. If in doubt, check with the Year Abroad tutor.

NB. See ERASMUS+ mobility grant eligibility criteria above.

* Approval will be given on the basis of a formal letter of appointment from the company/institution confirming the location and period of the placement, and a job description detailing the tasks to be undertaken such that they demonstrably fulfil the requirements of suitability, linguistic and cultural immersion.
* Students on **work placements** must complete and return a **Learning Agreement for Training form** to be completed and signed by the employer, the Year Abroad tutor and the student.
* Students must return a **Student Mobility Work Placement form** before the start of placement and a **Student Report** **form** at the end**.**
* Upon confirmation and approval, students must complete and submit to IN149, a **Student Learning Agreement for Traineeships Agreement form**.
* Students must complete and submit electronically their **Report/s** by **4pm on Friday 25th May 2018**.

**ASSISTANTSHIPS**

* Students taking up British Council Assistantships do not need to submit a letter of appointment for approval or but must respond as directed by the British Council and their school(s) of appointment.
* Students must complete and return a **Learning Agreement for Traineeships** – to be completed and signed by the school, the Year Abroad tutor and the Student.
* Students must complete and submit their **Report/s** electronically by **4pm on Friday 25th May 2018.**

**WORK PLACEMENT REPORT/CULTURAL REPORT**

**ASSESSMENT**

* Under assessment of the Year Abroad by a 13th degree unit, students spending their Year Abroad working, either in a work placement or as a Language Assistant in a school, will be required to write a Work Placement Report (WPR) and/or a Cultural Report (CR).
* Students on a full-year placement write a WPR **AND** a CR.
* Students on a half-year placement write a WPR **OR** a CR.
* Students on two separate half-year placements write one WPR **AND** oneCR.

**WORK PLACEMENT REPORT**

**AIMS**

* The Work Placement Report is designed to assess professional development during your Year Abroad. Written in the target language, it is an analytical discussion of your work placement, and students should take notes in preparation for their final draft from the beginning of their placement/assistantship. Keeping a work journal in the target language is recommended.

**LEARNING OUTCOMES**

* An understanding of the context, role and tasks required during the work placement.
* The acquisition and application of new skills in relation to a) the work placement; b) the language of communication of the work placement.
* An ability to evaluate critically alternative approaches to problems and differences in attitudes to problem solving.
* An understanding of intercultural issues in relation to aspects of the self (such as attitudes, behaviour and cultural expectations), adaptation to and particularly to work in a foreign culture.
* An understanding of the social and cultural differences and the multiple possible interpretations of these, in the context of personal interaction in a working environment.

**LENGTH**

* 1750-2250 words (students who split their Year Abroad between 2 countries are strongly advised to write and submit their first report before beginning the second half of their Year Abroad).

**INCLUSION OF ADDITIONAL MATERIAL**

* Students on an assistantship will be required to provide lesson plans and a Teaching Portfolio in which they document the lessons they were involved in (for example, samples of teaching material and student work)
* Students on other work placement should not include material that they have not produced themselves (for example, material from the company website, brochures).

**PRESENTATION**

* The report should be written in the relevant TL following the School guidelines for written coursework.
* The finished report should be bound, and include a title page, table of contents, bibliography and a list of sources consulted.
* You may add further appendices/annexes where relevant, such as photographs or other illustrations and material drawn, for example, from interviews or questionnaires you have conducted (annexed material in the Appendix should not be counted towards the word length).

**CONTENT AND SUGGESTED STRUCTURE**

You may wish to structure your Work Placement Report using the following guidelines:  
  
**1. Context**

Your report should describe the institution or company in which you are working, its structures and specific aims. For students on work placements in a company or another institution, this might involve explaining not only the products or services it provides, but also its position and role within the economic sector, its internal structure, staffing policy, business ethos, etc. You will want to describe your own place and roles within this structure.

For students taking up British Council Assistantships, this could entail describing the position of the school(s) in the educational system (at national and local levels), internal structures and staff, as well as the social, academic and geographic backgrounds of students, etc. You will want to describe your own place and roles within this structure.

**2. Critical evaluation of your aims, tasks and achievements**

You should assess what is required of you (professional/academic tasks), the relevance of the work/study experience to you, and any skills gained. Specific attention should be given to your adaptation to the foreign environment and your integration within the community in which you are working. Try to reflect as objectively as possible on what you have learnt from the experience. Seek to achieve a balance rather than artificially enhancing the positive aspects of your experience, or focusing on difficulties. One of the criteria you will be assessed on is your ability to describe your experiences in an analytical and scholarly form.

**3. Detailed analysis of specific aspects**

You should choose one or more aspects of your experience working abroad to focus on in detail. This might involve describing a particular task or project you have worked on. A student on a work placement in a company could, for example, choose one of the responsibilities s/he has been given (analysing the requirements of the foreign context, difficulties encountered, organisation and interpersonal skills, etc.). You may wish to analyse differences between your own culture and the new cultural environment, especially in a work-related context. A language assistant could, for example, focus on one of his or her courses (objectives, management of the class, difficulties and solutions, etc.). Some assistants conduct research by creating questionnaires for their students and colleagues. You may wish to analyse differences between your own experience and knowledge of the British school system and the new cultural environment, especially in a work-related context.

**4. Conclusions**

Reflecting on your Year Abroad as a learning experience, you should take into account professional skills and expertise acquired as well as broader transferable skills. You may also wish to assess differences you have noticed between the two societies (positive and negative aspects of different attitudes or structures in the work place, etc.).

**ASSESSMENT AND MARKING CRITERIA**

The report will be marked by 2 members of staff and retained in the School

files. Assessment of the Work Placement Report will be based on the quality of the following aspects:

* Expression: formal written language, accuracy, grammar and spelling, clarity
* Argument and structure
* Synthetic and analytical skills
* Critical use of resources, such as interviews with colleagues, written documents, statistical data, extracts from the press and media
* Presentation

The Work Placement Report is an independent piece of work: all sources used must be clearly referenced, and the School regulations pertaining to plagiarism apply (see the School of Modern Languages Handbook). Work Placement reports should be submitted electronically by **4pm on Friday 25th May 2018** but students are STRONGLY ADVISED to write and submit reports as soon as possible after completion of their work placement.

**CULTURAL REPORT**

**ASSESSMENT**

* Under assessment of the Year Abroad by a 13th degree unit, students spending their Year Abroad working, either in a work placement or as a Language Assistant in a school, will be required to write a Work Placement Report (WPR) and/or a Cultural Report (CR)
* Students on a full-year placement write a WPR **AND** a CR.
* Students on a half-year placement write a WPR **OR** a CR.
* Students on two separate half-year placements write one WPR **AND** oneCR.

**AIMS**

* The Cultural Report is designed to assess cultural immersion and understanding during your Year Abroad. Written in the target language, it is an analytical discussion of a local issue with a considerable impact on the community or an issue of national importance, and its impact on the local community.

**LEARNING OUTCOMES**

* An understanding of cultural, social and political issues relevant to the country and in particular the local area of the student’s placement.
* An ability to evaluate critically local approaches to solving cultural, social and political conflicts.
* An ability to evaluate critically a wide range of local information resources (newspapers, magazines, websites, brochures, flyers etc.).
* An understanding of the relationship between decision-making processes on the national and the local level in the country of the students’ placement.

**LENGTH**

* 1750-2250 words (students who split their Year Abroad between 2 countries are strongly advised to write and submit their report before beginning the second half of their Year Abroad).

**PRESENTATION**

* The report should be written in the relevant TL following the School guidelines for written coursework.
* The finished report should include a title page, table of contents, bibliography and a list of sources consulted.
* You may add further appendices/annexes where relevant, such as photographs or other illustrations and material drawn, for example, from interviews or questionnaires you have conducted (annexed material in the Appendix should not be counted towards the word length).

**CONTENT AND SUGGESTED STRUCTURE**

In your Cultural Report you are expected to give evidence of the fact that during your time in the relevant country you kept yourself informed about local issues, for example, by reading the daily newspapers, following the local news on TV / radio, talking to local people about their concerns, problems and hopes. The topic of your report should relate to an issue that was controversial at the time of your Year Abroad and affected the community you lived in. Here are some topic examples:

* environmental issues: expansion of the local airport, destruction of a protected nature reserve
* Social issues: unemployment due to closure of a large company, shortage of school places, hospital beds etc.
* Cultural issues: conflicts between different groups within the community (religious, ethnic etc.), debates affecting local theatres, museums, cultural centres etc.
* political issues: local elections, political scandal
* environmental, social, cultural or political issues of national importance which have a specific impact on the local community

Please note that these are just examples! The best way to choose your own topic will be to read the local newspapers from Day 1! Over a period of approximately the first 4 weeks you should identify recurring news items that seem relevant to you.

Your topic will have to be approved by RHUL. You will receive by email the Cultural Report Topic form (which is also downloadable from the PRA Moodle sites) to complete and return with the following information:

* title of your report
* short summary of 50-60 words
* preliminary bibliography/sources (5 items)

You can assume your topic has been accepted if you have not heard from the Year Abroad tutor within 2 weeks after the relevant submission deadline. This form should be submitted to [helen.thomas@rhul.ac.uk](mailto:helen.thomas@rhul.ac.uk) before the deadlines below:

* **Half-year placement (first half)**: Friday after RHUL Reading Week, Term 1. 10th November 2017.
* **Half-year placement (second half):** Friday after RHUL Reading Week Term 2. 23rd February 2018
* **Full-year placement:** Friday after RHUL Christmas break. 12th January 2018.

**NB. Failure to comply may adversely affect your mark.**

You may wish to structure your Cultural Report using the following guidelines:

**Introduction**

Give a short overview of:

* The problems / controversial plans / issues etc.
* The effects on the local community
* The interest groups that are involved in the debate
* Why have you chosen this particular topic? Why is it important?

**Main Body**

Describe and analyse in detail:

* The positions of the interest groups (social/cultural backgrounds of people who are involved, arguments, affiliations)?
* The relevant events that have taken place (incidents, meetings, demonstrations, press conferences etc.)? How did these contribute to the issue?
* Possible effects on the community; which parts of the community will be affected most?
* how local problems relate to problems on a national level in this country

**Conclusion**

* What are your own views on the issue? Why?
* What have you learned about the local culture from following the issue of your report? For example, would this issue have been dealt with differently in your own culture?

**ASSESSMENT AND MARKING CRITERIA**

The report will be marked by 2 members of staff and retained in the School files. Assessment of the Work Placement Report will be based on the quality of the following aspects:

* expression: formal written language, accuracy, grammar and spelling, clarity
* argument and structure
* synthetic and analytical skills
* critical use of resources, such as interviews with locals, written documents, statistical data, extracts from the press and media and presentation.

The Cultural Report is an independent piece of work: all sources used must be clearly referenced, and the School regulations pertaining to plagiarism apply (see the School of Modern Languages Handbook). Cultural Reports should be submitted electronically by **4pm on Friday 25th May 2018** but students are STRONGLY ADVISED to write and submit reports as soon as possible after completion of their work placement.

**THE 14TH UNIT – FULL UNIT**

**SCHOOL OF MODERN LANGUAGES, LITERATURES & CULTURES**

**FR2501, IT2501, GM2501, SN2501**

**Year Abroad ORAL EXAM IN FRENCH, or ITALIAN, or GERMAN, or SPANISH**

This unit is core for all students spending both terms of the Year Abroad in ONE country. The language in which the oral examination is conducted will be that of the country in which the Year Abroad was spent. Candidates taking FR2501 will have spent at least Terms 1 and 2 in a French-speaking country or countries. Candidates offering GM2501 will have spent at least Terms 1 and 2 in a German-speaking country or countries. Candidates taking IT2501 will have spent at least Terms 1 and 2 in an Italian-speaking country and candidates registered for SN2501 will have spent at least Terms 1 and 2 in a Spanish-speaking country.

Candidates who spend Term 1 and Term 2 in two different TL countries will take two half-unit oral examinations (from FR2502, GM2502, IT2502 and SN2502).

**Value:** Full unit

**Duration:** Not less than 9 calendar months in a country or countries speaking any ONE of French, German, Italian and Spanish.

**Learning Outcomes**

By the end of the Year Abroad, a student would be able to demonstrate:

* The acquisition and application of new skills relating to the language of communication in the country/countries of the Year Abroad, especially with respect to:
  + 1. specialist vocabulary relating to the academic or professional context in which the Year Abroad was spent
    2. a range of spoken registers in the relevant language
    3. authenticity of expression, including pronunciation and fluency
    4. advanced comprehension of the spoken language
* An understanding of intercultural issues in relation to aspects of self (such as attitudes, behaviour and cultural expectations) on adaptation to life, and especially study or work, in a foreign culture, and an ability to articulate these in the target language.
* An awareness and understanding of the key social and/or political issues prevalent in the country/countries of the Year Abroad.

**FR2501, GM2501, IT2501 and SN2501**

The content of these courses is the sum of experiences constituted by the Year Abroad. Students will prepare themselves for the oral by fully documenting their experiences during the Year Abroad (e.g. record of language-learning and/or a Year Abroad diary), and are encouraged to access learning resources available on specialist websites, as well as engaging with the host culture through the reading of newspapers and discussions of social/political issues with peers/colleagues during the Year Abroad.

Students will focus on the following key areas:

* Interpersonal relationships (meeting people, first reactions to them, communicating with them, their attitudes and behaviour, any conflicts of attitude or behaviour, negotiating difficult situations etc.)
* Practical matters (finding accommodation, dealing with the paperwork for residence requirements, accommodation, finances, etc., the organisation of the workplace or university, health issues such as seeing a doctor/dentist, negotiating a new town/city/country and its specificities, e.g. transport system, eating places, shops etc.)
* Academic or professional activities (issues listed under the learning outcomes of FR, GM, IT, SN 2501/2502 and 2201/2202)
* Social and leisure activities (how social or leisure time is spent, differences between this and the way it is spent in the home country, organisation and amount of leisure time, attitudes towards enjoying oneself, attitudes towards food and drink, family life
* Broad cultural and social issues not accounted for in the above categories.

**Format of the oral examination**

Full unit:

* 10 minutes: presentation on a current affairs topic of the student’s own choice specific to the country of the Year Abroad, describing how the student experienced the event or issues and developments relating to it in their Year Abroad location during their Year Abroad. This topic should not overlap with the topic of the Cultural Report
* 10 minutes: questions and answers on the presentation
* 5 minutes: questions and answers on individual experience / integration / cultural specificities

**14TH UNIT – HALF UNIT**

**SCHOOL OF MODERN LANGUAGES, LITERATURES & CULTURES**

**FR2502, IT2502, GM2502, SN2502**

**Year Abroad ORAL EXAM IN FRENCH, or ITALIAN, or GERMAN, or SPANISH**

Candidates who divide the Year Abroad between two target language countries will take two half-unit oral examinations (from FR2502, GM2502, IT2502 and SN2502).

Candidates taking FR2502 will have spent a part of the Year Abroad in a French-speaking country or countries. Candidates offering GM2502 will have spent a part of the Year Abroad in a German-speaking country or countries. Candidates taking IT2502 will have spent a part of the Year Abroad in an Italian-speaking country and candidates registered for SN2502 will have spent a part of the year in a Spanish-speaking country.

**Value:** Half unit

**Duration:** 4-5 calendar months in each of two target language countries.

**Learning Outcomes**

By the end of the Year Abroad a student should be able to demonstrate:

The acquisition and application of new skills relating to the language of communication in the country/countries of the Year Abroad, especially with respect to:

1. specialist vocabulary relating to the academic or professional context in which the Year Abroad was spent
2. a range of spoken registers in the relevant language locality/country of the Year Abroad, key political or cultural events, such as a general election, introduction of significant policy, labour strikes on a national scale, national celebrations, etc.)
3. linguistic difficulties and achievements

**Assessment and Accreditation**

Learning outcomes will be assessed back at Royal Holloway by an oral examination in the target language at the end of the Year Abroad (September preceding entry into the Final Year).

**Format of the oral examination**

Half-unit:

* 5 minutes: presentation on a current affairs topic of the student’s own choice specific to the country of the Year Abroad, describing how the student experienced the event or issues and developments relating to it in their Year Abroad location during their Year Abroad. This topic should not overlap with the topic of the Cultural Report.
* 5 minutes: questions and answers on the presentation
* 5 minutes: questions and answers on individual experience / integration / cultural specificities.

**ERASMUS+ PLACEMENTS FOR STUDYING ABROAD**

|  |  |  |
| --- | --- | --- |
| **FRANCE** | | **34 placements in total** |
| AIX-MARSEILLE | | 4 places of 10 months each |
| DIJON | | 2 places of 10 months each |
| LOUVAIN-LA-NEUVE | | 1 place of 10 months each |
| UNIVERSITÉ LUMIÈRE - LYON II | | 6 places of 9 months each |
| MONTPELLIER | | 4 places of 10 months each |
| PARIS IV – SORBONNE | | 5 places of 10 months each |
| PARIS 7 – DIDEROT | | 3 places of 10 months each |
| PERPIGNAN | | 4 places of 10 months each |
| LA RÉUNION | | 2 places of 9 months each |
| STRASBOURG (E/S link) | 3 places of 9 months each | |
| **SPAIN** | **28 placements in total** | |
| ALCALÁ/MADRID | 2 places of 9 months each | |
| ALMERÍA | 1 place of 10 months each | |
| CÁDIZ | 3 places of 9 months each | |
| CÓRDOBA | 2 places of 10 months each | |
| GRAN CANARIA | 1 place of 9 months | |
| GRANADA | 2 places of 9 months each | |
| AUTONOMA MADRID | 3 places of 10 months each | |
| COMPLUTENSE MADRID | 3 places of 9 months each | |
| MALAGA | 1 places of 9 months each | |
| MURCIA | 1 places of 10 months each | |
| SALAMANCA | 2 places of 9 months each | |
| SEVILLE – Pablo Olavide | 2 places of 10 months each | |
| SEVILLE – Universidad (3 people only) | 2 places of 10 months each | |
| VALENCIA | 1 place of 9 months each | |
| ZARAGOZA | 2 places of 10 months each | |
| **ITALY** | **14 placements in total** | |
| FIRENZE | 2 places of 10 months each | |
| LECCE | 2 places of 9 months each | |
| PADOVA | 1 place of 9 months each | |
| PALERMO | 1 place of 9 months each | |
| PISA | 2 places of 10 months each | |
| ROMA 3 | 2 places of 9 months each | |
| SIENA | 2 places of 9 months each | |
| TORINO | 2 places of 9 months each | |
| **GERMANY** | **9 placements in total** | |
| VIENNA | 2 places of 9 months | |
| GÖTTINGEN | 1 place of 10 months | |
| HEIDELBERG | 2 places of 10 months | |
| KONSTANZ | 1 place of 10 months | |
| MUNICH | 1 place of 10 months | |
| REGENSBURG | 1 place of 9 months | |
| WÜRZBURG | 1 place of 10 months | |

***\* Please note that the School of Modern Languages, while making every effort to do so, cannot guarantee an ERASMUS+ or Latin American placement to every student nor the destination of first preference; where placements are oversubscribed; there are unexpected changes to institutional agreements or any other unforeseeable circumstances, students may need to take up their second and even third preference. In case of oversubscription of particular university places, allocation will normally be based on the following criteria: 1.) Punctual submission and accurate completion of the “Year Abroad Choices” form 2.) First Year Study Record (including progression, attendance record, homework/coursework submission, etc.)***

**HEALTH & SAFETY**

**HEALTH & SAFETY ADVICE FOR RHUL STUDENTS GOING TO WORK OR STUDY OVERSEAS**

* For Foreign Office travel advice about the country that you will be living in, go to <https://www.gov.uk/foreign-travel-advice>
* For Foreign Office general recommendations on travelling and staying safe abroad, go to <https://www.gov.uk/foreign-travel-advice>

Royal Holloway is proud of the fact that so many RHUL students have the opportunity to either study or work overseas. The College wants to ensure that you are as safe as possible during this time and to that end, the following information with regards to health and safety has been compiled for you.

**General Advice**

**Accommodation**

* Organise your accommodation in advance. Make sure that you fully understand the terms of any contract for accommodation. Ensure that you know what kinds of financial and identity documentation are required to rent property in the country you are visiting and equip yourself with originals and copies. If you plan to find accommodation once you have arrived in the country, make sure that you have booked temporary interim accommodation – do not arrive with nowhere to stay.
* Make sure your accommodation is in a safe area (ask the locals and/or do research in advance). Contact students who are already overseas, or who have returned, to get information on and advice.
* If you are going to share, choose your flatmates carefully, if they make you uncomfortable when you first meet, do not move in with them.

**Insurance**

* It is your responsibility to make sure that you are adequately insured and you must insure yourself whilst abroad. You must therefore take out insurance to cover you for the following:

- all loss of personal belongings.

- all medical and dental expenses.

- compensation for injury or loss of limbs etc.

- theft or damage to personal property

- repatriation/emergency evacuation

- an adequate element of third party liability.

- any activities/sports that you might take part in whilst abroad, e.g. skiing.

* If you are going abroad on a work placement, when you purchase your insurance you must ensure that it covers you while working in the relevant country. Travel insurance designed for holidaymakers is not appropriate for you.
* If you are going on an International Exchange and the host university insists that you purchase their insurance, make sure that you check the policy carefully. Such policies will sometimes not cover you for 100% of your costs and this could prove expensive if you need medical treatment.

