

# Outgoing Student Handbook

## 1. General Information

The Erasmus+ Program builds on the achievements of more than 25 years of European program in the fields of education, training and youth, covering both an intra-European as well as an international cooperation dimension.

It encourages student and staff mobility for study and work, and promotes trans-national cooperation projects among universities across Europe. The scheme currently involves nine out of every ten European higher education establishments and supports cooperation between the universities of 32 countries. There are currently more than 4,000 European higher education establishments (nine out of every ten such institutions) participating in Erasmus across the 33 countries involved in the Erasmus program and by 2007 over 5 million students had taken part. Currently, more than 300,000 students yearly participate in the student mobility part.

## 2. Can I take part in Erasmus?

There are two components of the Erasmus+ program that will be available to RIT students:

**Study Exchanges:** Students taking part in an Erasmus study exchange where there is a bilateral agreement in place between departments of partner Universities.

**Traineeships:** Erasmus Traineeships can be completed by students of RIT Croatia. The placement can be at any independently organized placement which comes as part of the Erasmus program. Consequently, any Traineeship must fulfill the Erasmus qualifying criteria meaning that students must be approved by the Approving Committee of RIT Croatia before making a formal application to the institution.

## 3. Study Exchanges

Students taking part in an Erasmus study exchange where there is a bilateral agreement in place between the respective departments of each university should be eligible for Erasmus status.

You are advised to monitor information posted to web site and e-mails for Erasmus + Calls, where you will find all information on open processes. Erasmus Coordinator will publish the list of our partner universities in Erasmus+ program and will advise students on course selection.

### **3.1 Eligibility**

You must be enrolled in at least your second year of higher education studies.

- A bilateral agreement must be in place between the two institutions and their respective departments
- Your study exchange must be for a minimum of 3 months and a maximum of 12 months in duration in order to qualify for Erasmus status.

### **3.2 Where can I go?**

In order to qualify for Erasmus you must take part in an Erasmus exchange with a higher education institution RIT Croatia has a bilateral agreement with. You should also monitor the related content posted on RIT Croatia website and related email. You can also contact student international office or Erasmus Coordinator directly to find out further details of the options that are available to you.

### **3.3 Combined Erasmus periods**

It is possible to take part in at least two different Erasmus exchanges during your Year Abroad or alternatively a combination of a study exchange and a traineeship. However each exchange period must be a minimum of three (3) months in duration and each traineeship must be a minimum of two (2) months in duration in order for it to be eligible for Erasmus.

### **3.4 Tuition Fees**

No university fees (for tuition, registration, examinations, access to laboratory and library facilities etc.) are paid to the host institution. However, students participating in Erasmus exchange will still need to pay their full tuition to RIT Croatia.

### **3.5 How to apply**

Calls for Erasmus will be regularly published on RIT Croatia website and you will regularly be informed via e-mail. The Erasmus Coordinator will hold Info Sessions. We will have a briefing early in the academic year preceding your year abroad to discuss the options that are available to you. You are advised to kindly check the Application Procedure on RIT Croatia website Erasmus +/Calls.

When the Approval Committee has selected the students who will be taking part in their Erasmus exchanges, the Erasmus Coordinator will inform selected students to come to a meeting where all relevant documentation will be signed and completed and responsibilities will be discussed.

## 4. Traineeships

At RIT Croatia many students will undertake a Traineeship during their year of co-op work abroad. An Erasmus Traineeship can be at any independently organized placement. However, in order to qualify for Erasmus funding any Traineeship must fulfill the qualifying criteria below.

### 4.1 How to apply for an Erasmus Grant

Call for Traineeship mobility will be published on the RIT Croatia web site and students will be notified of this opportunity via e-mail. Call will remain open for a month, and after its closure Committee will select candidates for Erasmus+ traineeship. All candidates will be informed in public, with information published on the web site. Chosen candidates will meet with Erasmus coordinator to complete requested documentation by certain deadline.

### 4.2 Eligible Placements

To be eligible each individual placement or internship must be a minimum of two (2) months and a maximum of twelve (12) months in duration. Placements can be in a variety of different areas of employment but closely related to major field of study. All types of employment posted through our coordination will be eligible for Erasmus status. **In other case, it is the student's responsibility to ensure that their placement is eligible.** Career Service Office can assist with checking placement eligibility.

### 4.3 Ineligible Placements

There are some restrictions put in place as the following organizations are not eligible as host organizations:

- EU institutions and other EU bodies including specialized agencies (their complete list is available on the website [ec.europa.eu/institutions/index\\_en.htm](http://ec.europa.eu/institutions/index_en.htm)):
- Organizations managing EU programs such as national agencies (in order to avoid a possible conflict of interests and/or double funding).

### 4.4 Where can I go?

In order to qualify for Erasmus status you must be working in one of the Erasmus+ Program countries. Therefore, if you want to work in the United States, Canada or Latin America then you will not be eligible for an Erasmus grant. List of the countries that are in eligible for Erasmus+ program can be found at the following link <https://www.erasmusplus.org.uk/about/participating-countries>

## 5. Erasmus Grant

The Erasmus Grant is intended to be a contribution to the additional costs of your mobility, and is not a full maintenance grant. The size of the Erasmus grant varies from year to year. The Erasmus Grant level is dependent on your host country and the rates are as follows:

**Study Exchanges:**

Country	Estimated monthly grant
<b>GROUP 3</b> - Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Slovakia, Slovenia, Turkey	Up to €400
<b>GROUP 2</b> – Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Luxembourg, Netherlands, Portugal, Spain	Up to €450
<b>GROUP 1</b> - Denmark, Finland, France, Iceland, Ireland, Liechtenstein, Norway, Sweden, UK	Up to €500

**Special Categories**

Students going on Traineeships	Additional €100 per month
Students with lower socio-economic status (only for students going for study abroad)	Additional €200 per month
Students with special needs	Financial assistance allocated in relation to their specific needs

The total Erasmus grant payment will be paid in two installments. The first payment will represent 80% of the total Erasmus grant and will be paid prior to the start of your traineeship but after the student signs the contract with RIT Croatia. Payment will be provided within 30 days from signing the contract.