**European Health Insurance Card (EHIC)**

If you are going to spend your time overseas in Europe, you are required to apply for an EHIC to ensure you have basic health insurance while visiting any EU country. Please note that you need to apply for a special EHIC that covers you for year abroad placements. This is a different card from the standard EHIC you use for travel/tourism purposes.

* All students who are normally eligible for the EHIC and who are taking part in a period of study or work abroad as part of their UK degree must apply for a new EHIC to cover them for the period abroad using a paper form as instructed below:

<https://contactcentreservices.nhsbsa.nhs.uk/selfnhsukokb/AskUs_EHIC/template.do?name=I+am+leaving+the+UK+for+academic+or+work+related+study+%28internship%29+in+another+EEA+country%2C+how+do+I+apply+for+an+EHIC%3F&id=16502>

* They must do this even if they already hold a valid EHIC that they have previously obtained for personal travel.
* It is possible to hold two EHICs and it is not necessary to surrender the existing EHIC for the new one to be issued.
* The standard EHIC does not adequately cover students on a period of study/work abroad.
* No form of supporting evidence of the host university address, duration dates etc. is required. Students simply provide a note along with their application form outlining all of the requested information.
* There is no minimum duration of study/work abroad to obtain the non-standard EHIC - the card is issued based on the duration dates of the course of study/placement.
* Where students have a combination of activities (e.g. one semester exchange + one semester work placement), only one EHIC is needed provided that students outline full details of their arrangements in the application.
* The standard EHIC covers any personal travel that occurs outside of the exchange/placement dates.

Please note that the card gives access to state-provided medical treatment only and that any treatment is given on the same basis as an eligible person in the particular country. However, this state provision might not cover all the NHS treatment that you would get and it may be that you have to make a payment towards your care.

* Important - this card is not a substitute for being properly insured.

**Health and Medicines**

If you are taking prescription medicine for a condition, discuss with your doctor about continuing your prescriptions overseas.

* Make sure you check to see whether you need any vaccinations.
* Check to make sure that the medicine you are taking is legal and/or can be easily obtained overseas.
* If necessary, make sure you have translations of any important health documents.

**Emergency phone numbers/contact details**

* Make sure that you have a list of emergency phone numbers in the UK (e.g. your bank in case your credit card is stolen). Find out the emergency numbers you need for the area in which you will be living (e.g. doctor, police, university, your embassy/consulate). Also make sure that your family, friends and School have accurate contact details for you.
* Remember to make photocopies of your passport and other important documents, leave a set of copies with a reliable person in the UK, and have a set of copies separately. Emailing yourself scans of important documents is a useful tactic.
* If you are going overseas to study, make sure that, if the service is available, you go to the office which deals with ERASMUS+ and/or other exchange students. This will be your opportunity to introduce yourself to the relevant staff and to find out about the help and advice available to you.

**Money**

* Explore the options available to you. You may wish to open a bank account whilst you are abroad (although if you are only overseas for a term this may not be feasible). Ensure that you know what kinds of financial and identity documentation are required to open a bank account in the country you are visiting and equip yourself with originals and copies. Also look into internet banking and check with your bank here in the UK how much they will charge for making ATM withdrawals overseas.
* Make sure that you have sufficient funds for a month’s living expenses. Remember that you may need to pay a deposit of at least a month’s rent for some accommodation
* Change money BEFORE you leave so that you have emergency cash on arrival.
* Take various sources of money: cash, debit card, credit card, Travellers Cheques.
* Do not carry large amounts of cash with you, particularly in places frequented by tourists, but ensure that you have enough to cover any small emergencies.
* Keep your money safe: always have some change in your pocket for small purchases like bus tickets etc.

**Arriving in the country**

* Do not joke or argue with immigration officials – they will probably not find it funny.
* Plan how you will get to your accommodation from the airport, station or port.
* If possible, arrange to be met when you arrive – if you are going to study overseas, check to see if your host university provides a pick-up service from the nearest airport. If it is not possible for you to be met, plan your journey carefully and consider using a licensed taxi.

**Getting Around / Going Out**

* Trust your instincts, if you feel uncomfortable in a particular situation then do what you can to get away
* Just as you would be careful about your personal belongings and your own safety when out and about in Egham, Birmingham or London, the same goes for Paris or Palermo. If you ever have any doubts about the safety or advisedness of a course of action, be sensible and avoid unnecessary risks. If you are warned about certain areas of a town or city, heed these warnings and act accordingly.
* If you are meeting new people, make sure you do so in a group or in public spaces (restaurant, coffee shop etc.).
* Plan your journeys ahead: how are going to get home after a night out?
* If you take a taxi, make sure that it is licensed and sit in the back.
* Do not hitch-hike nor accept lifts from people you do not know.
* Keep your mobile charged and save the local emergency number. Store the phone numbers of friends who live in the area and might be able to help if you are in a difficult situation.
* Do not stay in dark and deserted areas when waiting for a taxi or friends
* In bars, etc. keep your drink in sight and do not accept a drink if its origins are unknown to you.
* Take a good guide book with you as a useful source of information on the country you will be living in and which can come in useful in planning trips.

**Cultural Awareness**

* Be aware of local customs and adhere to them (even if you do not agree with them!). Give some consideration to how your behaviour might be interpreted in the local cultural context.
* Say a firm “No, thank you” to unwanted advances and respect a firm “No, thank you” to your unwanted advances.
* Dress appropriately for the culture in which you are living.
* Make sure you know the country’s laws regarding, for example, drinking, driving, drugs, carrying ID, registering with the police. Not knowing is not an excuse.
* Remember that during your period overseas, you are performing an ambassadorial role for Royal Holloway and must not do anything which will bring the College into disrepute.

**Country-Specific advice**

**France/Switzerland/La Réunion**

* If you are speaking to unknown people, avoid offence by being as polite as possible, using the ‘vous’ form and avoiding unnecessary confrontation.

**Germany/Austria**

* German culture is much less tolerant of drunken behaviour than British culture. Getting drunk in public might alienate your friends, affect your personal safety and can lead to being picked up by the police.
* German women, on the whole, dress more modestly than is the fashion in Britain. Being dressed inappropriately on a night out might draw unwanted advances.
* Do not address strangers as “Du”, but always as “Sie”. Being addressed as “Du” will be considered to be condescending and might lead to awkward situations or aggressive behaviour.

**Italy**

* People are usually in the street until very late at night, but avoid walking alone in solitary places.
* Be aware of theft in tourist areas.
* Italian culture is much less tolerant of drunken behaviour than British culture and such behaviour in Italy may affect your personal safety
* Italian women, on the whole, dress more modestly than is the fashion in Britain. Being dressed inappropriately might draw unwanted advances.

**Spain**

* Petty theft is a relatively common occurrence in tourist areas of Madrid, Sevilla, Granada, Málaga, Valencia and other coastal cities popular with foreigners.
* It is generally safe to flag taxis on the street, but do not get in if the driver does not have his/her licence prominently displayed.
* Take measures to protect against sunstroke and heatstroke, especially if you are spending the spring and summer months in Madrid or Southern Spain.

**Latin America**

* Ensure you have the necessary visas and vaccinations for your destination.
* You must register with the nearest relevant consulate or embassy. Find out the regulations with regards to registering with the police and/or other authorities.
* Always carry with you a photocopy of your passport.

**ROYAL HOLLOWAY, UNIVERSITY OF LONDON**

**SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES**

**PRE-DEPARTURE HEALTH & SAFETY BRIEFING**

**Declaration**

I, the undersigned, have attended the pre-departure health & safety briefing. I have had the health and safety guidelines explained to me and I have received a copy of the document. Before leaving on my Year Abroad, I agree to provide the School with the following:

* Emergency contact details both in the country I am visiting and in my home country.
* Confirmation of my insurance policy, which will include cover for the following:
* loss of personal belongings.
* all medical and dental expenses.
* compensation for injury or loss of limbs etc.
* theft or damage to personal property.
* repatriation/ emergency evacuation.
* an adequate element of third party liability.
* any activities/sports that I might take part in whilst abroad, e.g skiing.

I also agree to follow the advice provided by the Foreign and Commonwealth Office in all instances.

**Name of Student Signature of Student Date**

**THERE WILL BE AN ESSENTIAL HEALTH & SAFETY**

**MEETING held in March 2017 which all Year Abroad**

**students must attend.**

**Year Abroad FORMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ALL STUDENTS** | **STUDENTS ON STUDY PLACEMENTS** | **STUDENTS ON WORK PLACEMENTS & BRITISH COUNCIL ASSISTANTSHIPS** |  |
| **1. Complete the Address Abroad form**Send in your   contact address either before (if you know your address already) or when you are away. **2. Complete the Certificate of Arrival form**This needs to be completed by the institution and returned to me when you arrive at each placement. **3. Complete the Mobility Grant Agreement form**Complete the forms as indicated. The form requires your UK bank details as the grant is paid into it. **This must be completed before you begin your placement. Failure to do this will mean you will not receive your mobility grant and your placement is not valid under ERASMUS+** **4. Keep and read a copy of the ERASMUS+ Student Charter** Please take, read and keep.  **5. Student Report form**Complete the form online at the end of each of your placements or at the end of your full year placement -the British Council send you an email to respond to about this on the last date of your placement/s. **You must complete and submit this in order to receive your second payment. Failure to do this will mean you will receive no further payments and are liable to repay what you have already received.** **6. Language Assessment** All students must complete this for each placement. ERASMUS+ send an email with the link to complete this. **This must be completed before you begin your placement. Failure to do this will mean you do not receive your mobility grant and your placement is not valid under ERASMUS+.** | **1**. **Complete the Learning Agreement for Studies**You, we and the university abroad need to complete parts on this form as indicated and you need to add electronically the courses that you intend to take when abroad. **This form is in 3 parts: Before, During and After. You have one month from the start date of your mobility to return the complete agreement. Failure to do so will mean that you will not receive a grant and your placement will not be valid under ERASMUS+** | **1. Send in a Letter of Work Appointment (not British Council Assistantships)**Please ask your employer for this as soon as possible. **2. Complete the Learning Agreement for Traineeships**You, we and the employer abroad need to complete parts on this form. **This form is in 3 parts: Before, During and After. You have one month from the start date of your mobility to return the complete agreement. Failure to do so will mean that you will not receive a grant and your placement will not be valid under ERASMUS+** |  |

**Year Abroad CONTACT DETAILS FORM**

It is important that you fill in the details below and return this form to the Year Abroad Administrator in the School of Modern Languages, Literatures and Cultures, Royal Holloway, Egham Hill, Egham, Surrey, TW20 OEX as soon as possible. We need your contact details to stay in touch and in order to send you information concerning your Year Abroad and your final year course options.

NAME:

University/Assistantship/Work (please delete as applicable and give details):

ADDRESS ABROAD:

TEL:

**Royal Holloway email address\*:**

**\*NB: Only your Royal Holloway email account can be used. Please ensure that you check your emails regularly during your Year Abroad and check that your inbox is not full up. Otherwise, you may miss important communications.**

**SECOND YEAR STUDENT: Year Abroad PREFERENCES FORM**

Please indicate below your **provisional\*** preferences for your Year Abroad by ticking the appropriate box and adding any details you may have at this stage. This form must be returned to the Modern Languages Year Abroad Administrator in IN149 **by the last day of term on 9th December 2016.**

**NB**. It is understood that the details on this form are intended to provide **preliminary** information for the Administrative Year Abroad database. If you change your choices please inform the Year Abroad Administrator as soon as possible.

**\*You must state your first, second and third destination preferences for university on this form should one be unavailable.**

NAME:

|  |  |  |
| --- | --- | --- |
|  | **Term 1 destination** | **Term 2 destination** |
| Assistantship |  |  |
| Work placement |  |  |
| University | 1st pref:  2nd pref:  3rd pref: | 1st pref:  2nd pref:  3rd pref: |
| Latin America |  |  |
| Other (please  state) |  |  |

**Student Signature: Date:  
*\* Please note that the School of Modern Languages, while making every effort to do so, cannot guarantee an ERASMUS+ or Latin American placement to every student nor the destination of first preference; where placements are oversubscribed; there are unexpected changes to institutional agreements or any other unforeseeable circumstances, students may need to take up their second and even third preference. In case of oversubscription of particular university places, allocation will normally be based on the following criteria: 1.) Punctual submission and accurate completion of the “Year Abroad Choices” form 2.) First Year Study Record (including progression, attendance record, homework/coursework submission, etc.)***

**BRITISH COUNCIL ASSISTANTSHIPS: FIRST CONTACT LETTERS / FRANCE**

It is recommended that you write one letter to the Head teacher of each of your schools and another more detailed one to your *Responsable*.

The model letters below contain sentences that you should consider incorporating into the text of your letters. However, **when writing to your *Responsable*, you should add questions (a) to (d) that are outlined in our ‘Notes’ enclosed**.

You will know the name of your *académie* (local education authority in France) from the letter I sent you previously but you will find it again on your *arrêté* (certificate of appointment).

NB the Head of a *lycée* is called a *Proviseur;*

the Head of a *collège* is called a *Principal;*

the Head of a primary school *(école)* is called a *Directeur/-trice;*

the Head of an *IUFM* is called a *Directeur/trice.*

------------------------------------------------------------------------------------------------------------

**LETTER TO HEADTEACHER**

**(NB write to the Head of each school to which you have been appointed)**

Monsieur le Directeur/Proviseur (Madame la Directrice)

Le Rectorat de l’Académie de (*académie*) vient de m’apprendre ma nomination comme assistant(e) d’anglais dans votre établissement pour l'année scolaire **2017-2018**. C'est avec un grand plaisir que je vous confirme mon vif intérêt pour ce poste.

J'ai l'intention d'arriver le (*date of arrival*) et je ne manquerai pas de me présenter à vous quand je prendrai mes fonctions le 1er octobre. Puis-je donc vous prier de bien vouloir me faire parvenir le nom, l'adresse et le numéro de téléphone de la personne que je devrais avertir de mon arrivée.

Vous m'obligeriez en me faisant savoir si le (*type of school* :lycée/collège/école élémentaire etc.) se charge de me trouver un logement. Si ce n’est pas le cas, je vous serais très reconnaissant(e) pour tout renseignement que vous seriez en mesure de me donner pour m'aider dans mes recherches.

Dans l'attente de votre réponse, veuillez agréer, (Monsieur le.............)/(Madame la ...........) l'expression de mes sincères salutations.

**LETTER TO YOUR *RESPONSABLE***

(**NB write to the *Responsable* in each school to which you have been appointed**)

Monsieur / Madame le Professeur Responsable de l’assistant(e) d’anglais

Le Rectorat de l’Académie de (*académie*) vient de m’apprendre ma nomination comme assistant(e) d’anglais dans votre établissement pour l’année scolaire **2017-2018.**

Soyez assuré(e) que je ferai de mon mieux pour collaborer efficacement avec vous.

Je compte arriver en France vers le (*date of arrival*) et, si vous voulez bien me donner votre numéro de téléphone, je ne manquerai pas d’entrer en relation avec vous sans tarder.

En attendant d’avoir le plaisir de vous rencontrer, je vous prie d’agréer, Monsieur/ Madame, l’expression de mes sincères salutations.

**CeDAS**

**Checklist for Royal Holloway students going overseas on an ERASMUS+ study or work placement.**

|  |  |
| --- | --- |
| **ITEMS TO BE CONSIDERED** | **DONE?** |
| **ACCOMMODATION**  Make sure that you fully understand the terms of any contract for accommodation. Ensure that you know what kinds of financial and identity documentation are required to rent property in the country you are visiting and equip yourself with originals and copies. If you plan to find accommodation once you have arrived in the country, make sure that you have booked temporary interim accommodation – do not arrive with nowhere to stay. |  |
| **INSURANCE**  It is your responsibility to make sure that you are adequately insured and you must insure yourself whilst abroad.  You must therefore take out insurance to cover you for the following: - all loss of personal belongings.  - all medical and dental expenses.  - compensation for injury or loss of limbs etc.  - theft or damage to personal property . - repatriation . - an adequate element of third party liability.  - any activities/sports that you might take part in whilst abroad, e.g. skiing.  If you are going abroad on a work placement, when you purchase your insurance you **must** ensure that it covers you while working in the relevant country. Travel insurance designed for holidaymakers is not appropriate for you. |  |
| **EUROPEAN HEALTH INSURANCE CARD (EHIC)**  You should apply on-line at [www.ehic.org.uk](http://www.ehic.org.uk/) for an EHIC to ensure you have basic health insurance while visiting any EU country. Alternatively, you can ask at a Post Office for an application form or ring 0845 606 2030. UK nationals and most UK residents are entitled to this card. The EHIC is normally valid for three to five years and covers medical treatment that may be necessary during your stay, because of either illness or an accident. Please note that the card gives access to state-provided medical treatment only and that any treatment is given on the same basis as an eligible person in the particular country. However, this state provision might not cover all the NHS treatment that you would get and it may be that you have to make a payment towards the cost of your care. Important - this card is not a substitute for being properly insured. |  |
| **MEDICINES**  If you are taking prescription medicine for a condition, discuss with your doctor about continuing your prescriptions overseas. Make sure that you have translations of any important health documents. |  |
| **CONTACTING YOUR LEA**  If you have either a student loan or your fees are partly paid by your LEA, you must inform them that you will be taking part in an ERASMUS+ exchange. |  |
| **INTERNATIONAL STUDENT IDENTITY CARD**  This card will entitle you to student discounts available both in the UK and also overseas (not just in the EU). The card currently costs £9 and you can apply for it on-line at **http://www.isic.org/** |  |
| **BANKS & MONEY**  Explore the options available to you. You may wish to open a bank account whilst you are abroad (although if you are only overseas for a term this may not be feasible). Ensure that you know  what kinds of financial and identity documentation are required to open a bank account in the country you are visiting and equip yourself with originals and copies. Also look into internet banking and check with your bank here in the UK how much they will charge for making ATM withdrawals overseas.  Make sure that you have sufficient funds to cover at least a month of living expenses on arrival.  Do not carry large amounts of cash with you. |  |
| **MOBILE PHONES**  Check with your service provider for details of how you will be charged for using your phone overseas. |  |
| **EMERGENCY PHONE NUMBERS/CONTACT DETAILS**  Make sure that you have a list of emergency phone numbers in the UK (e.g. your bank in case your credit card is stolen). Find out the emergency numbers you need for the area in which you will be living (e.g. doctor, police, university, your embassy/consulate). Also make sure that your family, friends and School have accurate contact details for you.  Remember to make photocopies of your passport and other important documents, leave a set of copies with a reliable person in the UK, and have a set of copies separately. |  |
| **KNOW THE LAWS OF THE HOST COUNTRY**  Do you know the country’s laws regarding, for example, drinking, driving, drugs, carrying ID, registering with the police? Not knowing is not an excuse. |  |
| **TAKE A GOOD GUIDE BOOK WITH YOU**  Guide books such as Lonely Planet and Rough Guide can also be good sources of information about the country you will be living in and can come in useful in planning trips. |  |

**THERE WILL BE AN ESSENTIAL HEALTH & SAFETY**

**MEETING held in March 2017 which all Year Abroad**

**students must attend.**

**FRANCE**

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**PREPARING FOR YOUR Year Abroad: BEFORE GOING TO FRANCE**

For your visit to France, you must start planning well in advance of your departure date (more than a year, usually).

**INFORMATION ON FRANCE**

CAMPUS FRANCE: [www.campusfrance.org](http://www.campusfrance.org)

A brilliant resource for practical information about various aspects of life in France. Make sure you download their guide *Vivre en France* and read it as you plan your Year Abroad. You’ll find helpful information on budgeting, accommodation and other aspects of life:

<http://www.campusfrance.org/fr/ressource/vivre-en-france>

- The French Ministry of Foreign Affairs: [www.france.diplomatie.fr](http://www.france.diplomatie.fr/)

for information about required formalities and for a list of consular service

addresses in France.

- The ANAEM Agence Nationale d'Accueil des Étrangers et des Migrations (National Agency for Migration)

* **Passport**

Citizens of European Union countries only require an identity card to enter France, but citizens from other countries require a passport issued in their country of origin. The passport must not expire before the end of your planned stay. Make sure you scan your passport and email the pdf to yourself and someone else in case you lose it. This will be a big help in replacing it, and it is also useful if you need copies of your passport for administrative purposes.

* **Sufficient resources**

Despite fee waivers, the mobility grant which is designed to help you with some of the specific costs of spending a Year Abroad (but is NOT meant to support you) and special student facilities like libraries, university cafeterias, student accommodation and low-price transport, it does cost quite a lot of money to stay and study in France. The French government sets an official minimum resource threshold to study in France of approx. EUR 615 per month for non EU students. In practice, a sum of EUR 615 per month is most unlikely to cover usual living expenses (housing, food, medical expenses, transport, etc.), especially in Paris. The *Guide de l’étudiant étranger* produced by Égide suggests a monthly budget EUR1132 Euros (c. £950). See: <http://www.campusfrance.org/fr/a-etudier/budget01.htm>

Note that your costs will vary depending on the environment in which you live (cities are typically more expensive, especially Paris) and on your lifestyle choices, mobile phone expenditure etc. French students often live much more modestly than their British counterparts, so be prepared.

* **Health Insurance**

Students wishing to stay in France are **required** to produce proof of insurance covering healthcare expenses.

See [http://www.campusfrance.org/fr/ressource/vivre-en-france](http://www.campusfrance.org/fr/ressource/vivre-en-france-0) for full details.

This means they must either be eligible for student coverage under the French  
national health insurance scheme (sécurité sociale), or (if over 28 or enrolled at a college not recognized by the French social security system) take out a special personal health insurance policy (assurance personnelle). Make sure that you read and act on the advice on European Health Insurance (EHIC) and Health and social security in France before you leave.

**DURING YOUR STAY IN FRANCE**

You are strongly recommended to keep photocopies/scans of all your official documents to provide at least some evidence of your identity if the originals are lost or stolen. Make sure you have an annual travel insurance policy before you leave.

**Essential documents for a study visit to France**

* Valid passport
* School-leaving qualifications obtained in your country of origin
* Certificate of admission (or preliminary admission) to institution of higher education
* Proof of financial resources
* Birth certificate
* Travel insurance documents

All these documents must be translated into French (the birth certificate is only necessary for Assistantship applications, see details for translation at <http://moodle.rhul.ac.uk/>), and all copies must be certified as compliant with the original documents.

As a general rule, you should have at least one photocopy of each of the above documents. At all times you are required to carry with you official proof of identity and entitlement to be in France. And it is always a good idea to keep the telephone number of the person who handled your administrative applications at the French embassy or consulate in your country of origin. Another good idea is to keep a little stock of photos for administrative purposes. Following information taken from the Égide website: <http://www.egide.asso.fr>

**FINANCIAL ARRANGEMENTS**

1. It is very important that you should not run short of money at the start of your stay in France when your expenses are likely to be at their highest. Assistants and people taking up work placements will normally be paid in arrears and really require, at the least, say £950 to be sure of surviving comfortably, perhaps more if they have to lay out money on accommodation. (The campus bank usually proves understanding when you have a letter of contract). For those going as students, the Student Loan Co is usually willing to pay your first instalment before you leave, but you need to ensure that this occurs, and make emergency financial provision. **Please note that it is your responsibility to plan and manage all your financial arrangements. The SMLLC cannot get involved with these.**
2. It is very important that all students should have a French bank account (*compte non-résident)* even though the bank may not be willing to give you a cheque book. This is most easily done by asking your own or your parents’ bank to open an account with a French bank with which they are associated, at the main branch in the town where you will be spending the year. This will normally be one of the very large French banks (*BNP, Société Générale, Crédit Lyonnais).* This can sometimes be done before you go through your own bank, once you know exactly where you will be.
3. Failing this, it is always possible to open a savings account (*compte d’épargne)* at any French post office, into which French cheques and bank transfers can be paid, but not sterling cheques.
4. Sterling (e.g. grant cheques or parental donations) can also now be transferred to France by international Giro cheques (*chèques postaux internationaux)* cashable at any French post office, or by international postal orders (*mandats internationaux).* Sterling cheques supported by a bank card can be cashed at most French banks, but even students are charged for this service (usually at both ends). Proof of identity is always required in such transactions.
5. Foreigners cannot normally open their own French ‘Giro’ account (*CCP),* though this is one of the commonest modes of payment in France.
6. Salaries are normally paid in arrears by transfer to a bank account (*virement bancaire).* For this reason it is important to give the appropriate finance officer (normally the *intendant* in a school*)* details of your account on arrival. It is, of course, always possible to ask for *une avance* but you need to ensure you have enough money to cover your first two months of expenses.
7. It is an offence to issue a *chèque sans provision* in France, but you can always ask your bank for permission to leave your account *à découvert* (overdrawn).
8. Check with your French bank whether your bankcard is insured against loss or theft (and consequent abuse, such as a third party spending your money with your card). Where such cover is not automatic you are recommended to ask the bank if you can take out such insurance.
9. Your own bankcard may prove invaluable – provided you have money in your account of course.
10. Visa and MasterCard cards may be used for payment abroad, and sometimes to obtain cash advances. (WARNING: the latter is a very expensive way to borrow money).

**ACCOMMODATION IN FRANCE**

1. Making arrangements for your own accommodation (*logement*) is YOUR OWN RESPONSIBILITY. It is clearly desirable for your peace of mind that you should seek to make such arrangements as soon as you know where you will be spending the year. It is very often not possible however, to finalise the reservation of suitable accommodation before your arrival in France. For that reason you should, if necessary, be prepared to stay for several nights in a hostel/hotel in the town in which you will be living, and should make sure that you have sufficient money for this purpose.
2. Assistants should, of course, write immediately to the *directeur/directrice* of the establishment to which they have been appointed, asking whether assistants are accommodated by the school, or whether he or she, or perhaps the Head of the English department, is able to make arrangements for you. It is also always a good idea to ask for the address of the previous English assistant and to get in touch with them. Some tact is of course called for if you should ultimately consider the accommodation offered unsuitable for any reason.

Students at university may or may not receive with their acceptance form an application to be returned to the *Service de logement or CROUS* *(Centre Régional des Oeuvres Universitaires et Scolaires)* of the university in question. In either case they should write immediately to the *Service de logement,* asking to be entered on   
their accommodation lists. It is extremely unlikely that a firm reservation will be made before your arrival and registration at the university. You should note that it is normally necessary for all registration procedures to be completed and for you to be in possession of your university registration card before you can occupy accommodation provided by the *CROUS*. This can take some days. Note that rooms/studio flats are typically small (10-12 m2). Many universities make accommodation information available on

[www.campusfrance.org](http://www.campusfrance.org/). There are also a growing number of (more expensive) private student residence providers, sème: Portail de l’Association pour le développement économique du logement étudiant (ADELE) [www.adele.org](http://www.adele.org/)

1. There is a lot to be said in favour of some types of accommodation (*pension or logement en famille or chambre chez un particulier)* that you might not normally want to consider when in this country – they may well prove to be financially profitable and linguistically beneficial. Flat-share (*co-location*) is also well worth considering.
2. Rents in France are normally payable monthly in advance. A deposit (*caution)* normally equivalent to one month’s rent (sometimes more, especially in Paris) is often required. In some cases, you may also be required to provide details for a ‘caution’ (guarantor), i.e. a person who would be ready to pay your rent if you failed to do so.
3. If at any time you are seeking your own flat through newspaper advertisements or noticeboards *(locations meublées; offres)* avoid agencies (who may not always make it clear in the advert that they are agencies and who charge a one month commission). You should also avoid paying the previous tenant a *reprise* (key-money). In adverts *‘P à P’* means *‘particulier à particulier’* i.e., one private individual letting to another.
4. If you take a house, flat or flat-share make sure you are insured against damage/accident to it.
5. Assistants and others in employment should investigate their eligibility for residence in *Foyers des jeunes travailleurs* that provide YMCA/YWCA type hostel accommodation.
6. NB: In privately rented accommodation in France a *taxe d ’habitation* (kind of Council Tax) is payable. If renting it is crucially important that you check whether this is included in the rent or whether you will be billed separately. This cannot be avoided – you may well find yourself surcharged and pursued after your return to England. One thing you can try is to apply for an *avis de dégrèvement,* pointing out that your earnings are *non-imposable* (not taxable).

**FRENCH GOVERNMENT RENT SUBSIDIES FOR YOUNG PEOPLE**

There are two types of these. One *L’aide personnalisée au logement* (A.P.L.) is payable directly to a private landlord and enables him to offer a flat at a reduced rate if the tenant can prove he/she is a student and needs the money. This has encouraged builders and hotel companies to construct blocks of studios that are better than those offered by *CROUS*. The second type *L’ allocation logement à caractère social* (A.L.S.) is payable in arrears directly to students renting privately. For both of these you must apply to the local Caisse d’Allocations Familiales, http://www.caf.fr/ after you have taken up residence.

**L’AIDE PERSONNALISEE AU LOGEMENT – A.P.L.**

Pour pouvoir bénéficier de l’A.P.L., l’étudiant doit être locataire (ou éventuellement propriétaire) d’un logement ‘conventionné’ par l’État. Renseignez-vous auprès du   
propriétaire ou de la régie avant de signer votre bail. Il s’agit, dans la majorité des cas, de logements H.L.M. Quelques résidences privées bénéficient de l’APL. Le montant de l’A.P.L. dépend des ressources des occupants et du loyer payé. Elle est versée par la Caisse d’Allocations Familiales au propriétaire qui la déduit du loyer dû. Pour les étudiants, un plancher minimum de ressources est retenu pour le calcul de cette aide dont les bases de calcul changent chaque année, au 1er juillet. Renseignez-vous auprès de la C.A.F.

**L’ALLOCATION LOGEMENT A CARACTERE SOCIAL – A.L.S.**

Peuvent en bénéficier les étudiants – salariés ou non – qui sont locataires ou sous-locataires d’un logement répondant à certaines conditions de confort minimum soit, entre autres, une surface habitable d’au moins 9 m2 (+7m2 par personne en plus). L’étudiant doit consacrer à son loyer un certain pourcentage de ses ressources. Ces dernières sont forfaitairement réputées égales à un minimum annuel, fixé réglementairement chaque année L’A.L.S. n’est pas cumulable avec une autre allocation.

Les ressortissants étrangers doivent être en possession d’un titre de séjour en cours de validité.

For both of these you simply need to go to <http://www.caf.fr/> with your ‘code postal’.

A lot of information can be obtained from the [www.service-public.fr](http://www.service-public.fr/) site.

**ACCOMMODATION**

**Renting a flat or a bed-sit**

Private accommodation can be rented furnished or unfurnished. An unfurnished flat will have a bathroom (toilet plus shower or bath-tub), a sink, and possibly built-in cupboards or wardrobes.

A furnished flat will have these basic amenities plus a bed, table, chairs, kitchenware, etc., but not household linens. Bedsits (chambres de bonne) will be more basic.

The amount of the rent is often stated exclusive of service charges, covering water (if there is a common water meter), heating (if the flat uses collective heating), maintenance of common areas, refuse collection… To calculate your total accommodation budget, you should also allow for electricity and telephone charges, deposit and insurance against damage.

**Finding accommodation**

Consult the Year Abroad Moodle site for advice/leads from students currently in France

<http://moodle.rhul.ac.uk/> Details of the ‘coloc’ flat-share network can be found at [www.colocation.fr/](http://www.colocation.fr/) and there are many national and regional networks on the Internet e.g. [www.appartager.com](http://www.appartager.com/); <http://www.appartager.com/Colocation-Etudiant>

**Estate agents**

Most estate agents (*agences immobilières)* will have a list of available properties for rent but note that flats for rent in most university towns are quickly snapped up. For this reason, it is important that you start searching for accommodation well in advance of your arrival. If you rent a flat through an estate agent, you will pay an agency fee when you sign the rental contract (*bail).* This fee varies from 2.5% to 10% of the total annual rent, exclusive of service charges.

Renting a flat directly from a landlord will of course save you the agency fee, but it also means that you will have to make sure personally that all the legal formalities are properly completed. Several chains of estate agents have their own websites: [www.laforet.com](http://www.laforet.com/) [www.guy-hoquet.com](http://www.guy-hoquet.com/)

**Classified adverts in the press**

Many national and regional dailies have a special *immobilier* section in their classified advert pages. The paper *De particulier à particulier* (a weekly published on Thursdays) specializes in classified adverts and includes a large rented property section. You can visit the paper’s website: [www.pap.fr](http://www.pap.fr/)

**Other websites**

There are many websites specializing in property ads. Two of the most important portals are: [www.seloger.fr](http://www.seloger.fr/) and [www.quickimmo.com](http://www.quickimmo.com/). Each of these portals has a section devoted to ‘*Résidence étudiants’.* Of course, locally, regionally and nationally there are many more resources for you to explore. Also see [www.anil.org](http://www.anil.org/) and [www.fuaj.org](http://www.fuaj.org/) Le CNOUS (Centre national des oeuvres universitaires et scolaires): [www.cnous.fr](http://www.cnous.fr/) Le CIDJ (Centre d’information et de documentation jeunesse): [www.cidj.asso.fr](http://www.cidj.asso.fr/) L’Étudiant: [www.letudiant.fr](http://www.letudiant.fr/) for all university addresses, advice and to help find accommodation.

**Procedures**

Rental application

You will be asked to show proof of revenue and find a solvable guarantor. A guarantor is legally responsible for debts contracted and has to be an EU citizen. In French, you say that someone is the *cautionneur* (the person who signs *‘l’acte de caution solidaire’).*

Rental contract

The rental contract (*bail or contrat de location)* is compulsory. It gives a description of the property and will specify:

- The name of the tenant

- The name of the landlord

- The amount of the rent

- The duration of the rental period

- The amount of the deposit

If you wish to be given monthly rent receipts (*quittances de loyer),* do not forget to make this clear right from the beginning of the contract. This is highly recommended, as *quittance de loyer* can prove useful in many circumstances when confronted with the French administration.

Deposits

Called *le dépôt de garantie.* It is usually equivalent to two months’ rent, and is meant to cover eventual damage to the property. If you vacate the property as you found it, the deposit will be returned in its totality. However, the deposit is often not returned during the final inventory but within the legally stipulated two-month period following this.

Initial and final inventories (l’état des lieux)

The law specifies that there should be two inventories, one before you move in and the other when you vacate the property. On the initial inventory, it is obviously very important to note all existing defects.

Compulsory insurance

The tenant is legally required to take out insurance against damage to the property by fire, water etc. When taking possession of the keys, you will be required to produce a certificate proving that you have taken out a suitable *‘assurance multirisque-habitation’.* Most insurance policies of this type cover the tenant (for *responsabilité civile)* and the property.

Termination of the rental contract

The rental contract specifies the notice required for termination. This is usually three months. You are required to notify the landlord of your intention to leave by registered letter with acknowledgement of receipt (‘*lettre recommandée avec accusé de réception’).*

Rates *(impôts locaux or taxe d’habitation)*

Rates are payable by the person occupying a property on 1 January of the current year. Rates are payable for a whole year at a time. Depending on the locality, the rates will cost the equivalent of one to two months’ rent.

**SETTLING IN** When you take up residence in your new flat, you will need to take out an electricity contract with the electricity utility company EDF (*Electricité de France)* and, if you wish, a telephone contract with France Telecom. In both cases, you should apply to your local branch office. Connection times are very fast. Both telephone and electricity bills come every two months.

**Halls of residence**

Halls of residence are financed by private funds and reserved exclusively for students. Students on their Year Abroad, even if they are working rather than studying are usually still considered as students and should therefore be able to apply. Halls of residence are usually located near campus sites and offer better quality than the campus accommodation run by the CROUS with public funding, though they are also more expensive.

At the website run by *the Association pour le Développement Économique du Logement Étudiant (*ADELE), you can look up a list of halls of residence and make bookings on-line : [www.adele.org](http://www.adele.org/) See also [www.seloger.fr](http://www.seloger.fr/) Two major companies run halls of residence in many French university towns: Résidences Estudines: [www.estudines.fr](http://www.estudines.fr/) Les Lauréades [www.laureades.com](http://www.laureades.com/)

**Campus accommodation**

**CNOUS (Centre National des Œuvres Universitaires et Scolaires)**

Campus accommodation at French universities is managed by the 28 regional centres (known as CROUS) of the CNOUS, a Ministry of Education organization. Foreign students should apply through their French embassy, which will supply the necessary application forms. Full details can be found on the CNOUS website [www.cnous.fr](http://www.cnous.fr/) Please keep in mind that halls of residence run by the CNOUS depend on public funding. The quality of this type of accommodation might therefore not correspond to what you expect.

**INFORMATION FOR ASSISTANTS**

[www.ciep.fr/assistantetr](http://www.ciep.fr/assistantetr)

The French Ministry of Education provides an overview of the French education system at: [www.education.gouv.fr](http://www.education.gouv.fr/)

• The Eduscol website (the French Ministry of Education's website for teachers) can be very useful if you want to know about the latest developments in teaching:

[www.eduscol.education.fr](http://www.eduscol.education.fr/)

• The Centre international d’études pédagogiques (CIEP), in charge of the Foreign

Language Assistant programme for information, texts and documents

that are useful for language assistants [www.ciep.fr](http://www.ciep.fr/)

• Teaching material for primary level [www.primlangues.education.fr](http://www.primlangues.education.fr/)

• Teaching material for secondary level [www.emilangues.education.fr](http://www.emilangues.education.fr/)

• A resource book, "la mallette pédagogique", has been developed for assistants working in primary schools. It can downloaded from the CIEP website: [www.ciep.fr/assistantetr](http://www.ciep.fr/assistantetr)

**HEALTH AND SAFETY**

All students should purchase an annual travel insurance policy.

**EUROPEAN HEALTH INSURANCE CARD (EHIC)**

It is essential that students going abroad on the ERASMUS+ programme obtain an EHIC prior to travelling. The EHIC entitles you to free or reduced cost medical treatment in the countries of the European Economic Area (EEA - the 25 EU Member States plus Iceland, Liechtenstein and Norway) and Switzerland. Further information about the countries involved and what treatment is covered can be found on the Department of Health’s EHIC website: <http://www.nhs.uk/nhsengland/Healthcareabroad/pages/Healthcareabroad.aspx>

You can apply for an EHIC online via the following website: [http://www.ehic.org.uk](http://www.ehic.org.uk/) Make sure that you have your National Insurance number to hand. You can also apply by telephone: call 0845 605 0707. Please ensure that if travelling abroad with the ERASMUS+ programme, you are aware of the importance of obtaining the EHIC card before you go. Contact: the UK ERASMUS+-ERASMUS+ Council at

[http://www.ERASMUS+.ac.uk/](http://www.erasmus.ac.uk/)

**YOUR HEALTH AND SOCIAL SECURITY BENEFITS IN FRANCE**

* You are not covered by the French National Health Service scheme (*Sécurité Sociale)* unless you can produce an EHIC card to prove you belong to an EU member state.
* You should, therefore, obtain the EHIC card as soon as possible. Should you need urgent medical assistance before you have completed registration   
  formalities, the EHIC will allow you to claim benefits back in the UK.
* French health service benefits (*prestations)* take the form of an 70%-80% reimbursement of costs incurred. Traditionally, the patient pays the full sum to the doctor, dentist, or the chemist and submits a claim for reimbursement to his local or regional social security, accompanied by the doctor’s receipt (*feuille de soins*), or the tab (*vignette)* supplied with medical products. The 20% or 30% not reimbursed is known as the *ticket modérateur.* Today, however, a new and much easier system has been introduced in which all patients are given a plastic chip card called ‘carte vitale’. The card is presented to your French doctor and chemist  
  who places it into a card reader enabling you to later obtain direct reimbursement from the insurance fund, rather than having to submit a *feuille de soins*. The card itself is not a means of payment, but a means of easier reimbursement. However, if you have voluntary insurance (see the paragraph below about *mutuelles*), the system will normally deal directly with payment. This is called the *'tiers payant'*. If you fail to present your carte vitale you can still claim reimbursement but will need to follow the old procedure.
* Cash outlay can be avoided by taking out an annual travel insurance premium with a UK insurance provider or by joining a *mutuelle,* which, for a relatively small subscription *(cotisation)* provides important additional benefits, most importantly a substantial part of the *ticket modérateur.* Some of these mutual assurance societies Year Year Abroadctice the *tiers payant* principle, whereby a third party (the assurance society) pays the cost of treatment and receives reimbursement directly from the *Sécurité Sociale.* University students will normally be invited to join the LMDE (*La Mutuelle des Etudiants*) or a local ‘mutuelle’ (e.g. SMEREP, *Société Mutualiste des Etudiants de la Région Parisienne*) when enrolling at the university, and would be well advised to do so. Assistants should ask the *intendant* of their school about joining the MAIF (*Mutuelle d'assurance des instituteurs de France*) or some similar body.
* Assistants should make sure the *intendant* adds their name to the employees’ social security register as soon as possible after joining the staff. Likewise other persons in employment. You should thereafter receive a dossier from the *Sécurité Sociale* regional office, including your *carte d’immatriculation* and number, claim forms, and full instructions. After your immatriculation, you will receive a ‘carte vitale’. The card is presented to your French doctor and chemist who places it into a card reader enabling you to later obtain direct reimbursement from the insurance fund, rather than having to submit a *feuille de soins*.
* University students become enrolled in the student Social Security scheme when they obtain their CROUS registration card. For this purpose and notwithstanding paragraph 1 above, Britain is a *pays dont les ressortisants sont admis au régime français de la sécurité sociales des étudiants* – but only after they have enrolled at a French university are such students covered by the scheme.
* You are free to consult any doctor you wish, but should choose only one who is *conventionné,* i.e. who has agreed to Year Abroadctice the tariffs approved by the *Sécurité Sociale* and on which they base their repayments.
* All of the above applies equally to dental, optical and psychiatric treatments.

Students on permanent medication should either take a sufficient supply or ensure that they will be able to get what they require in France under its generic name.

**PERSONAL SAFETY**

If you have any worries about personal safety, contact your Personal Adviser or Year Abroad tutor either by e-mail or phone without delay.

**MAKING THE MOST OF YOUR LEISURE TIME**

Your Year Abroad is a unique opportunity to immerse yourself in French culture as well as honing your language skills (and the former really helps the latter). We will give you a list of suggestions for reading and film-viewing, and of course it is the perfect time to start preparing for a successful Final Year. You will want to make the most of local cultural life and the brilliant student/young persons’ rates for travel, museums, galleries, theatre, cinema etc. Here are some further suggestions for finding out what is going on plus some radio stations you can listen to before you go and during your Year Abroad to ‘get your ear in’: Ministry of Culture: [www.culture.gouv.fr](http://www.culture.gouv.fr/) Ministry of Youth and Sport: [www.jeunesse-sports.gouv.fr](http://www.jeunesse-sports.gouv.fr/) Le Centre national de la cinématographie: [www.cnc.fr](http://www.cnc.fr/) TV5 Monde, international TV in French: [www.tv5.org](http://www.tv5.org/) France 24, French 24 hour news channel: [www.france24.com](http://www.france24.com/) Radio France (BBC equivalent): [www.radiofrance.fr](http://www.radiofrance.fr/) Radio France Internationale (RFI) (44 million listeners worldwide): [www.rfi.fr](http://www.rfi.fr/)

**Year Abroad CALENDAR  
October: General Year Abroad Meeting (compulsory) +**

**British Council Assistantships Briefing Meeting**

Information session on the various ways of spending the Year Abroad. A panel of finalists representing different forms of experience abroad will talk to second-year students. Approval Forms and Assistantship Forms.

**End of November**: Students to return Assistantship Forms to Year Abroad administrator.

**December (by term end)** Students to hand in their destination choices to the Year Abroad Administrator.

**January:** Students to return university application forms and other forms to the Year Abroad Administrator.

**February: Year Abroad confirmation meeting** **(compulsory)**

Students to confirm their choice of destination.

**March:** Students confirm work placement arrangements.

**Health and Safety** **Briefing Meeting (compulsory)**

**May:** Students to hand in university application forms as soon as possible. **Final Pre-departure Briefing Meeting**

**(compulsory)**

**June:** Reminder of requirements during the Year Abroad and clarification of any outstanding queries. Distribution of admin forms to be signed by employer/university and returned to the Year Abroad Administrator towards the end of the Year Abroad.

**September:** Students to return all outstanding forms to the Year Abroad Administrator.

**CONTACTING FRENCH TUTORS**

**ACADEMIC STAFF**

All telephone numbers start with (00 44) 1784 44. Then dial the four digits as indicated below. Fax number (00 44) 1784 470180

|  |  |  |
| --- | --- | --- |
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|  |  |
| --- | --- |
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|  |  |
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| Modern Languages Fax | 00441784 470180 |
| Modern Languages website | <http://www.rhul.ac.uk/modern-languages/> |
| Year Abroad MOODLE found at | <http://moodle.rhul.ac.uk/> |

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***\* Please note that the School of Modern Languages, while making every effort to do so, cannot guarantee an ERASMUS+ or Latin American placement to every student nor the destination of first preference; where placements are oversubscribed; there are unexpected changes to institutional agreements or any other unforeseeable circumstances, students may need to take up their second and even third preference. In case of oversubscription of particular university places, allocation will normally be based on the following criteria: 1.) Punctual submission and accurate completion of the “Year Abroad Choices” form 2.) First Year Study Record (including progression, attendance record, homework/coursework submission, etc.)***

**GERMANY**

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**GENERAL INFORMATION**

Students registered for German as Joint subject (including European Studies) and Multilingual Studies are normally required to spend the third year of their four-year course in a German-speaking country. Students taking German as a Joint subject with French, Italian or Spanish may opt to divide the year between a German-speaking country and a Francophone country, a Spanish-speaking country or Italy, or spend the entire year in a German-speaking country or in a Francophone country, a Spanish-speaking country or in Italy. Students who opt to spend the year in a Francophone country, a Spanish-speaking country or in Italy will be expected to spend a significant part of the two summer vacations on either side of the Year Abroad in a German-speaking country.

The Year Abroad has several important aims:

* to help you develop your proficiency *in speaking, understanding, reading and writing German*
* to enable you to place your academic studies within an authentic cultural and social context
* to provide scope for consolidation of past work and preparation for the final year
* To encourage intellectual and personal self-reliance.

You may spend the Year Abroad either as a full-time student at a university, or as an English Language Assistant in a school or college, or in other approved paid employment.

1. **MONITORING OF THE Year Abroad**

IMPORTANT NOTE:

This booklet has been compiled and updated with the help of students who have already spent the Year Abroad, but inevitably circumstances change from year to year, and the information is offered only as a guide. We have to make it clear that, whilst we can to some extent advise and assist you with practical arrangements and pastoral support, YOU are nevertheless expected to organise your Year Abroad and to take personal responsibility for your own health, well-being and safety, the security of your belongings, and the contractual arrangements into which you enter, during and in relation to your time abroad. It is for you to satisfy yourself on these points, obtaining whatever medical or other advice you may consider necessary.

The Foreign & Commonwealth Office [**www.fco.gov.uk**](http://www.fco.gov.uk) issues a useful Checklist for Travellers, with brief advice on insurance, drugs, medication, money, passports, health and consular assistance.

Check your **passport,** and if necessary renew it in good time: the UK Passport Agency telephone 0300 2220000; website: [**https://www.gov.uk/renew-adult-passport**](https://www.gov.uk/renew-adult-passport)

**If you are not a British or EU national,** you will probably also need a visa and/or a work permit, in order to spend a long period working or studying in Germany or

Austria, and again this process can be slow and troublesome. Check at the German or Austrian Consulate or Visa Section in London, early in your second year, via the website below (though a personal visit will also be required): **Austrian Embassy:**

[**http://austria.embassyhomepage.com**](http://austria.embassyhomepage.com)

**German Embassy:** [**http://www.london.diplo.de**](http://www.london.diplo.de)

For guidance, the euro is used in both Germany and Austria. Exchange rate (allowing for transfer charges) in May 2016 is very approximately as follows:

1 euro = approximately £0.80 – but changing all the time!

**ASSISTANTSHIPS**

English Language Assistants are employed in German and Austrian schools in their capacity as native speakers of English to support and assist foreign language teachers, who are normally non-native speakers of English, in developing the speaking and listening skills of their pupils. In addition, as representatives of their country, Assistants can help generate and further increase the pupils’ awareness of and interest in both the English language and its related culture in all its forms. To be an Assistant in these countries you MUST be a native speaker of English and have completed your secondary education in the UK. In addition, you are expected to have a clear speaking voice and a knowledge of (and interest in) British culture. In Austria, posts are offered in secondary and vocational schools, with a small number in teacher training colleges. In Germany almost all appointments will be in secondary schools, but with a small number of posts in primary schools. If you would like to be posted to a school with which you already have a link, the British Council (as the organising body in the UK) is willing to consider this, but you will need a letter from the school confirming their willingness to receive you; a final decision then rests with the German or Austrian authorities. The British Council has a very useful website for intending Assistants:

<https://www.britishcouncil.org/language-assistants/become>

**Assistantships in Germany**

Assistants working in Germany normally stay for 9 or 10 months, from 1 September of one year (or depending on the school holidays, as soon as appropriate after that date) until 31 May of the following year (although this date may vary, again, depending on school holidays). You can expect to teach up to 12 hours a week, normally in one school but sometimes divided between two schools. The rate of pay for the academic year 2015-16 was Euro 800 (gross) per month.

As a federal state Germany is divided into 16 Länder, each of which is separately responsible for education policy within its territory. There is no all-embracing Ministry of Education. There are many differences between Länder, but co-ordination between them on education matters is achieved via a standing conference of the Ministers of Education of each state. Working on behalf of the central body, the Pädagogischer Austauschdienst (PAD) in Bonn has a particular responsibility for liaising between the 16 Länder with regard to the number and allocation of places for foreign Language Assistants in Germany. It liaises in turn with the British Council, which helps to arrange your placement. Applicants should note that a significant number of posts in Baden-Württem­berg and in Bayern are likely to be in rural areas or small towns where public transport is likely to be limited. Berlin, Hamburg and Bremen are Länder in their own right.

**Assistantships in Austria**

Assistants working in Austria normally stay for 8 months from the beginning of October of one year to the end of May of the following year. They can expect to teach for 15 hours a week, often divided between two schools of different type. For Austria some shorter placements are available which are usually taken up by Joint Honours students who are splitting their Year Abroad between two countries. The rate of pay for 2016-17 was Euro 1133 per month (net, *after* social security deductions of about 18%). Applications are dealt with by the Bundesministerium für Unterricht und Kunst which liaises on the number and allocation of Assistant­ships with the nine provinces (Bundesländer), and with the British Council in London. Applicants should note that Vienna, Salzburger Land and Tirol are always oversubscribed, but that the other Länder may also offer attractive possibilities.

**Application Procedures for Assistantships**

Autumn Term You will need to decide during October of your second year whether you want to apply for an Assistantship, and in which country or countries.

We will advise you on your application, if you wish to apply for an Assistantship, and you will be able to download the application form from the British Council website. The deadline for applications is usually at the end of November, and time is short. **IMPORTANT:** If you are applying for a short (=’half’) placement you have to include a separate written statement explaining why you require a half placement (for example, due to a Joint Honours degree). Failure to do so will result in the allocation of a full placement which cannot be changed retro­spectively!

April Ensure that the British Council is notified, if your home address has changed (or is likely to change) from the one you gave on your application form. The British Council at first informs us which candidates have been successful in obtaining a placement in the first round; provisional indication is also given of the location of the posting (at this stage only in terms of the *Land*). The British Council also indicates which candidates have been rejected and which have been placed on a waiting list with a reasonable chance of being offered a posting at a later date.

May/June/July Successful candidates are contacted direct (normally via their home address as given by them on their application form) by the Kultusministerium (Germany) or by the British Council on behalf of the BMUK (Austria). In addition, you will be contacted by the school(s) to which you have been allocated. You should reply to the letter from the Ministry formally accepting the offer, and you should also reply (in German) to the school(s). Accommodation is not provided as a matter of course, and is only rarely available free of charge. Assistants should be prepared to make their own   
arrangements, though host institutions are usually willing to offer advice and assistance. It is more difficult to find accommodation in large or university towns; Munich and Frankfurt are particularly difficult.

June/July/August Prospective assistants confirm their acceptance of the placement with the British Council, and lodge details of their posting (name and address of school) with the Year Abroad Administrator. The British Council sends out details of the Introductory Courses, usually in Altenberg (near Cologne in Germany) and Hollabrunn or Hinterglemm (both in Austria), as well as details of interim insurance arrangements and information about group travel to Germany and Austria to coincide with the Introductory Courses. You may of course make your own travel arrangements if you prefer.

September/October Prospective Assistants set out for Altenberg, Hollabrunn or

Hinterglemm, and life as an Assistant begins. You are yourself expected to meet the costs of travel to and from your post. You will normally be paid monthly in arrears, and you must therefore be in a position to support yourself financially during the first 4-6 weeks. Some late appointments from the waiting list are still possible at this stage.

**Half placements**

Every year a limited number of half-placements are available in German and Austria. In order to apply for a half-placement you need to include a covering statement with your application. For further information about half-placements please refer to the British Council website and/or contact the British Council.

**Teaching materials**

Bear in mind that you will be required to teach English language in its cultural context. Schools will expect you to have some knowledge of British current affairs and culture, and it is advisable to start building this *early in your second year* (e.g. through TV, newspapers and magazines). At the same time, start collecting an assortment of authentic teaching materials (videos, press cuttings, booklets on aspects of life in Britain), which are relatively easy to obtain whilst you are in the UK but difficult to get once you have begun teaching in Germany/Austria. Talk to former Assistants about what is needed, and get ideas from them. The British Council website is another very useful source:

[**http://www.teachingenglish.org.uk/language-assistant**](http://www.teachingenglish.org.uk/language-assistant)

**Introductory courses for Assistants**

The German and Austrian authorities run introductory courses in the summer vacation for all intending Assistants. It is very important that you attend these courses since they are helpful in a number of ways:

* They provide a stepping-stone between life at home and your new life as an Assistant and they offer a gradual immersion into a German-speaking environment.
* They offer information about (and insight into) school life in Germany and Austria. The tutors are practising teachers with experience of life at the chalk face!
* They sometimes offer participants the opportunity to try their hand at teaching, usually by peer-group teaching in the form of a practice lesson with feedback and discussion.
* In addition to the formal input, they offer access to an invaluable source of information in the shape of former Assistants whose advice and experience can be tapped informally.
* They provide the opportunity for you to get to know the other Assistants who have been posted near you -- an immediate source of contact which it is very comforting to know is on hand, if needed, although it must be stressed that you are going abroad to meet speakers of German (or French, or Italian, or Spanish) rather than other English speakers.

**UNIVERSITIES**

We will arrange meetings in the Autumn Term and later on in your second year, to discuss your plans for study at universities (or for taking up other approved employment, if that is your choice).

**ERASMUS+**

The ERASMUS+ network of European universities was set up to promote student (and staff) mobility within the European Union. ERASMUS+ is the development of this scheme. Students spending the Year Abroad at a university (and also those working) in the ERASMUS+ network will be eligible for a mobility grant, in addition to any other money to which they may be entitled during their period of study at Royal Holloway (e.g. LEA awards). This grant varies from year to year.ERASMUS+ links have to be re-applied for annually by universities. For 2016-17 the College has re-applied for ERASMUS+ links with the following universities: **Göttingen, Heidelberg, Konstanz, Munich, Regensburg, Vienna, Würzburg.** If you are registering for all or half of the year at one of these universities, you should apply for a student mobility grant for the period of study abroad. Grants are funded by the European Union and are intended as a help in covering the costs involved in studying abroad, but they do not cover costs which students would normally incur at their home institution. You apply on a form obtainable from us, which must be completed and returned as soon as possible. Special provision can be made for students with disabilities. An advantage of an ERASMUS+ studentship is that admission procedures are made rather easier at the German or Austrian university, and most universities will be better able to find you a place in a hall of residence (Studentenwohnheim) if you wish, and if you apply in good time. Sometimes, too, an ERASMUS+ student is regarded as exempt from the initial German language test, because competence in the language (as certified by your home Department) is assumed as a prerequisite for ERASMUS+ applications.

The first instalment of the mobility grant payment is normally around November (70%) with the second (30%) in June, following completion of your admin forms (NB. payments can be late in coming from ERASMUS+). Any student relinquishing a confirmed place at a partner institution will be obliged to return the mobility grant immediately. We can provide a Student Mobility Agreement Form as soon as your study abroad place at the partner institution has been agreed. The completed form must be returned to the Year Abroad Administrator in IN149, as soon as your course choices have been agreed by your German Year Abroad tutor (usually one or two weeks into each semester of your Year Abroad).

**Choice of university**

We arrange a meeting of second and final-year students early in the autumn term each year, to give an opportunity for you to hear of the experiences and impressions of those who have just returned from the Year Abroad. In addition to the universities with which we have ERASMUS+ links, you are free to choose to study at another German or Austrian university. There may be disadvantages in specific cases, which we will need to bring to your notice.

**Accommodation**

Accommodation is never guaranteed, nor automatically allocated, and it is *always* in short supply in university towns. Partner institutions will normally help students to find accommodation for the period of study in Europe. It is important that you confirm your accommodation details before departure, at least for a short period to enable you to look round and find something better. A deposit to reserve accommodation is normally required by the host institution or accommodation provider, well in advance of your arrival. Universities will have lists of emergency accommodation (cheaper *Pensionen*, youth hostels, religious foundations, etc), but try to get your accommodation settled in advance. Accommodation forms normally become available at the same time as the university application forms, which should reach you in the period April to May of your second year, if you have chosen your university by then.

**Travel arrangements**

Travel arrangements (e.g. flight bookings) should be made as soon as your study abroad place, term dates and accommodation have been confirmed. Confirmation of the university place will normally be by a printed letter headed *Zulassungs­bescheid*. This is an important document which you will need later on, in order to register formally at the university when you get there. You should also at the same time receive details of term dates (if not already available), and information on the times when you are required to turn up and register (*Immatrikulation*), the starting and finishing dates for lectures (*Vorlesungszeit*), and the date of any German language examination (oral and/or written) which may be required before registration. Please note that this is not a hosted or guided visit (nor a package tour!), and that you will be expected to make your own way from the airport, train station etc., find your accommodation and university, find contacts, settle in, etc. This may seem daunting, but it is part of the increased feeling of independence which the Year Abroad will be bringing you.

**Insurance**

Health and travel insurance should be secured, to cover the period of study in Europe. It is compulsory in all German and Austrian universities for students to have medical insurance cover in their host country (i.e. Germany or Austria) during their period of study. As a first step, the EHIC card must be obtained before departure to cover emergency medical treatment required whilst in Europe. Your university will almost certainly require you to produce this card; you may well have to present it to a *Krankenkasse* or medical insurance organisation in Germany or Austria, and often you even have to take out additional medical insurance locally.

In addition, you would be wise to arrange (in this country) insurance cover against theft, to cover your entire stay abroad.

**The German and Austrian university system**

German universities are generally very much bigger than British universities. Smaller universities can have as many as 15,000 students, and the larger ones more than 50,000 (for comparison: Royal Holloway has currently about 9000 students). Both the size and the procedures will at first seem bewildering, and it will help you greatly if in the first few days you find a willing home-grown student to help you find your way around. The contact persons listed below should also provide you with some advice and guidance, as should the staff of the *Auslandsamt*. Each university has a *Zentrale Verwaltung* (central administration) (sometimes the *Rektorat*), and it is here that the (*Akademisches) Auslandsamt* is normally located. This is the part of the university with special responsibility for students from abroad. Your application will probably have been made through the *Auslandsamt* and in some of our linked universities the contact person named below is a member of the staff of the *Auslandsamt* itself. The *Auslandsamt* can advise you on any problems relating to your status as a foreign student. The *Studentenwerk* (Students’ Union) at each university usually supports students in the following areas: financial problems, housing, counselling and health care, cultural and sporting activities, and student travel.

Registration (*Immatrikulation*) is normally dealt with by the *Studentenverwaltung*. Registration has to be done by you in person on arrival. It can be a wearisome process (sometimes taking up as much as two full days) with much form-filling and waiting, and you should ensure that you take the correct documentation with you to avoid repeat visits and missed deadlines. *Immatrikulation* canonly be done at certain times on certain days, so check the information you are given. Late applications are simply not allowed, and are turned away. Registration is essential, as without it you will not be a student of the university, and you will not have any access to normal facilities and concessions. In order to register you will need (at least) the following documents, although these may vary from university to university, so do ensure that you read all communications from your university carefully.

* passport valid until the end of your stay
* *Zulassungsbescheid* (letter of acceptance from the university)
* certified copies of your A-Level certificates
* proof of medical insurance (check what kind is needed locally)
* sometimes: *Sprachzeugnis* (statement from German confirming that you have the necessary linguistic ability to participate in courses at a German university)

Before registering at most universities you will also be expected to have registered with the Students Union (*Studentenwerk*), and a fee (typically about €25) will be charged. At other universities there is a *Sozialgebühr* (social fee) of about the same amount, which may need to be paid (perhaps even in addition). You may also be required to undergo a medical examination. Keep receipts of necessary expenses of this kind, in case there is a chance of reclaiming them later from any source. On registration, you will be issued with proof of your status as a student of the university, often in the form of a *Studienbuch* or *Studentenausweis* and an *Immatrikulationsbescheinigung*. At first you may be issued with provisional documents, which are later replaced with the full ones.

**Studying at a German or Austrian university**

Study at German universities is structured very differently from British universities, and, moreover, it differs quite a lot from university to university (and similarly the names for different departments and offices). The following remarks are therefore intended to provide you with a general outline only. You will need to inform yourself more fully about structures and procedures at your university from the materials sent to you and available on their websites. The University of Vienna is roughly similar in its internal structure to the German universities + the information supplied here applies to it in much the same way.

The German and Austrian academic year is divided into two terms, *Wintersemester* (WS) and *Sommersemester* (SS). Dates vary considerably between universities, but typically courses for the *Wintersemester* will run from a date in October (or early November) through to the middle or end of February (with a break for Christmas and New Year), whilst the *Sommersemester* extends roughly from April or early May to the middle or end of July. If you are splitting the year between a German and, for example, a French university, you may well find yourself having to start in France immediately after finishing the German term in February; or there may even be an awkward overlap which you must manage as best you can. (You may, for example, find yourself having to pay for accommodation for a few weeks in both countries, or having to leave the German courses earlier than you would have wanted in order to start properly in France.) In all German and Austrian universities, the starting dates for lectures are preceded by a period in which your attendance will probably be required, in order to register, enrol for individual lecture courses, take language tests, etc. You should receive information on this when you receive your *Zulassungsbescheid*. If not, you can always telephone your university to check, or perhaps get the information from the Internet. All German and Austrian universities have websites, and some of them are very helpful and informative for visiting students. It is important to note the German universities are currently restructuring their degree programmes (*Hochschulreform*). In many places the old *Magisterstudium* has been replaced by the *Bachelor-Studiengang* and *Master-Studiengang*. Since this – as part of the so-called *Bologna Prozess* – is an ongoing process, it is very difficult to make any generalising remarks about the structure of German Degree programmes. In most cases, the university will offer information meetings for ERASMUS+ students, during which all the rules and regulations will be explained to you. It is ESSENTIAL that you attend these.

German universities used to be characterised by a high degree of freedom they allow their students. This has now changed and most courses are now *Pflichtveranstaltungen* (Core courses). As an ERASMUS+ student you should have some flexibility which courses (often called *Module*) you want to take. This also means that it is your responsibility to find out information about suitability, content and assessment of your courses. In most cases you will NOT be provided with a ready-made timetable, but you will have to “build” your timetable yourself. The freedom to construct a timetable according to one’s interests can be both exciting and daunting. However, many of the universities with which we have links offer guidance especially for foreign students.

Each university publishes a *Vorlesungsverzeichnis* (prospectus) which lists the classes offered subject by subject in each faculty. Sometimes, the lecture list is *kommentiert* with short course descriptions and preliminary reading, but it may just consist of a bare list of titles, names, dates and times. German Studies (sometimes called *Germanistik* or *Deutsche Philologie*) will normally be found under the heading of the *Philosophische Fakultät*, though some universities have other structures involving subject areas or Fach­bereiche. Many universities now have the *Vorlesungsverzeichnis* on their websites. These are sometimes difficult documents to read without guidance, and it is important that you seek help from the contact person or other advisor at your university in constructing your timetable, and then making arrangements to enrol formally for your chosen courses (this is often called *belegen* – you can’t just turn up, as a rule). For attendance and participation in regular university courses you receive certificates or *Scheine*, which are usually of two sorts: *Anwesenheitsscheine* and *Benotete Scheine*. As the names indicate *Anwesen­heitsscheine* (or in some universities *Teilnehmer­scheine*) record attendance at the course, while *Benotete Scheine* record the marks given for written work for the course, perhaps including examinations. Written work may consist of a schriftliche *Hausarbeit* or a *Klausur* (formal examination) written in class. These ‘*Scheine*’ record the marks you receive for any work you do for the course and are therefore important documents. You will be given more detailed advice about the collection of ‘*Scheine*’ at the briefing meetings prior to departure.

Reasonably-priced food is available in German and Austrian universities in what is called the *Mensa*. Your university will probably have subject libraries (*Instituts­bibliotheken*, *Seminarbibliotheken*) with books in specific fields, e.g. *Germanistik*. There will also be one or more central university libraries (*Univer­sitäts­bibliotheken*). You will need to enrol as a user to consult or borrow books, and be given a *Benutzerausweis* and perhaps also a password which will enable you to use the computerised ordering system (plus Internet and email in some places). Traditionally in large German libraries, most books are not available on open access. You need to know the author and title (from a bibliography), and order them specially. There will also be catalogue facilities for you to search for subjects and keywords (*Sachkataloge*, *Stichwort­kataloge*).

Application procedures

* Application procedures vary from university to university. In general, the deadline set by universities for receipt of applications for the Wintersemester is in June and for the Sommer­semester in January. As a foreign student intending to stay only the one year (or one term) you apply to a specific university of your choice, not to any central German organisation.
* Many universities require a hefty deposit (*Kaution*) for accommodation, often in addition to a month’s rent in advance. Arranging to send money abroad can be a complicated and costly business and you should seek advice from your bank about the cheapest way of doing it. (For transfer of money when you are abroad, see below.) Accommodation is often allocated and run, not by the central university administration, but by the Students’ Union or *Studentenwerk*. Read the small print of a contract carefully before signing. Most contracts are for whole months, irrespective of the dates of term, and in some cases you may be committing yourself for considerably longer than this.
* Most universities still ask for certified photocopies of your A-level certificates (or equivalents) to be submitted with your application form. We can certify copies of your certificates, if you can also show us the original, please let the Year Abroad Administrator have them as soon as possible, if you have not already done so. You must take originals of A-level or other school-leaving certificates with you when you go abroad. They are seen by German and Austrian university authorities as constituting your *Hochschulberechtigung* (justification for admission to university), in the same way that the *Abitur* (*or Matura*) would for German (or Austrian) students.

After a delay of several weeks, the university should reply to you with a letter of acceptance (*Zulassungs­bescheid*) and other documentation. Read this carefully - you may need to acknowledge receipt of it “*umgehend”* (immediately) (e.g. on a tear-off slip*)*. Please also inform us that you have received such a letter, so that we can keep a check on the progress of your application. If considerable time passes and you have still not heard from the university authorities about your place there (or about accommodation) please let us know.

**Contact persons**

We have named contacts at each university who are prepared to advise you on how and when to register, and who will generally provide you with guidance. (In general, however, it should be borne in mind that, because of pressure of numbers, their time is likely to be very limited.) The list below provides the name and address of the contact person(s) at each university:

**Göttingen:** Frau Christiane Seack

Studienzentrale

Studium International

Wilhelmsplatz 4

D-37073 Göttingen

christine.seack@zvw.uni-goettingen.de

Tel: 0049 551 39 12 410 Fax: 0049 551 39 2591 and 181240

**Heidelberg:** HerrBruce Gaston

Anglistisches Seminar der Universität Heidelberg

Kettengasse 12

D-69117 Heidelbergbruce.gaston@as.uni-heidelberg.de

Tel: 0049 6221 542833

**Konstanz:** Frau Renate Krüßmann

Auslandsreferat

Universität Konstanz

D-78457 KonstanzERASMUS+@uni-konstanz.de

Tel: 0049 753 188 2688 Fax: 0049 753 188 3897

**Munich:** Frau Monique Esnouf

Internationale Angelegenheiten

Referat III.3

Ludwig-Maximilians-Universität München

Geschwister-Scholl-Platz 1

D-80539 München

Monique.Esnouf@verwaltung.uni-muenchen.de

**Regensburg:** Frau Susanne Gschnaidner

Verwaltungsgebäude Zi. 0.12

Universität Regensburg

Universitätsstr. 31

D-93053 Regensburg

Tel: 0049 941 943 2382 Fax: 0049 941 943 3882

**Vienna**: Frau Monika Wittmann

Institut für Anglistik und Amerikanistik der Universität Wien

Universitätscampus AAKH

Spitalgasse 2-4, Hof 8

A-1090 Viennamonika.wittman@univie.ac.at

AUSTRIA

(best accessed from Garnisongasse 13)

Tel: 0043 142 774 2452 Fax: 0043 142 774 2498

**Würzburg:** Frau Nicole Schmitt

International Office

Universität Würzburg

Am Hubland

97074 Würzburg

Tel: 0049 931 888 5661

Email: [neuphil.ERASMUS+@uni-wuerzburg.de](mailto:neuphil.erasmus@uni-wuerzburg.de)

**Web links to German and Austrian universities**

Georg-August-Universität Göttingen

[http://www.uni-goettingen.de](http://www.uni-goettingen.de/)

Ruprecht-Karls-Universität Heidelberg

[http://www.uni-heidelberg.de](http://www.uni-heidelberg.de/)

Universität Konstanz

[http://www.uni-konstanz.de](http://www.uni-konstanz.de/)

Ludwig-Maximilians-Universität München

[http://www.uni-muenchen.de](http://www.uni-muenchen.de/)

Universität Regensburg

[http://www.uni-regensburg.de](http://www.uni-regensburg.de/)

Universität Wien

[http://www.univie.ac.at](http://www.univie.ac.at/)

Bayerische Julius-Maximilians-Universität Würzburg

[http://www.uni-wuerzburg.de](http://www.uni-wuerzburg.de/)

**WORK PLACEMENTS**

Subject to our approval you may spend the Year Abroad in paid employment, usually as a Praktikant(in) or trainee assistant. However, there must be an obvious link between the work you do and the course you are following at College.

It must be clear from the outset that you will acquire and develop skills that are appropriate to your studies and to your future plans.

A growing number of people are spending the Year Abroad in this way and unemployment rates are high in Germany, so be prepared to send out a fair number of letters and receive some rejections. We have contacts with people already on work placements, and we advertise any such vacancies when we hear of them, by email and on the Year Abroad MOODLE page. A further useful address is the Arbeitsagentur [www.arbeitsagentur.de](http://www.arbeitsagentur.de/) You could also contact the Twin Town Committee of your hometown and ask them for advice and help.

Recently, students from Modern Languages have obtained places with companies such as Deutsche Bank, Deutsche Telekom, Mazda, typically working in HR, publicity, PR, customer relations, accounts, etc. Some firms will undertake to give you a broad view of the organisation by placing you in various departments. Do not expect, however, to move into a high-powered or challenging position which uses your abilities to the full: the work may be very mundane and routine in character, and your status within the organisation will probably be that accorded to a junior, temporary employee. In these circumstances, the Year Abroad will not necessarily contribute directly to your career development; but it should, for example, develop your oral fluency in German and your ability to work in a German-speaking environment and acquire first-hand knowledge of German business and conventions.

You do NOT need to be studying (say) Management or Economics to be of interest to these firms. Two valuable assets which you can offer are your English-language skills, and your ability to work in a German-speaking organisation. Your IT/computing skills are also highly relevant, so you should detail these precisely in your CV or *Lebenslauf*, including software you are familiar with: for example, Microsoft Office, Word, Excel, PowerPoint, Access, etc. Important too are the other transferable skills which you develop or acquire at university, including:

* analytical abilities
* capacity to pursue independent lines of enquiry
* ability to sift and assimilate data of various kinds
* flexibility and adaptability
* ability to work with others as a team player.

Be realistic about your talents, but (equally) do not underestimate yourself and your potential. Self-deprecation is not called for: project yourself positively. Begin sending out applications (perhaps as many as 20-30) in the autumn term of your second year, though some companies may want to delay a decision until later. We will provide you with help in constructing a *Lebenslau*f, and writing a letter of application (*Anschreiben*) in German. In your letter, you should indicate the dates between which you would be available, and or how long. We normally expect you to spend about 9 months in employment (or half of this, if you are dividing the year between two countries). Before any work placement is approved by the Year Abroad tutor, a copy of your contract must have been submitted to us. A report from your employer will also be expected on your return, and your work with the firm will also form a basis for a Work Placement Report in German.

Conditions of employment and hours of work, and any matters of insurance or legal or personal liability, must be for you to settle directly with your employer. You may be interviewed in German by telephone; some firms will even pay the cost of travel to and from Germany for a personal interview. Salaries are often by negotiation (you may well be asked what you expect to get!), and they seem at present to lie in the range €550-1000 per month. Accommodation is not usually provided, but employers should be able to help with advice and addresses. Information on German income tax, social security contributions and health insurance should be obtained from your employer. Firms vary immensely in their corporate ethos, structure, and procedures, so that it is difficult to generalise about any aspect. Find out as much as you can about your firm through internet or other means. Talk to students who have already spent a Year Abroad in this way, or who are currently on their work placement.

Once in Germany or Austria, be alert to the possibilities. From Day 1, grab opportunities for socialising, and build on them where appropriate. Be proactive and enthusiastic. Show interest in the workings of the firm as a whole. See your placement, not as a treadmill, but as a springboard, for example a way of making contacts that later could prove important or useful in personal or career terms, what is sometimes called “networking”. With increasing globalisation, such international contacts could well be relevant later on, even if you do not plan to pursue a career in Germany or Austria.

**FOR ALL STUDENTS GOING ABROAD**

**CHECKLIST OF THINGS TO TAKE WITH YOU**

**Essential items:**

* **Passport** valid until at least the end of your stay. In addition, it is useful to take **certified copies** of relevant pages of your passport with you. A copy can be certified by us, or elsewhere by a person of standing, to vouch for its authenticity. This often saves you from having to leave your passport with any of the official authorities which can be quite awkward because you will need it quite often for identification.
* ***Assistants:*** Letter of appointment (**Schulzuweisung)** from the **Landes­ministerium** (Germany) or the **Bundes­ministerium für Unterricht und Kunst** (Austria). It is often useful to take three or four photocopies of this with you.
* ***University students:*** Copy of your **Zulassungsbescheid** (letter of acceptance which you received from your university). Certified copies of your **A-Level certificates**.
* **Letter from Modern Languages** confirming your status as a full-time student spending the Year Abroad as an Assistant or at a university or in approved employment (*Studienbescheinigung*).
* Several spare **passport-size photos** of yourself.
* Up to £1000 to cover your **initial expenditure** (deposit for accommo­dation, rent, *Bahncard*, travel, living expenses for the first month etc).   
  **Birth certificate** (certified photocopy).
* **European Health Insurance Card (EHIC)** and (if privately insured) a valid medical insurance certificate, at least to cover the period until your German/Austrian medical insurance comes into operation. (Universities are now reluctant or unwilling to recognise ordinary travellers’ insurance arrangements such as you might get through a travel agent.). You should also take out adequate insurance to cover you for travel. You must be properly insured at all times. (Neither the College nor Modern Languages have any responsibility for insurance for you while you are abroad: it is up to you to make sure that you are properly covered. In Germany, Assistants are automatically insured by the Deutscher Ring.)

Accommodation in Germany and Austria can be cheaper than in Egham (e.g. in Konstanz at present approx. € 250 per month in a hall of residence), but in both countries the cost of living in general is *not cheaper*! If you are changing country at the end of the first term, remember that settling in is a costly business, and you will once again need £1000 or so to cover initial expenditure. German universities are currently recom­mending students to allow for monthly living costs (including accom­modation) of between €600 and €700. You may well be asked at some point to furnish proof that you can finance your studies to this extent, and this proof could take the form, for example, of a short letter in English signed by a parent or other financial guarantor.

Reduced fares on public transport (e.g. *Studenten-Zeitkarten*) are often available, if you can produce proof of registration at the foreign university (*Studenten-ausweis, Immatrikulationsbescheinigung*). Most universities will advise you to open a bank account locally on arrival. Check locally what charges the bank makes for operating your account (they may be higher than in the UK).

**Optional items, but worth serious consideration:**

* Comprehensive personal insurance covering loss, theft, accident etc. Assistants will be given advice by the British Council, and you should also seek advice from your usual insurer. It is certainly worth shopping around for the most competitive premium.
* A valid International Student Identity Card (ISIC). Check with the Students' Union for advice on how and when to obtain one that will cover you for the period that you will be abroad.

**Taking a car**

If you are thinking of taking a car abroad it is very important that you consult your insurer well in advance about the appropriate legal insurance requirements. These are fairly complicated and usually involve additional premiums. Before deciding to take a car you should weigh up carefully the advantages of convenience and mobility, against the considerable extra expense. It is foolhardy in the extreme to go abroad by car without having taken out adequate insurance cover. The consequences could prove horrendously expensive.

**IMPORTANT THINGS TO DO AFTER ARRIVAL**

* PLEASE INFORM THE Year Abroad ADMINISTRATOR IN ROOM IN149 AT ROYAL HOLLOWAY OF YOUR ADDRESS, TELEPHONE NUMBER and E-MAIL ADDRESS, and keep us fully up to date with any changes.
* Apart from needing to contact you at various points in the year with information, we would like to be able to circulate to everyone abroad an address list of students abroad, and we can only do so if you remember to keep us informed!
* As soon as you arrive (and certainly within the first 10 days) you should open a bank account. Former Assistants point to the advantages of choosing the same bank as that used by the Schulbehörde/Schulamt when dealing with school accounts. In Germany this is often the local *Sparkasse*, while in Austria a *Raiffeisenbank* is often used. It is always worth asking for help in opening an account either from your school or, if you are at a university, from the *Auslandsamt*. To open an account, you should take the following documents:
* passport
* proof of residence (*Anmeldebescheinigung*)
* proof of status (Modern Languages letter or International Student Identity Card)
* Copy of letter of appointment (Assistants).
* Not all banks will require all of these documents, but it is always better to go well armed and thus avoid repeat visits. Austrians and Germans are (still) not as enthusiastic about plastic money as people are in the UK, and you may have to work to persuade the bank to issue you with a cash card. Ask a fellow student or colleague to go to the bank with you if you have difficulties.

As soon as you have a permanent or semi-permanent address, and certainly within one week of arrival, you are required under German and Austrian law to register at the *Einwohnermeldeamt* (in Austria, *Bundespolizeikommissariat*), and to keep that office informed of any changes of address. You will be given a form to complete (*Anmeldeformular*). One section of this form has to be completed by your landlord/landlady and it is probably a good idea to take a copy of your *Mietvertrag* (rent agreement) with you when you go to register. You should also take your passport with you and have some passport-size photos in case they are needed. (In Austria, your hall of residence *may* itself register you. If not, you will yourself need a Meldezettel which is a form which can be obtained for a few euros from any *Tabaktrafik* shop, and which will tell you how to proceed further.) You can do much to alleviate this rather laborious procedure by making sure that you have the correct documents with you.

A word of warning about housing: You will almost certainly be required to pay a deposit (*Kaution*) on your accommodation. This money will be used to offset any damage that it is considered you have inflicted on your accommodation, and it is very important that you check the state of your room in the presence of the landlord/landlady/Hausmeister and make an inventory of the condition of the room/flat before signing any contract. You should certainly do the same before you move out. In the past some students have failed to do this and have lost their deposit and have found themselves being pursued for damage which they claim they did not inflict. Your contract will state the period during which you are responsible for the accommodation. If your departure date is earlier than the expiry of the contract, take particular care over the inventory so that you are not blamed for damage suffered after your departure. When renting accommodation, check whether it is being let furnished or unfurnished; the latter is much commoner in Germany.

* All non-E.U. citizens must have an *Aufenthaltserlaubnis* (residence permit).
* All residents – also the Germans themselves – have to register their residency with the local *Einwohnermeldeamt*. When going to register you should take the following documents with you:
  + passport (have a certified copy with you to avoid leaving the passport with the authorities)
  + 2 or more passport-size photographs
  + I*mmatrikulationsbescheinigung* and *Studentenausweis*
  + *Mietvertrag* (again, it will help to take photocopies)
  + document confirming your status as an Assistant or student at a German university
  + proof of health insurance (*Krankenversicherung*).

N.B. Check opening times / Go early in the morning

Discover the location and telephone number of your nearest British Consulate in Germany or Austria, if you are a British national. They would need to be informed if you were to lose your passport, and you may need to contact them if other kinds of emergency or difficulty arise.

**Getting around**

Obtaining a map or street plan at the airport or train station on arrival is a sensible aid to settling in. If the distance between your school or university and the place where you live precludes walking, you should check out the local transport system and consider buying a *Monatskarte* or *Zeitkarte* (season ticket) which will allow you unlimited travel on the local system. It is quite possible that you will be able to obtain a reduction on the cost if you show your *Studien­bescheinigung* or your ISIC. In cities it is often possible (and more economical) to buy a *Streifenkarte* or strip card, on which you cancel as many strips as you need for the journey in question. It is customary to buy bus, tram and underground cards from machines at the stops, and then on boarding the vehicle to cancel them in a special machine (*Entwerter*). To travel without a recently cancelled ticket for your journey is a punishable offence.

For travelling further afield you should consider buying a *Bahncard* if you are in Germany or a *Vorteils­karte* in Austria. The *Bahncard* can be obtained from the *Deutsche Bahn AG* and the *Vorteilskarte* from *ÖBB* (Austrian Railways). These tickets offer reduced-price travel within Austria or Germany for one year and are considered to be very good value. There are also often good-value weekend tickets on offer. When travelling by rail, remember that quite a large supplement is normally payable (in advance from the ticket office!) on the fast Inter-City Express (ICE) trains, whilst slower trains, if convenient, may offer better value. Be on the lookout for special excursions organised from the university itself, e.g. the *Studentenwerk*, as these are sometimes subsidised and offer a good way to see other parts of Germany and neighbouring countries.

**Pastoral and other matters**

You will probably feel disorientated during the first weeks after arrival. This is natural, and the feeling should pass as you gradually make contacts and friends (e.g. through academic or sporting or other activities), grow accustomed to structuring your time differently, and become acclimatised and more at ease socially in a new German-speaking environment. Remember that many people, after perhaps feeling disorientated for a time, have fallen deeply in love with the country and its people, and sometimes have not wanted to come back to the UK again! If you continue to feel lonely or isolated or have any other problem, do not blame yourself. Discuss the matter with your *Betreuungs­lehrer/in* or *Mentor* if you are an Assis­tant, or the contact person named above if you are at a university. These people have specific respon­sibility for you as a member of their institution and they should be your first port of call with any problems. In addition, you should remember that you are still a member of Modern Languages at Royal Holloway. The staff here have many contacts in Germany and Austria, and also experience in dealing with the kinds of problems that can arise when one lives abroad for the first time. You should bring problems for which you are unable to find local solutions to the attention of one of us. Our e-mail addresses and phone numbers are as follows:

Dr Anja Peters (0) 1784 44 3195 **anja.peters@rhul.ac.uk**

Helen Thomas (0) 1784 44 3244 **helen.thomas@rhul.ac.uk**

Ringing from Germany, you omit the first 0, and replace it with 00 (or whatever the local prefix is for international calls), then 44 for Britain, then the rest of the number as above.

* Most universities will expect you formally to de-register on leaving at the end of your period of study there (*Exmatrikulation*), and they will be able to give you details of how to do so.
* You may also need to de-register (abmelden) at the *Einwohnermeldeamt* or equivalent, usually by (yet again!) completing a form. This is VERY IMPORTANT for everyone to bear in mind (not just university students), because if you fail to de-register you may be held liable to pay tax on your earnings.

**Feedback from the Year Abroad**

The Year Abroad is an integral part of your studies, and it should be a period of personal and intellectual growth. Your progress during this year is monitored as described below and in the index.

**Assistants:** The British Council receives a report on your performance as an Assistant from your school, and it forwards this to Modern Languages. This report is placed in your file and can be used in writing references for you. Reports are usually very positive, sometimes really glowing!

**Universities:** See index

**Other work:** A copy of your contract with your employer must be lodged with Modern Languages before you leave for Austria or Germany. At the end of your period of employment you should ask your employer to send a report of your performance to Modern Languages (or bring it yourself). This report will be placed on your file.

**Year Abroad – Regulations and Monitoring**

Although the School of Modern Languages consider the residence abroad element of the programme to be indispensable, our approach is flexible, and as you have seen, we offer you the possibility of fulfilling this requirement in a number of ways – working as a language assistant in a school, attending a foreign university or gaining a work placement in Germany or Austria.

* Joint Honours students may divide their year between two university placements or two work placements or a combination of university and work placements. In most cases Assistantships last for a full academic year and cannot be divided between two countries. For assessment details see below.
* Students following German Minor courses do not usually spend a Year Abroad (with the exception of students on the Beginners’ Pathway), but arrange­ments can be made to facilitate a year in Germany or Austria if they wish. They should contact the member of staff responsible for the Year Abroad early in their course, preferably during their first year, since the arrangements take some time to put in place.
* European Studies students should consult the European Studies handbook for details of the arrangements in place for these courses.
* There are three main schemes:
  + **German or Austrian** **University**: Students spend the academic year following courses of their choice at the host university. Most students choose a host university which has an ERASMUS+ link with Royal Holloway. These currently include Göttingen, Heidelberg, Konstanz, Munich, Regensburg, Vienna and Würzburg.
  + **Assistant post (under the British Council scheme)**: Students are employed to teach English in a school in Germany or Austria, normally for 12 hours per week. Students are required to produce work for assessment at Royal Holloway but are also encouraged, wherever possible, to register for courses on a part-time or correspondence course basis with a foreign university.
  + **Other work placement**: Although the School is **unable to find work placements abroad for students**, it is occasionally approached with offers of placements by prospective employers in host countries, and students themselves or their families are sometimes able to make such arrangements. Students in such approved work placements in Germany or Austria have similar academic work commitments to those in assistant posts.

1. **Academic Work during the Year Abroad**

Information on the required 13th and 14th units can be found in pages 9-19 of this handbook. The exam codes are:

**Exam Codes**

GM2201 Work Placement / Cultural Report – Full year

GM2202 Work Placement / Cultural Report – Half year

GM2401 ECTS transcripts – Full year

GM2402 ECTS transcripts – Half year

GM2501 Oral – Full year

GM2502 Oral – Half year

1. **Learning Outcomes**

**A. For those in a German or Austrian university**

* An understanding of further aspects of the subject areas relevant to the degree at Royal Holloway
* The acquisition of new perspectives on the subject area within the framework of the German-speaking institution and culture
* The acquisition of new skills relating (a) to the subject area and (b) to the language of tuition, learning and communication
* The ability to identify and critically evaluate (a) alternative approaches to the subject area (b) differences in educational process and organisation
* An understanding of intercultural issues in relation to aspects of self (such as attitudes, behaviour and cultural expectations) on adaptation to life in a foreign culture.

**B. For those in work placement or Language Assistantship**

* An understanding of the professional context, role and tasks required during the work placement
* The acquisition and application of new skills relating to the work placement and to the language of communication in that work placement
* An ability to critically evaluate alternative approaches and attitudes to problem-solving
* An understanding of intercultural issues in relation to aspects of self (such as attitudes, behaviour and cultural expectations) on adaptation to life, and especially work, in a foreign culture
* An understanding of the social and cultural differences, and the multiple possible interpretations of these, in personal interaction in a working environment.
* The linguistic and broadly socio-cultural outcomes are the same for all students, however they choose to spend their Year Abroad. By the end of the Year Abroad, students should be able to demonstrate:
* The acquisition and application of new skills relating to the language of communication in the country/countries of the Year Abroad, especially with respect to: specialist vocabulary relating to the academic or professional context in which the Year Abroad was spent – including a range of spoken registers in the relevant language, authenticity of expression, including pro­nun­ciation and fluency, advanced comprehension of the spoken language.
* An understanding of intercultural issues in relation to aspects of self (such as attitudes, behaviour and cultural expectations) on adaptation to life, and especially study or work, in a foreign culture, and an ability to articulate these in the target language.
* An awareness and understanding of the key social and/or political issues prevalent in the country/countries of the Year Abroad.

**CONTACTING GERMAN TUTORS**

**ACADEMIC STAFF**All telephone numbers start with (00 44) (0) 1784 44. Then dial the four digits as indicated below. School fax number: (00 44) (0) 1784 470180

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Initial** | **Ext.** | **Room** | **Email** |
| Dr Jon Hughes | JH | 3234 | 154 | Jon.hughes@rhul.ac.uk |
| **Dr Anja Peters** | **AP** | **3195** | **108** | [anja.peters@rhul.ac.uk](mailto:anja.peters@rhul.ac.uk) |
| Dr Emily Jeremiah | EJ | 3256 | 103 | emily.Jeremiah@rhul.ac.uk |

Year Abroad Administrator: Helen Thomas, ext. 3244, IN149 [helen.thomas@rhul.ac.uk](mailto:helen.thomas@rhul.ac.uk)

# SPAIN and

# LATIN AMERICA

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**GENERAL INFORMATION**

If you are taking single honours or major Spanish, or it is your main language in European Studies, the third year will be spent in Spain or Latin America. Joint students of Spanish and non-language subjects will also spend the Year Abroad in this way. If you are taking Spanish as a joint degree subject with French, German or Italian, you can choose to spend the year in Spain/Latin America, or France/other Francophone country, or Germany, or Italy, or you can divide the academic year between two countries. If Spanish is one of your languages in the Multilingual Studies programme, you can choose to spend half of your Year Abroad in Spain/Latin America, or if you prefer to divide your time between your other two language areas, you can go to a Spanish-speaking country in one or both of the summer vacations on either side of the official Year Abroad.

**Studying at a Spanish University**

We have excellent links with a wide range of Spanish universities.Students with EU nationality attending Spanish universities have the advantage of our ERASMUS+ exchange scheme, which facilitates integration into Spanish university life, and includes a supplementary mobility grant provided by the EU. It is the responsibility of each student to ensure that he/she is eligible for the ERASMUS+ scheme. If in doubt please see the general indexor consult the ERASMUS+ website on: [http://www.ERASMUS+.ac.uk](http://www.erasmus.ac.uk/)

***\* Please note that the School of Modern Languages, while making every effort to do so, cannot guarantee an ERASMUS+ or Latin American placement to every student nor the destination of first preference; where placements are oversubscribed; there are unexpected changes to institutional agreements or any other unforeseeable circumstances, students may need to take up their second and even third preference. In case of oversubscription of particular university places, allocation will normally be based on the following criteria: 1.) Punctual submission and accurate completion of the “Year Abroad Choices” form 2.) First Year Study Record (including progression, attendance record, homework/coursework submission, etc.)***

**Studying at a Latin American University** Our Latin American university

destinations include Mexico, Cuba, Chile, Argentina and Uruguay. As the ERASMUS+ grant is only applicable for EU students attending a partner European institution, students who choose to go to a Latin American university must cover the costs of their matriculation and course registration fees. Royal Holloway operates a special system by providing extra financial assistance for those embarking on a Year Abroad in Latin America. Upon the student’s return, if the Registry is provided with a receipt of payment to an institution abroad, the student will be reimbursed by up to £300. This applies to students studying in Latin America only. Upon your return please forward your receipts to the Year Abroad administrator.

**British Council Language Assistantships** You may apply to go on your Year Abroad as a Language Assistant to Spain or Latin America. The Assistantship scheme is run by the British Council and applications begin early in the academic year in order to meet the deadline of early December.

**NB. Applications to Colombia are not currently sanctioned by RHUL and you may not apply for an assistantship in the country as part of your degree course.** <http://www.britishcouncil.org/languageassistants.htm>

**Working Abroad**

Students who have independently found appropriate work can be authorised by the Year Abroad tutor to work either in Spain or a Spanish-speaking country. Students must obtain a job description, signed by the employer, which must be approved by the Year Abroad tutor. You are strongly advised to consult with the Year Abroad tutor about the suitability of any employment *before* you sign any contract.

**Assessment**

The Year Abroad is assessed and formally accredited to the London University degree, counting as two course units – the 13th and 14th unit, which are described earlier in this handbook

The 13th unit is based on your results at university (or a cultural and/or work report if you have chosen to work abroad) while marks for the 14th unit are the result of an oral examination taken at Royal Holloway when you return.

If your Year Abroad is divided between two language areas, each of these units will be split into two halves. The course codes are as follows:

13th unit for students spending the full year at university: SN2401

13th unit for students spending half a year at university: SN2402

14th unit for students working the full year: SN2501

14th unit for students working half a year: SN2502

**SN2401 STUDY ABROAD (Full unit)**

**SN2402 STUDY ABROAD (Half unit)**

**ERASMUS+ Assessment in Spanish Universities**

The host institution is responsible for assessment, in accordance with the European Credit Transfer Scheme (ECTS). Courses must last a full semester and intensive shorter courses, prior to or during the academic year, are not recognised by Royal Holloway.

**Assessment in Latin American Universities**

For those attending a Latin American university there is a minimum requirement of attendance of at least 10 hours per week throughout the academic year for the full course unit and for half of the academic year for the half course unit. Students must therefore enrol on a course or courses that entail at least 10 hours of lectures/seminars per week in addition to any language courses to be taken during the Year Abroad. Please note that at some Latin American universities, a Spanish language course is compulsory for international students. Please check individual university's websites for details. Courses taken abroad must be relevant to students' degree programmes at Royal Holloway.

* Students of Multilingual Studies going to Latin America may enrol in Spanish language courses which make up to a third of their mandatory 10 weekly hours of class (i.e., just over three contact hours per week), alongside other selected language or cultural courses relevant to their degree programmes at Royal Holloway.

Students who are studying Spanish in an ***ab initio*** pathway may enrol in Spanish language courses which make up to a third of their mandatory 10 weekly hours of class (i.e. just over three contact hours per week) while in Latin America, alongside other selected language or cultural courses relevant to their degree programmes at Royal Holloway. Students must attend class and fulfil all academic requirements of their chosen course. These may include continuous assessment and/or examinations. Students are required to sit all exams in relation to courses taken whilst abroad.

**SN2201 WORK PLACEMENT/CULTURAL REPORT (Full unit)**

**SN2202 WORK PLACEMENT/CULTURAL REPORT (Half unit)**

**Learning outcomes**

On completion of the course students must be able to:

* demonstrate that they have acquired new perspectives on the professional culture of their country of residence
* adapt to an unfamiliar working environment
* reflect critically on their own professional performance
* write in Spanish with increased confidence and fluency in an appropriate register

**ASSESSMENT**

Under assessment of the Year Abroad by a 13th degree unit, students spending their time abroad working, either in a work placement or as a Language Assistant in a school, will be required to write a Work Placement Report (WPR) and/or a Cultural Report (CR)

Students on a full-year work placement write a WPR **and** a CR.

Students on a half-year work placement write a WPR **or** a CR.

Students on two separate half-year work placements write **one** WPR **and one** CR.

**AIMS**

* The Work Placement Report is designed to assess professional development during your Year Abroad. Written in the target language, it is an analytical discussion of your work placement, and students should take notes in preparation for their final draft from the beginning of their placement or assistantship. Keeping a work journal in the target language is recommended.

**LEARNING OUTCOMES**

* An understanding of the context, role and tasks required during the work placement.
* The acquisition and application of new skills in relation to a) the work placement; b) the language of communication of the work placement.
* An ability to evaluate critically alternative approaches to problems and differences in attitudes to problem solving.
* An understanding of intercultural issues in relation to aspects of the self (such as attitudes, behaviour and cultural expectations), adaptation to and particularly to work in a foreign culture.
* An understanding of the social and cultural differences and the multiple possible interpretations of these, in the context of personal interaction in a working environment.

**LENGTH** 1750-2250 words (students who split their Year Abroad between two countries are strongly advised to write and submit their report before beginning the second half of their Year Abroad).

**INCLUSION OF ADDITIONAL MATERIAL**

* Students on an assistantship are required to provide lesson plans and a Teaching Portfolio in which they document the lessons in which they were involved (for example, samples of teaching material and student work).
* Students on other work placements should not include material they have not produced themselves (for example, material from the company website or brochures). The School rules for plagiarism apply.

**PRESENTATION**

* The report should be written in the relevant target language following the School guidelines for the presentation of dissertations set out in the Student Handbook.
* The finished report should be bound, and include a title page, table of contents, bibliography and a list of sources consulted.
* You may add further appendices/annexes where relevant, such as photographs or other illustrations and material drawn, for example, from interviews or questionnaires you have conducted (annexed material in the Appendix should not be counted towards the word length).

**SN2501 ORAL EXAMINATION IN SPANISH (Full unit)**

**SN2502 ORAL EXAMINATION IN SPANISH (Half unit)**

The content of this course is the sum of experiences during the Year Abroad. It is based on students’ own documentation, typically in diary form, of issues relating to:

* interpersonal relationships
* Year practical matters
* academic or professional activities
* social and leisure activities
* cultural, political and social issues
* linguistic difficulties and achievements

Students are advised to document their experiences fully during their Year Abroad in the form of a record of language learning or a diary; this will aid in the preparation of the 14th unit oral examination when they return to Royal Holloway.

**Learning outcomes**

On completion of the course, students must be able to:

* demonstrate competence in a variety of registers of the spoken language
* understand the spoken language to an advanced level
* use specialist vocabulary and expressions relating to their particular activities
* speak Spanish with an authentic accent and good fluency and accuracy
* discuss the issues listed above at a sophisticated intellectual level

**Assessment**

An oral examination in Spanish lasting 25 minutes for the whole unit, 15 minutes for the half unit including a 10 or 5 minute presentation by the candidate followed by a discussion based on questions and answers concerning the chosen cultural topic.

The oral examination takes place during the first week of term back at Royal Holloway in your Final Year. Please check your emails during your Year Abroad for further details.

**INSURANCE, TRAVEL and HEALTH**

**Insurance**

All students are strongly advised to purchase comprehensive travel insurance suitable for their own personal needs as a precautionary measure to cover them during their time abroad.

**Travel**

Students travelling to Latin America are urged to make travel arrangements as soon as matriculation has been confirmed. Significant savings can be made on flights to Latin America if booked early and it is worth shopping around for the best prices well in advance of the departure date.

**Health**

Students going to Latin America are urged to seek immunisation advice from their GPs and advised to acquire full medical cover whilst abroad. If you are going to Spain, you may obtain an EHIC card giving you access to free health care treatment whilst in the country – **see the general index for details.**

# STUDYING ABROAD

# 1. INTRODUCTION: STUDYING IN A SPANISH OR LATIN AMERICAN UNIVERSITY

This option proves the best for the majority of students who find the experience of living and studying in Spain or Latin America very rewarding, both intellectually and socially, as well as great fun.

**UNIVERSITIES**

In Spain various courses are offered by different types of departments at our partner institutions. These courses are integral part of their own degree programmes (increasingly known as ‘grados’ but also referred to as ‘licenciaturas’ or, for more technical degrees, ‘diplomaturas’), which are awarded after four years of study.

Our Latin American partners offer a wide range of courses and, while the academic experience and choices offered by each university vary, you are expected to choose courses which complement your Royal Holloway degree.

Detailed information can be found by navigating through our partner institution websites. Please bear in mind that course choices may vary from year to year and that universities may place limits on the number of students allowed to take each option. You should also bear in mind that the range of courses open to you can be vast and you will need to invest substantial time to familiarise yourself with the available options in order to make sound choices.

**LINGUISTIC ABILITY** You need a good knowledge of Spanish to study at a Spanish or Latin American university. The universities hold a number of language courses for foreign students. Hispanic Studies at Royal Holloway recommends its specially-organised Universidad de Valladolid intensive summer courses for all students in any or all of their summer vacations while at Royal Holloway.

You should note that, if you decide to study in one of the bilingual Autonomous Regions (Catalonia, the Basque Region, Galicia, and Valencia) you may find that some lectures are held in the local language.

**ACCOMMODATION**

Students at Spanish Universities live in private halls of residence (very rarely owned by the universities themselves) or private rented accommodation. If you choose a hall of residence, you are strongly advised to find out whether this mainly caters for ERASMUS+ or exchange students; if so, we would urge you to seek alternative arrangements as this may impact negatively on how much Spanish you actually speak in your daily life. Similarly, if you opt for private rented accommodation, aim to find Spanish speakers as flatmates. Living with Spanish speakers will greatly accelerate and enrich your cultural immersion and will have a key impact on your performance both at university in Spain and upon your return to Royal Holloway. If you are going to Latin America you will normally secure your accommodation once in the country. The same advice applies as for those spending time in Spain: live with Spanish speakers. There are mechanisms in place within our partner Latin American universities to assist Royal Holloway students in finding accommodation upon arrival. If you are going to Cuba or Mexico accommodation can normally be arranged from the UK during the application process.

Most partner institutions in Spain and Latin America have offices which assist in finding private accommodation.

### STUDENT ORGANISATIONS AND SERVICES

**ERASMUS+**

Most institutions have an ERASMUS+ International Office which is likely to be of help to visiting students. They will be able to give you information about university sport facilities and cultural activities.

**LATIN AMERICA**

Each university has an office that receives international students and will be aware of your arrival. Although student societies do not exist in the same format in Latin America as they do in the UK, nevertheless there are numerous artistic and cultural activities going on in Xalapa, Habana, Montevideo, Santiago and Buenos Aires to keep you entertained.

**ERASMUS+ STUDY LINKS**

The European Union funds the ERASMUS+ Programme to support the European activities of higher education institutions and to promote student and staff mobility throughout Europe. Royal Holloway is keen to maintain and encourage its European dimension and has set up exchange agreements with its European partners, within an Institutional Contract. Partnership agreements are reviewed annually.

At present, Hispanic Studies at Royal Holloway has the following links with Spanish universities:

|  |  |
| --- | --- |
| **Universidad de Almería** |  |
| **Universidad de Cádiz**  **Universidad de Córdoba**  **Universidad Las Palmas Gran Canaria**  **Universidad de Granada**  **Universidad Autónoma de Madrid**  **Universidad Complutense de Madrid**  **Universidad de Málaga**  **Universidad de Murcia**  **Universidad de Salamanca**  **Universidad Pablo de Olavide (Sevilla)**  **Universidad de Sevilla** |  |
| **Universidad de Valencia**  **Universidad de Zaragoza** |  |

**LATIN AMERICAN UNIVERSITIES**

Placements within our Latin American partner universities are unlimited and without restrictions on length of stay. We have links with the following institutions:

ARGENTINA: Universidad de Buenos Aires

CUBA: Universidad de la Habana

CHILE: Universidad de Chile, Santiago de Chile

MEXICO: Universidad Veracruzana, Xalapa and Universidad de las Américas, Puebla

URUGUAY: Universidad de la República del Uruguay, Montevideo

# ERASMUS+ And work placement CALENDAR

**October**

First meeting to discuss all Year Abroad options with current second year students. The Language Assistant option requires most haste due to its November deadline.

**End of November**

The applications for Language Assistant places in Spain and Latin America must be ready by the end of November. This process begins with application (on-line). Students need to have three copies of the application form (as well as the one on-line). Students should ask Personal Advisers in good time to complete reference forms which are confidential. Language Assistant applicants may fill any unused university places if they are unsuccessful but inevitably they have to choose from what is available once the other students have been placed.

**November-January**

Arrangements in principle for Latin American placements require more time. Meanwhile, students for Spain should look on websites and find out as much as possible about their chosen destination(s), making a list of three institutions in order of preference.

Students need to check the websites to see if the subjects they wish to take (such as their other subject in a joint degree) are available in the institution they are considering.

*NB: For those dividing their time between two countries they will need to look in particular at term dates to check that they can finish at their first university and still reach the second in time for the start of the second term. This sometimes effectively rules out certain institutions whose terms overlap. It is your responsibility to check this as last-minute changes are generally not allowed by institutions and you may lose your placement.*

**November-March**Those wanting a work placement should do a lot of research and then approach the Year Abroad tutor if they need advice with their shortlisted options. Generally, work placements are approved subject to the following:

* the employment is appropriate for work experience for a future graduate (not work in a bar in Marbella, wine tasting in Buenos Aires)

NB. To be eligible for an ERASMUS+ mobility grant the work placements must NOT be in any of the following organisations:

- European institutions (such as the European Commission)

- Organisations managing EU programmes (such as National Agencies)

- National diplomatic representation (embassy/consulate) in the host country.

* The student obtains a letter of appointment addressed to the Year Abroad tutor stating the nature of the work and the dates of employment. If the offer subsequently falls through, the student may find no alternative study places available, and will need to look at another non-exchange university placements in Latin America or Spain.

**March**

A meeting will allocate study places for the coming year. The following factors need to be kept in mind:

* Students dividing their time between two European countries must know the term dates of other universities. It is not acceptable either to leave a university in Spain early or to arrive late. If clashes occur you need to find an alternative institution with a compatible timetable. In case of oversubscription of particular university places, allocation will normally be based on the following criteria: 1.) Punctual submission and accurate completion of the “Year Abroad Preferences” form 2.) First Year Study Record (including progress, attendance record, homework/coursework submission, etc.)

**March-April**

Study placement application forms should be downloaded from the university websites and completed and handed in to IN149. You will be sent the information by email from the Year Abroad administrator.

**June**

Deadline for students to have filled in all application forms and the relevant Year Abroad admin forms and handed to the Year Abroad administrator in IN149.NB. **ALL forms** (except for German university applications) should be handed into the Modern Languages Office so that the Year Abroad administrator can photocopy them before forwarding them on.

**Latin americAN ANNUAL CALENDAR**

**November**

First meeting to discuss all Year Abroad options with current second year students.

**November - December**

Latin America meetings will take place where information on each university will be provided and queries answered.

**January**

Selection of destination finalised and the application process begins. Meetings will take place to discuss course options, requirements and deadlines.

**February - March**

Stage one of application process for the Universidad Veracruzana, Mexico complete. Enter stage two of application process for the Universidad Veracruzana, Mexico and gathering of documentation for stage two. Begin application process for La Habana, Chile, Uruguay and Buenos Aires.

**March - April**

Completion of stage two of application process for Universidad Veracruzana, Mexico and applications for La Habana, Chile, Uruguay and Buenos Aires.

**June**

Deadline for students to have completed all application forms and submitted to the Year Abroad administrator for posting to partner institutions in Latin America.

# Subjects available at each of the Spanish universities

For students of Joint degrees or European Studies, the following list is a guide to what they can study where (this can be checked on the relevant websites):

Universidad Autónoma de Madrid Fre/Man/Hist/Ital

Universidad de Cádiz Fre//Hist/Man/ES

Universidad de Almería Hist/Man/ES

Universidad de Córdoba Hist/Fre/ES

Universidad de Murica Fre/Ital/Eng/Hist/Man/Ger/ES

UPV Man/Ger/Fre/Hist/ES

ZAR Man/Fre/Ital/Ger/Hist/ES

# Joint students may be required by their other departments to take at least one course in their other subject. Students must research this directly with their chosen university as regulations can change annually. In any case all students must take at least one course in some Hispanic area and may not take courses taught in English or where the bibliography is substantially in English. For courses on offer at our Latin American partner institutions please consult individual university webpages, the addresses of which are provided further on in this handbook.

# ERASMUS+ TERM DATES

NB.Dates for Spanish universities should appear on the relevant institution’s web pages in mid or late summer. **Given here as a rough guide only are the academic year dates.**

### ALMERIA

Periodo lectivo

Primer Cuatrimestre: del 1 de octubre al 31 de enero

Segundo Cuatrimestre:del 25 de febrero al 20 de junio

Periodos de exámenes

Primer Cuatrimestre: del 1 al 23 de febrero

Segundo Cuatrimestre: del 21 de junio al 15 de julio

Periodos no lectivos

Navidad.- del 23 de diciembre al 8 de enero

Semana Santa.- del 23 de marzo al 1 de abril

Verano.- del 16 de julio al 31 de agosto

### CÁDIZ

COMIENZO DEL CURSO 1 de Octubre

FECHAS DE EXÁMENES

Del 9 de junio al 6 de julio (podrá comenzar el 1 de junio a petición de los centros).

Del 1 al 20 de Septiembre (podrá ser ampliado excepcionalmente hasta el 25 de septiembre)

FIN DE CURSO 30 De Septiembre

22-31 DICIEMBRE. Navidades.

1-7 ENERO. Navidades.

9-15 ABRIL. Semana Santa

### CÓRDOBA

Periodo lectivo: Desde el 27 de septiembre al 31 de Julio al 31 de julio y del 1 al 30 septiembre.

Comienzo de las clases: 27 de septiembre

Finalización de las clases: 8 de junio

Fechas de Examenes :

Convocatoria extraordinaria diciembre Del 1 al 21 de diciembre

Convocatoria extraordinaria enero Del 15 al 25 enero

Convocatoria ordinaria 1º cuatrimestre Del 29 de enero al 16 de febrero

Convocatoria ordinaria 2º cuatrimestre y anuales Del 11 de junio al 6 de julio

Convocatoria de septiembre Del 3 al 19 de septiembre

Navidad : Desde el viernes 22 de diciembre al domingo 7 de enero, ambos inclusive.

Semana Santa : Desde el viernes 30 marzo hasta el domingo 8 de abril, ambos inclusive.

Feria de Ntra.Sra.de la Salud : El jueves 24 y viernes 25 de mayo. Excepto en la E.U. Politécnica de Belmez.

Período vacacional : Agosto.

### MADRID

26 de septiembre Comienzo de las clases

22 de diciembre

al 7 de enero Vacaciones de Navidad

18 de enero Final de las clases impartidas en el primer semestre

21 de enero al 9 de febrero Período de exámenes para asignaturas impartidas en el primer semestre

11 al 17 de febrero Período no lectivo

18 de febrero Inicio de las clases del segundo semestre

25 de marzo al 1 de abril Vacaciones de Semana Santa

31 de mayo Finalización de las clases

3 al 28 de junio Exámenes de las asignaturas impartidas en el segundo semestre y anuales

### MURCIA

El período de clases se divide en dos cuatrimestres:

- el primer cuatrimestre abarca desde el 1 de octubre al 25 de enero,

- el segundo cuatrimestre, desde el día 18 de febrero al 14 de junio.

Hay dos períodos de vacaciones durante el curso:

- Navidad: desde el día 24 de diciembre hasta el día 6 de enero,

- Semana Santa y Fiestas de Primavera: desde el 25 de marzo - 7 de abril.

Los exámenes ordinarios se realizan en dos períodos correspond entés a los dos cuatrimestres:

- exámenes de febrero: del 28 de enero al 16 de febrero,

- exámenes de junio: entre el día 17 de junio y el 13 de julio.

### SALAMANCA

Primer Cuatrimestre

Período de clases del Cuatrimestre 1º: del 1 de Octubre al 18 de Enero

22 DE DICIEMBRE - 6 ENERO: VACACIONES DE NAVIDAD.

Exámenes: 21 de Enero al 8 de Febrero

Segundo Cuatrimestre

Período de clases Cuatrimestre 2º: del 13 de Febrero al 31 de Mayo

22 DE MARZO AL 1 DE ABRIL: VACACIONES SEMANA SANTA.

Exámenes: del 1 de Junio al 2 de Julio

### ZARAGOZA

Periodo de Clases

Asig.Anuales 24 Sept al 31 Mayo exámenes 01 Junio – 20 Junio

Asig. 1er.Cuatrim 24 Sept al 23 Enero exámenes 24 Enero – 02 Feb

Asig. 2º Cuatrim 4 Feb al 31 Mayo exámenes 01 Junio – 20 Junio

Periodo no lectivo General

Navidad 22 Dic. al 5 Enero

Semanta Santa 28 Marzo al 6 Abril

General 20 Julio al 31 Agosto

# LATIN AMERICAN TERM DATES

* In the case of Latin American universities students are advised to arrive at least two weeks prior to the start of term in order to find accommodation (when applicable), register for courses and to settle in.
* Students must check individual university web pages for up to date information regarding term dates as these are subject to change.

# UNIVERSIDAD VERACRUZANA, XALAPA, MEXICO

* Please check their website for current information. <http://www.uv.mx/eee>

### UNIVERSIDAD DE LA HABANA, CUBA

* Autumn Term: Early Sept – Dec. Spring Term: late Jan – June

# UNIVERSIDAD DE CHILE

* First Term: early March – middle of July.
* Second Term: Last week in July – middle of December.

**UNIVERSIDAD DE BUENOS AIRES**

* For up to date information on term dates when they are available please consult the university’s webpage on: [www.uba.arg](http://www.uba.arg/)

### UNIVERSIDAD DEL LA REPÚBLICA DEL URUGUAY

* Please consult the university’s webpage regularly for up to date information on term dates: [www.rau.edu.uy](http://www.rau.edu.uy/)

**CONTACT NUMBERS OF ERASMUS+ UNIVERSITIES IN SPAIN**

* **Universidad Alcalá de Henares, Madrid**

Pilar Rodríguez

Gema Izquierdo/ María Redondo

Oficina de Relaciones Internacionales – Programa Sócrates / ERASMUS+

Universidad de Alcalá

Plaza de San Diego s/n

28.801 Alcalá de Henares (Madrid)

Spain – España

Tel: 00.34.91.885.40.88

Fax: 00.34.91.885.41.30

E.mail:  [programa.socrates@uah.es](mailto:programa.socrates@uah.es)/[internacional@uah.es](mailto:internacional@uah.es)

Website: http://www.uah.es/

* **Universidad de Almería**

Juan Carlos Gómez

Exchange Students Adviser

International Office

University of Almería

Tel: 34 950 014127

Fax: 34 950 015384

E-mail: ERASMUS+ual@ual.es ( ERASMUS+ Mobility)

reiual@ual.es (International Office)

Information for ERASMUS+ students can be found at the following web page:

[http://www.ual.es/Universidad/relint/ERASMUS+digital/Index.htm](http://www.ual.es/Universidad/relint/erasmusdigital/Index.htm) or <http://www.ual.es/Universidad/relint/>

* **Universidad Autónoma de Madrid**

Oficina de Relaciones Internacionales y Movilidad

Rectorado, entreplanta 2

Universidad Autonoma de Madrid

Ciudad Universitaria de Cantoblanco

Oficina de Relaciones Internacionales y Movilidad – Plaza Mayor

C/ Einstein, 5

28049 Madrid

Espana

Tel: 34 914975133

Fax: 34 914978597

<http://universidad.es/en/universities/autonoma-de-madrid>

[ERASMUS+.uam@uam.es](mailto:erasmus.uam@uam.es)

* **Universidad de Cádiz**

David Sánchez, email: david.cabrera@uca.es

Oficina de Relaciones Internacionales

International Office

Akademisches Auslandsamt

Universidad de Cádiz

Calle Ancha 16

11001 Cádiz <Tel:(0034)956015085> / Fax:(0034)956015086

[http://www.uca.es/ori/ERASMUS+](http://www.uca.es/ori/erasmus)

<http://www.uca.es/orgobierno/oficina_relaciones_internacionales/>

* **Complutense de Madrid**

Olga Arnaiz  
Oficina de Relaciones Internacionales

Universidad Complutense   
Real Jardín Botánico-Alfonso XIII

Avda. Complutense s/n  
28040 Ciudad Universitaria   
Madrid, España

Convenios y becas:

Tel:+34 91 394 7071/1649/1340

Fax:+34 91 394 7266

ERASMUS+: Tel:+34 91 394 7194/7196/7058

Fax:+34 91 394 7266 [rrinter@rect.ucm.es](mailto:rrinter@rect.ucm.es)

Information for ERASMUS+ students can be found at the following link: <http://www.ucm.es>

* **Universidad de Córdoba**

Facultad de Filosofia y Letras.

Prof. Dr. Antonio Ruiz Sanchez

Plaza del Cardenal Salazar, 3. 14071-Cordoba (Espana)

Tel: (+34) 957 218 752 / 218 117

Fax: (+34) 957 218 788

http://www.uco.es/organiza/centros/filosofia

[fl2rusaa@uco.es](mailto:fl2rusaa@uco.es)

[relaciones.internacionales@uco.es](mailto:relaciones.internacionales@uco.es)

Information for ERASMUS+ students can be found at the following link:

<http://www.uco.es/>

* **Universidad de Gran Canaria**

Asistentes del Gabinete de Relaciones Internacionales.

Universidad de Las Palmas de Gran Canaria.

c/. Juan de Quesada, nº 30 35001 Las Palmas de Gran Canaria.

"La Casita del Estudiante".

Teléfonos: +34 928 45 74 44, +34 928 45 74 43.

Fax: +34 928 45 89 49

E-mail: brrii@ulpgc.es

<http://www.centros.ulpgc.es/fti/>

Leticia Díaz Platero,

Técnico en Relaciones Internacionales.

Gabinete de Relaciones Internacionales.

Universidad de Las Palmas de Gran Canaria.

C/. Juan de Quesada, nº30

35001 Las Palmas de Gran Canaria.

"La Casita del Estudiante".

Teléfonos: +34 928 45.74.44, +34 928 45.74.43

Fax: +34 928 45.89.49

E-mail: [relint@ulpgc.es](mailto:relint@ulpgc.es)

* **Universidad de Granada**

Inmaculada Roldán Miranda

Vicedecanato de Relaciones Internacionales

Facultad de Filosofía y Letras

Campus de Cartuja s/n

18071 Universidad de Granada

Granada (España)

Teléfono: +34 958 24 89 56 Fax: +34 958 24 35 61

Information for ERASMUS+ students can be found at the following link:

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes>

* **Universidad de Málaga**

Prof Maria Rosario Cabello Porras

Dirección de Secretariado de Programas de Movilidad

Universidad de Málaga

Pabellón de gobierno Adjunto

Campus de El Ejido

29071 Málaga, Spain Tel : 0034 952133203 Fax : 0034952132971 [dirmoilidad@uma.es](mailto:Lbarranco@uma.es) [http://www.uma.es](http://www.uma.es/)

* **Universidad de Murcia**

Roberto de Gea Cánovas

Unidad de Información y Coordinación

Servicio de Relaciones Internacionales, Universidad de Murcia

C/Actor Isidoro Máiquez Nº 9. C.P 30007 Murcia.

Teléfono: +34 968 36 40 74

Fax: +34 968 36 41 30

Correo electrónico: [rdegea@um.es](mailto:rdegea@um.es)

Information for ERASMUS+ students can be found at the following link:

<http://www.um.es/internacionales/europa/movilidad>

* **Universidad de Salamanca**

Lina Fernandez

Servicio de Relaciones Internacionales

Universidad de Salamanca

C/ Cardenal Pla y Deniel 22, 1º

37008 Salamanca

Tel.: +34 923294426 extensión 1228

Fax: +34 923294507 email: [lfog@usal.es](mailto:lfog@usal.es)

Information for ERASMUS+ students can be found at the following link:

<http://campus.usal.es/~rrii/contenido2.php?id_padre=9>

<http://www.usal.es/webusal/RelacionesInternacionales/RelacionesInternaciles.htm>

* **Universidad Pablo de Olavide de Sevilla**

Gloria Morejón Fernández   
Oficina de Relaciones Internacionales y Cooperación   
Universidad Pablo de Olavide de Sevilla   
Carretera de Utrera Km. 1   
41013-Sevilla   
Tel: +34 954 34 90 70   
Fax: +34 954 34 93 04   
<http://www.upo.es/oric>

* **Universidad de Sevilla**

Dr José Enrique García González

Dpto. Lengua Inglesa

Facultad de Filología

Universidad de Sevilla

c/Palos de la Fontera, s/n

41004 Sevilla

España

Tel : 0034954551587/1546

Fax : 0034954551516

<http://www.us.es/eng>

* **Universidad de Valencia**

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Universitat de València  
Avgda. Blasco Ibáñez, 13  
Apartat de Correus 2085  
46071 València (Espanya)

Tel: +34 96 386 48 02 Fax: +34 96 398 34 62

e-mail [relaciones.internacionales@uv.es](mailto:relaciones.internacionales@uv.es)

* **Universidad de Zaragoza**

Eugenia Soria Moneva

International Office

Faculty of Arts

University of Zaragoza Email: reinfilo@unizar.es

Oficina de Relaciones Internacionales

Tel: +34 976 76 052 Fax: +34 976 761506 E-mail: [relint@unizar.es](mailto:relint@unizar.es)

Information for ERASMUS+ students can be found at the following link: page:

<http://wzar.unizar.es/servicios/inter/inter.html>

**CONTACTS IN LATIN AMERICAN UNIVERSITIES:**

# Universidad de Buenos Aires

Lic Silvia Y. Llomovatte

Secretaría de Transferencia y Desarrollo

Universidad de Buenos Aires

Facultad de Filosofía y Letras

Puán 480 2o. Piso

Fax: 4432-0121

Email: transdes@filo.uba.ar

Web: <http://www.uba.ar/internacionales/index.php>

### Universidad de Chile

Leticia Vielma

Asistente de Coordinacion

Programa de Alumnos Libres Internacionales

Departamento de Cooperacion Internacional

Universidad de Chile

Diagonal Paraguay 265, Of. 1702

Santiago, Chile

Tel: 56-2-978-2161

Fax: 56-2-678-2115

Web: <http://www.uchile.cl/>

<http://www.uchile.cl/rrii>

Email: [study-ab@abello.dic.uchile.cl](mailto:study-ab@abello.dic.uchile.cl)

### Universidad de La Habana, Cuba

Damarys Valdes

Oficina de Posgrado

Universidad de La Habana

Calle J No. 556 entre 25 y 27,

Vedado, Habana, Cuba

Tel : 0053 8785670

Email: [damarys@universitur.uh.cu](mailto:damarys@universitur.uh.cu)

Web: [http://www.uh.cu](http://www.uh.cu/)

* **Universidad Veracruzana, Xalapa Mexico**

**Dolores Dominguez  
Admisiones**  
Escuela para Estudiantes Extranjeros  
Universidad Veracruzana  
Zamora 25  
Xalapa, Veracruz  
México  CP 91000

Tel. (52-228) 817 86 87 (52-228) 81773 80

Fax (52-228) 818 64 13

Web : <http://www.uv.mx/eee>

Email : [eeeuv@hotmail.com](mailto:eeeuv@hotmail.com)

* **Universidad de Las Américas, México**

Puebla #223 Col. Roma

Delegación Cuauhtémos

C.O. 06700

México D/F.,

C.P. 06700

México Tel. (52-228) 5209 9858

Fax : (52-228) 5511 6040

Alma Reyes, Incoming student coordinator  
[incoming.udlap@udlap.mx](mailto:incoming.udlap@udlap.mx)

### Universidad de la República del Uruguay

Amparo Rodríguez

Unidad de Comunicación y Cooperación

FHCE – UDELAR

Magallanes 1577, Montevideo- Uruguay

Tel (598 2) 409 1748 Fax: (598 2) 408 4303

Email: [comunicaycoopera@gmail.com](mailto:comunicaycoopera@gmail.com)

Web: <http://www.universidad.edu.uy/> and Norali Lagomarsino [dpto.ense@gmail.com](mailto:dpto.ense@gmail.com)

**Staying in touch while abroad**

Hispanic Studies will *only* contact you via your Royal Holloway e-mail address. *Do not expect the School to try to contact you via any other, private e-mail address* (Gmail, Hotmail, etc). We also send out staying in touch emails which you need to respond to.

**WORK PLACEMENTS & LANGUAGE ASSISTANTSHIPS**

The options again are:

**British Council Language Assistantships**

**Working Abroad in approved work placements**

**Assessment for Work Placement and Language Assistantships**

The period of time spent abroad under the Language Assistantship scheme or in a work placement will be assessed by means of a Work Placement Report (SN2201 or SN2202). Students who wish to spend their Year Abroad in a work placement must seek approval from the Year Abroad tutor and it is the responsibility of the student to provide the School with the relevant documentation required before and after the Year Abroad. The position and tasks involved in the work placement are likely significantly to enhance the student’s professional experience, improve his/her linguistic skills by the range of communication situations involved, and lead to the acquisition and/or development of a range of transferable skills.

**Work Placement details:**

**Value**: SN2201: 1 unit for 2 Terms (or not less than 9 calendar months)

SN2202: half unit for 1 Term (or not less than 5 calendar months)

Students must complete and submit to room IN149, a Training Agreement Form. Students must ensure that the Work Placement Evaluation Form is completed at the end of the placement and returned to room IN149 upon the students’ return from the Year Abroad.

**CONTACTING HISPANIC TUTORS**

ACADEMIC STAFF

All telephone numbers start with (00 44) (0) 1784. Then dial the six digits as indicated below. School fax number: (00 44) (0) 1784 470180

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Alba Chaparro | AC | 443757 | 136 | [alba.chaparro@rhul.ac.uk](mailto:alba.chaparro@rhul.ac.uk) |
| Dr Miriam Haddu | MH | 414307 | 155 | [m.haddu@rhul.ac.uk](mailto:m.haddu@rhul.ac.uk) |
| Dr James Kent | JCK | 443739 | 157 | james.c.kent@rhul.ac.uk |
| Prof Abigail Lee-Six | ALS | 414275 | 153 | [a.leesix@rhul.ac.uk](mailto:a.leesix@rhul.ac.uk) |
| **Dr Arantza Mayo** | **AM** | **413233** | **159** | **arantza.mayo@rhul.ac.uk** |
| Dr Sarah Wright | SW | 443758 | 156 | [sarah.wright@rhul.ac.uk](mailto:sarah.wright@rhul.ac.uk) |

Year Abroad administrator: Helen Thomas, 3244, IN149 [helen.thomas@rhul.ac.uk](mailto:helen.thomas@rhul.ac.uk)

**ITALY**

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## WHY ITALY?

Italy has played an important role in European higher education: it is one of the four countries that first engaged to create the so-called "European Area of Higher Education" (Sorbonne Declaration, May 1998), thus starting that type of higher education reform, which, known as "Bologna Process" (Bologna Declaration, June 1999), is being put into practice all over Europe. The first European university was founded in Italy (Bologna 1200).

Today Italy ranks among the 8 most industrialized countries in the world. Alongside some big companies, both state-owned and private, it has developed a sound network of small and medium-sized activities, promoted a few scientific parks, and is incentivizing basic and applied research in a great variety of fields (biology, ICT, medicine, physics, etc.). Italian culture is among the most ancient and prestigious in the world, offering a wide range of interests, from the Renaissance and Baroque Art to Neo-realistic film productions.

**PREPARING FOR YOUR Year Abroad: BEFORE GOING TO ITALY**

For your visit to Italy, you must start planning well in advance of your departure date (more than a year, usually). A good help can be found at the website [www.study-in-italy.it](http://www.study-in-italy.it/)

* **Passport**

Citizens of European Union countries only require an **identity card** to enter Italy, but citizens from other countries require a **passport** issued in their country of origin. The passport must not expire before the end of your planned stay.

* **Sufficient resources**

Despite a mobility grant and special student facilities like libraries, university cafeterias, student accommodation and low-price transport, it is **not so cheap** to stay and study in Italy. Students wishing to study in Italy should make sure that they can afford their experience. A minimum of nearly €800 per month is indispensable. Life in big as well as touristic cities, such as Rome, Milan, Naples, Turin, Florence, Bologna and Venice, can cost more than double in comparison with small centres.

* **Health Insurance**

Medical and pharmaceutical assistance for foreigners in Italy is regulated by international agreements and treaties. To benefit of such assistance, foreign students, are required a specific documentation. Normally EU students must have a certificate (E111 or E128 model) issued by their National Health Authority that will cover first-aid and medical assistance in Italy. When they arrive in Italy this certificate must be validated by the local health agencies (ASL).

Non-EU students must have a health insurance policy; this may be made either at their arrival in Italy with a private Italian insurance company, or before their departure with an insurance company of their respective countries; in this second case, students had better contact the Italian Embassy or Consulate in their home countries for further information on existing agreements on medical assistance. See [www.amblondra.esteri.it](http://www.amblondra.esteri.it/) and [www.conslondra.esteri.it](http://www.conslondra.esteri.it/)

**During your stay in Italy**

You are strongly recommended to **keep photocopies of all your official documents** to provide at least some evidence of your identity if the originals are lost or stolen.

**Essential documents for a study visit to Italy**

* Valid passport
* Diplomas obtained in your country of origin
* Marks obtained in each subject during your last two years at school
* Certificate of admission (or preliminary admission) to institution of higher

education

* Proof of financial resources
* Birth certificate

All these documents must be **translated into Italian** (the birth certificate is only necessary for Assistantship applications, see details for translation at <http://moodle.rhul.ac.uk/> and all copies must be certified as compliant with the original documents.

As a general rule, you should have **at least one photocopy** of each of the above documents. At all times you are required to carry with you official proof of identity and entitlement to be in Italy.

And it is always a good idea to keep the telephone number of the **person who handled your administrative applications** at the Italian embassy or consulate in your country of origin. Another good idea is to keep a little stock of photos for administrative purposes.

**FINANCIAL ARRANGEMENTS**

1. All international students are entitled to the same student assistance services as Italian students, on basis of the same requisites of financial means and/or merit. This applies to scholarships, student loans, housing assistance, refectory meal tickets and fee waivers. These services are managed by the DSU office (*Diritto allo studio universitario*).

Alongside scholarship and financial aid information, DSU offices will also provide other services such as counselling and information on extracurricular activities, sport, transport and other practical matters. You should contact the office at the university where you plan to study to find out what services are available to you.

1. It is very important that you should not run short of money at the start of your stay in Italy when your expenses are likely to be at their highest. Assistants and people taking up work placements will normally be paid in arrears and really require, at the least, say €800 to be sure of surviving comfortably, perhaps more if they have to lay out money on accommodation. (The campus bank usually proves understanding when you have a letter of contract). For those going as students, the Student Loan Co is usually willing to pay your first instalment before you leave, but you need to ensure that this occurs, and make emergency financial provision.
2. It is very important that all students should have an Italian bank account even though the bank may not be willing to give you a cheque book. This is most easily done by asking your own or your parents’ bank to open an account with an Italian bank with which they are associated, at the main branch in the town where you will be spending the year. This will normally be either one of the very large Italian banks

(*Banca Intesa, Capitalia, Monte dei Paschi)* or one of the very reliable local banks (*Cassa di Risparmio*)*.* This can sometimes be done before you go through your own bank, once you know exactly where you will be. **Attention**: do not use money transfer services, such as Western Union or Money Gram!

1. Failing this, it is always possible to open a savings account at any Italian post office, into which Italian cheques and bank transfers can be paid, but **not** sterling cheques.
2. Sterling (e.g. grant cheques or parental donations) can also now be transferred to Italy by international Giro cheques and cashable at any Italian post office, or by international postal orders*.* Sterling cheques supported by a bank card can be cashed at most Italian banks, but even students are charged for this service (usually at both ends). Proof of identity is always required in such transactions.
3. Salaries are normally paid in arrears by transfer to a bank account*.* For this reason it is important to give the appropriate finance officer (normally the *segretario amministrativo* in a school*)* details of your account on arrival.
4. Check with your Italian bank whether your bank card is insured against loss or theft (and consequent abuse, such as a third party spending your money with your card). Where such cover is not automatic you are recommended to ask the bank if you can take out such insurance.
5. Exceptionally, especially in small towns and villages, your own bank card may prove invaluable – provided you have money in your account of course.
6. Visa and MasterCard cards may be used for payment abroad, and sometimes to obtain cash advances. (WARNING: the latter is a very expensive way to borrow money).

**ACCOMMODATION IN ITALY**

1. Making arrangements for your own accommodation is **YOUR OWN** responsibility. It is clearly desirable for your peace of mind that you should seek to make such arrangements as soon as you know where you will be spending the year. It is very often not possible however, to finalise the reservation of suitable accommodation before your arrival in Italy. For that reason you should, if necessary, be prepared to stay for several nights in a hotel in the town in which you will be living, and should make sure that you have sufficient money for this purpose.
2. Assistants should, of course, write immediately to the *Preside* of the establishment to which they have been appointed, asking whether assistants are accommodated by the school, or whether he or she, or perhaps the Head of the English department, is able to make arrangements for you. It is also always a good idea to ask for the address of the previous English assistant and to get in touch with them. Some tact is of course called for if you should ultimately consider the accommodation offered unsuitable for any reason.
3. Students at university may or may not receive with their acceptance form an application to be returned to the university in question. In either case they should write immediately to their university, asking to be entered on their accommodation lists. It is extremely unlikely that a firm reservation will be made before your arrival and registration at the university. You should note that it is normally necessary for all registration procedures to be completed and for you to be in possession of your university registration card before you can occupy accommodation provided by the University. This can take some days.

Accommodation with Italian families – that you might not normally want to consider when in this country –may well prove to be financially profitable and linguistically beneficial. Flat-share (location) is also worth considering.

1. Rents in Italy are normally due in advance, on the 4th of each month. A deposit

normally equivalent to one month’s rent is often required. If at any time you are seeking your own flat through newspaper advertisements or notice-boards avoid agencies (who may not always make it clear in the advert that they are agencies and who charge a one month commission). You should also avoid paying the previous tenant.

1. If you take a house, flat or flat-share make sure you are insured against damage or accident to it.
2. NB: In privately rented accommodation in Italy, bills and a refuse collection tax (*tassa per la spazzatura*, a kind of Council Tax) are normally not included in the rent. If renting, it is crucially important that you check whether they are included in the rent or whether you will be billed separately. This cannot be avoided – you may well find yourself surcharged and pursued after your return to England.

**ACCOMMODATION**

**Renting a flat or a bed-sit**

Private accommodation can be rented furnished or unfurnished. An unfurnished flat will have a bathroom (toilet plus shower or bath-tub, a sink and probably a bidet), and possibly built-in cupboards or wardrobes, as well as kitchenware.

A furnished flat will have these basic amenities plus a bed, table, chairs, etc., but not household linens.

Note that in Italy rent is paid **monthly** and not weekly.

The amount of the rent is often stated exclusive of service charges, covering water (if there is a common water meter), heating (if the flat uses collective heating), maintenance of common areas, etc…Expenses for building care and administrative services are always due to the owner.

To calculate your total accommodation budget, you should also allow for electricity, gas and telephone charges, deposit and insurance against damage, as well as condominium fees (*spese condominiali*).

**Finding a flat**

Estate agents

Most estate agents will have a list of available properties for rent but note that flats for rent in most university towns are quickly snapped up. For this reason, it is important that you start searching for accommodation well in advance of your arrival. If you rent a flat through an estate agent, you will pay an agency fee when you sign the rental contract. This fee varies from 2.5% to 10% of the total annual rent, exclusive of service charges. A good general website for estate agents in Italy is [http://smcgroup.agenzie.casa.it](http://smcgroup.agenzie.casa.it/)

Renting a flat directly from a landlord will of course save you the agency fee, but it also means that you will have to make sure personally that all the legal formalities are properly completed.

**Classified adverts in the press**

Many national and regional dailies have a special housing section (*vetrina immobiliare*) in their classified advert pages. Each city has its own local paper for housing, such as *Porta Portese* in Rome, as well as *Casa mia*, *Solo Casa*, etc all over Italy. All local housing papers are listed on the website

[http://www.immobiliare.it](http://www.immobiliare.it/)

**Useful websites for accommodation in Italy:**

[www.casa.it](http://www.casa.it/)

[www.mioaffitto.it](http://www.mioaffitto.it/)

[www.immobiliare.it](http://www.immobiliare.it/)

[www.cercacasa.it](http://www.cercacasa.it)

**Procedures**

Rental application

You will be asked to show proof of revenue and find a solvable guarantor (*garante*). A guarantor is legally responsible for debts contracted and has to be an EC citizen.

Rental contract

The rental contract is compulsory. It gives a description of the property and will specify:

- The name of the tenant

- The name of the landlord

- The amount of the rent

- The duration of the rent

- The amount of the deposit

If you wish to be given monthly rent receipts*,* do not forget to make this clear right from the beginning of the contract. This is highly recommended, as receipts can prove useful in many circumstances when confronted with the Italian administration.

Deposit

It is usually equivalent to two months’ rent, and is meant to cover eventual damage to the property. If you vacate the property as you found it, the deposit will be returned in its totality. However, the deposit is often not returned during the final inventory but within the legally stipulated two-month period following this.

Initial and final inventories

The law specifies that there should be two inventories, one before you move in and the other when you vacate the property. On the initial inventory, it is obviously very important to note all existing defects.

Compulsory insurance

The tenant is legally required to take out insurance against damage to the property by fire, water etc. When taking possession of the keys, you will be required to produce a certificate proving that you have taken out a suitable insurance*.* Most insurance policies of this type cover the tenant and the property.

Termination of the rental contract

The rental contract specifies the notice required for termination. This is usually three months. You are required to notify the landlord of your intention to leave by registered letter with acknowledgement of receipt*.*

**Settling in**

In private rentals, service contracts are usually already set up and entitled to the owner, who will charge you for the bills. However, in some occasions you will be requested to set up your own contracts (electricity, gas, water, as well as telephone, if wanted). In this case, you should apply to your local branch office. Connection times are very fast. Bills come usually every two months (except for gas, which normally comes every six months).

**Halls of residence and Campus accommodation**

Halls of residence are financed by private funds and reserved exclusively for students. Students on their Year Abroad, even if they work in a firm for their *stages*, are usually still considered as students and should therefore be able to apply. Halls of residence are usually located near campus sites and offer better quality than the campus accommodation run by the DSU office with public funding, though they are also more expensive. Please note that something like a real campus does not exist in Italy, where most universities are located in urban contexts. However, some small university cities like Pisa, Padua, Viterbo, Lecce, Urbino, Perugia, look like a campus themselves.

**HEALTH AND SAFETY**

**EUROPEAN HEALTH INSURANCE CARD (EHIC)**

It is essential that students going abroad on the ERASMUS+ programme obtain an EHIC prior to travelling. The EHIC entitles you to free or reduced cost medical treatment in the countries of the European Economic Area (EEA - the 25 EU Member States plus Iceland, Liechtenstein and Norway) and Switzerland. Further information about the countries involved and what treatment is covered can be found on the Department of Health’s EHIC website <http://www.dh.gov.uk/>

You can apply for an EHIC online via the following website: [http://www.ehic.org.uk](http://www.ehic.org.uk/) Make sure that you have your National Insurance number to hand. You can also apply by telephone: call 0845 605 0707. Please ensure that if travelling abroad with the ERASMUS+ programme, you are aware of the importance of obtaining the EHIC card before you go. Contact: the UK ERASMUS+-ERASMUS+ Council at [http://www.ERASMUS+.ac.uk/](http://www.erasmus.ac.uk/)

**YOUR HEALTH AND SOCIAL SECURITY BENEFITS IN ITALY**

We recommend you make sure you are covered for healthcare at all times in Italy. The basic principle of the Italian health system is that health is the fundamental right of everyone. It is not only the fundamental right of all people, it is also regarded as public interest of the state and is protected with the help of the SSN (*Servizio Sanitario Nazionale*). All citizens (registered at the SSN) are entitled to receive health care. Everyone has to be treated with the same dignity, regardless of his social position. You are, however, not covered by the Italian National Health Service scheme until you have become a member of it. Therefore, you should obtain the EHIC card as soon as possible.

You really should take out before leaving and before arriving in Italy, a one month private holiday health insurance in this country to cover you until you have completed registration formalities. It may seem costly, but if you need any medical care in that first month, it will save vast amounts of money.

If you are an EU citizen studying or working in Italy, you can take advantage of reciprocal health agreement. Before arriving, you should apply for a certificate of entitlement to treatment (form E111) at least 3 weeks in advance. You should photocopy the form and carry it with you at any time, because it works as an equivalent of your National Insurance card in the UK. If you need medical treatment, go to the foreigners’ office (*ufficio straniero*) in your nearest local health authority (*Azienda Sanitaria Locale* or *ASL*) and exchange your E111 form for a booklet covering your temporary stay (normally valid up to 3 months).

Assistants should make sure the *Preside* adds their name to the employees’ social security register as soon as possible after joining the staff. Likewise other persons in employment. You should thereafter be entitled to receive all services from the *SSN* regional offices.

1. University students become enrolled in the student Social Security scheme when they obtain their ERASMUS+ registration card – but only after they have enrolled at an Italian university are such students covered by the national health scheme.

1. Students on permanent medication should either take a sufficient supply or ensure that they will be able to get what they require in Italy under its generic name.
2. If you work in Italy, either as a teaching Assistant or as an employee (*lavoratore dipendente*), you are entitled to social security (*previdenza sociale*) system. It will be your employer’s care to complete all the necessary formalities for registering you with social security.
3. Social insurance provides benefits for unemployment, sickness and maternity, accidents at work and occupational diseases, as well as old-age, invalidity and survivor’s pensions, and family allowances. It does not include the National Health Service (*SSN*), which is funded from general taxation.
4. All resident employees and self-employed workers pay social security contributions (*contributi previdenziali*), with a few exceptions. Employee’s contributions are deducted at source from their gross salary by their employer, who pays around two-thirds of pension contributions, while the remaining third is paid by the employee.
5. Read more about the Health System in Italy:

<http://www.ess-europe.de/en/italy.htm>

<http://urlm.it/www.italytravelescape.com>

**PERSONAL SAFETY**

There are cultural differences between the UK and any foreign country which may affect your understanding of social interaction. For this reason, until you are more familiar with your surroundings, it is best to avoid:

* walking aimlessly and looking continually around you if you do not wish to be approached
* establishing eye contact with strangers if you do not wish to talk to them
* addressing or answering a stranger if you do not wish to enter into longer

conversation with them

* shouting or swearing at people, even if this seems justified to you
* hitting someone who verbally aggresses you!

If you find you are attracting unwelcome attention, spend a little time watching body language, particularly of the women around you, to see how they act and react. If you have any worries about personal safety, contact your Personal adviser or Year Abroad tutor either by e-mail or phone without delay.

# STUDYING IN ITALY: Practical information

**Academic Calendar**

The academic year in Italy is made up of two semesters. The first semester starts in September/October and ends in January/February. The second semester starts in February and ends in July. The actual start and finish dates will vary in the different universities but each semester lasts around 20 weeks and is made up of a teaching period lasting around 14 weeks and an exam period lasting around 6 weeks.

**Teaching and learning**

Most teaching still takes place in large lecture halls but this will depend very much on the single course of study. Students are also expected to carry out a considerable amount of self-study outside the classroom in order to prepare for exams.

**Assessment**

Exams are held after the teaching period and are mainly oral exams although some courses will have written tests taking place during the semester or before the oral exam. Each exam will have a number of dates offered during the exam period and students can choose which date they wish to take the exam. They are also entitled to turn down a mark and take the exam again if they are not satisfied with the result. Rules apply as to how often a student can take an exam within an examination period.

**Grading systems**

Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0 – 110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded ‘summa cum laude’ (110 e lode).

**STUDENT LIFE**

Options for social activities will depend very much on where you study.  
Obviously the bigger cities and towns have more on offer but small towns often have very active student associations and a wider choice of outdoor activities. The best way to find out what is going on is to check with local students and student associations. The local papers will cover information on events taking place in the town or region.

**FINDING A JOB IN ITALY**

Finding a job in Italy is not easy - especially if you are a foreigner. However, some websites are very helpful: you might check the following:

[www.justlanded.com/english/Italy/Jobs](http://www.justlanded.com/english/Italy/Jobs)

[www.justlanded.com/italiano/Italia/Lavoro](http://www.justlanded.com/italiano/Italia/Lavoro)

[www.jobrapido.it](http://www.jobrapido.it/)

[www.lavoro.org](http://www.lavoro.org/)

**Year Abroad CALENDAR  
October: General Year Abroad Meeting**

Information session on the various ways of spending the Year Abroad. Panel of finalists representing different forms of experience abroad will talk to second-year students. Approval Forms and Assistantship Forms information.

**Early November**: Students to return Assistantship Forms to Year Abroad administrator.

**By last day of term, December:**

Students to hand in their destination choices to the Year Abroad Administrator.

**January:** Students to return university application forms and other forms to the Year Abroad Administrator.

**February:** Year Abroad destination confirmation meeting

**March:** Students confirm work placement arrangements Students and pre-departure meeting.

**May:** Students to hand in university application forms as soon as possible.

**June:** Reminder of requirements during the Year Abroad and clarification of any outstanding queries. Distribution of admin forms and that to be signed by employer/university and returned to the Year Abroad administrator towards the end of Year Abroad.

**September:** Students to return all outstanding forms to the Year Abroad Administrator.

**CONTACTING ITALIAN TUTORS**

ACADEMIC STAFF

All telephone numbers start with (00 44) (0) 1784. Then dial the six digits as indicated below. School fax: (00 44) (0) 1784 470180

|  |  |  |
| --- | --- | --- |
| Dr Fabrizio de Donno | 443194 | [fabrizio.dedonno@rhul.ac.uk](mailto:fabrizio.dedonno@rhul.ac.uk) |
| Mrs Maura Iannelli-Chanda | 443235 | [m.iannelli-chanda@rhul.ac.uk](mailto:m.iannelli-chanda@rhul.ac.uk) |
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| Full legal name of the institution | Royal Holloway, University of London |  |
| ERASMUS+ code | [UK-LOND097](mailto:Timothy.chesters@rhul.ac.uk) |  |
| Department | School of Modern Languages |  |
| Address | [International](mailto:colin.davis@rhul.ac.uk) Building  Egham, Surrey TW20 0EX |  |
| Academic contact person for ERASMUS+ - Italian and British Council Assistantships and work - Italian | Dr Stefano Jossa  Room IB160  Tel: 00441784 41 3194  Email: [stefano.jossa@rhul.ac.uk](mailto:stefano.jossa@rhul.ac.uk) |  |
| Year Abroad Administrator | Helen Thomas Tel : 01784 443244 |  |
|  | Email: helen.thomas@rhul.ac.uk |  |
| College administration for ERASMUS+ | Nicky Valentine, Room IB003 Tel : 00441784 276245 |  |
| Modern Languages Fax | 00441784 470180 |  |
| Modern Languages website | <http://www.rhul.ac.uk/modern-languages/> |  |
| Year Abroad MOODLE found at | <http://moodle.rhul.ac.uk/> |  |

**ERASMUS+ UNIVERSITIES**

**Università di Firenze**

Ombretta Banchi, Natalia Reni

on behalf of Prof. Gaetano Year Abroadmpolini

ERASMUS+ Faculty Coordinator

Università degli Studi di Firenze

Facoltà di Lettere e Filosofia

Servizio relazioni internazionali

Piazza Brunelleschi 4 50121 - Firenze

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Email : [socerlet@unifi.it](mailto:socerlet@unifi.it)

Office Hours: Mondays and Fridays 9-11,30, Wednesdays 10-12,30.

<http://www.lettere.unifi.it/CMpro-v-p-32.html>

**Università di Lecce**

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<http://www.unipi.it/english/university/index.htm>

**Università di Roma Tre**

Ufficio Web D'Ateneo

Viale Ostiense, 159  
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<http://www.uniroma3.it/>

**Università di Siena**

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***\* Please note that the School of Modern Languages, while making every effort to do so, cannot guarantee an ERASMUS+ or Latin American placement to every student nor the destination of first preference; where placements are oversubscribed; there are unexpected changes to institutional agreements or any other unforeseeable circumstances, students may need to take up their second and even third preference. In case of oversubscription of particular university places, allocation will normally be based on the following criteria: 1.) Punctual submission and accurate completion of the “Year Abroad Choices” form 2.) First Year Study Record (including progression, attendance record, homework/coursework submission, etc.)***

**HAVE A BRILLIANT YEAR  
and keep in touch.**