The reminder of 20% of the grant will be paid to the student after the mobility period is over, but only if the student has completed the survey available through the Mobility tool. The completion of this survey is understood as a request for payment of the second installment but only in case all documents stipulated by the contract have been submitted. When the above procedure has been completed, the second payment will be paid to the student within 45 days or if above is not realized then RIT Croatia will request return of the funds previously given to the student.

**If there are any changes to the dates of your Erasmus period you must contact [erasmus@croatia.rit.edu](mailto:erasmus@croatia.rit.edu) at the earliest possible opportunity as this may affect your eligibility for Erasmus and the level of your grant.**

## 5.1 Students with disabilities

Additional grants may be available for students who have a disability or exceptional special needs that would significantly limit their ability to study or work abroad. If you would like further information about this or wish to apply for this additional funding you should contact the Erasmus Coordinator at [erasmus@croatia.rit.edu](mailto:erasmus@croatia.rit.edu) for further details. Additional calls will be

published for students with disabilities and for students with financial needs. Erasmus Committee review applications and distribute funding accordingly.

## 6. Before you go

There are a lot of things that you will need to prepare before you go on your study abroad trip. Some of these things are covered below but you should also find other sources of useful information and advice.

### 6.1 Health Insurance

It is mandatory to ensure that you have valid travel and health insurance for the duration of your stay in your host country.

You are strongly advised to apply for a European Health Insurance Card (EHIC). This entitles you to treatment for any condition during your period abroad. For Croatian citizens information and application forms are available on the [HZZO website](#).

It is important to note that the coverage of the EHIC may not always be sufficient, especially in case of repatriation and specific medical intervention. Therefore, students should also consider taking out an additional private insurance policy. Please familiarize yourselves with this issue [here](#).

### 6.2 Other Insurance

When travelling abroad it is recommended that you take out a private insurance policy to cover you for loss of personal possessions and money, missed flights, luggage delays etc.

Students participating in Traineeships abroad should have liability insurance and accident insurance. Liability insurance covers for damages caused by you at the workplace during your period abroad and accident insurance covers for damages to you resulting from accidents at work. If you are not covered by your host organization's policy you should take out private cover.

### 7.3 Travel Arrangements

You are responsible for making your own travel arrangements. As soon as the institution of your study abroad/traineeship and dates of placement have been confirmed you should enquire for the best available flights. For the cheapest fares it is often a good idea to avoid travelling at the weekend and to book well in advance.

#### **7.4 Visas**

If you are a EU or EEA national you will not require a visa to visit most of the countries which participate in the Erasmus scheme.

However, if you are a student from a non-EU country and you require a visa to study in Europe, you must ensure that you apply for one to study or work in your host country in good time.

#### **7.5 Banking**

You may choose to continue to use your current bank account or open a foreign bank account.

Please be aware that some banks charge quite a bit for using their cards abroad. You should ensure that you find out how much they will charge you for both making cash withdrawals and purchasing items/paying bills with your card. Websites such as [moneysupermarket.com](http://moneysupermarket.com) can prove useful when it comes to comparing features and charges of different bank accounts. You can also enquire about other new means of payment such as the electronic wallets, etc.

If you are going to be abroad for a significant amount of time or are going to be paid in foreign currency you may wish to open a foreign bank account abroad. This should mean that you will not be charged for taking money out or paying with your card. The European Commission have produced a guide to opening a bank account within the EU.

It is also advisable to have some local/foreign currency in cash ready for when you arrive.

#### **7.6 Accommodation**

If you are studying abroad as part of an Erasmus exchange then you should be provided with details of accommodation arrangements by your host institution. Please contact your host institution if you have not heard anything about how to apply for accommodation or any deadlines that are in place.

If you are completing a Traineeship abroad your host organization may be able to assist you in finding suitable accommodation however it is likely that you will have to do much of this yourself.

#### **7.7 Living costs**

Living costs vary from country to country and it is important to have an idea of the cost of everyday items. You will need to budget carefully to cover all your living costs, which include accommodation, clothes, transport, books, food and entertainment.

Students should be able to gain information on the cost of living from other students who have previously undertaken the year abroad or other sources.

### **7.8 International Student Identity Card (ISIC)**

It is very useful to obtain an [ISIC card](#) as it is recognised worldwide and will provide you with discounts in a large number of areas, e.g. accommodation, travel, entertainment, clothing etc.

### **7.9 Mobile Phones**

Roaming expenses do not exist any longer within the EU but if you will be spending a longer period of time in a certain country you may consider getting a SIM card from one of the providers in the host country.

### **7.10 Cultural Information**

It is very useful to buy a good guide book as this will give you a wealth of information on the country you are moving to, the town/city you will be living in, places to visit and other important information. Lonely Planet guides are very well respected and they also have a lot of information on their website <http://www.lonelyplanet.com/destinations>.

The internet is always good for up-to-date information on a particular town or country. The Ministry of Foreign and European Affairs site is worth a visit.

If you are studying abroad it is important that you try and find out as much as you can about your host institution before you go. It is best to refer to their websites for the most detailed and up-to-date information.

### **7.11 Emergency contacts**

It is important to have some emergency contact details kept in your possession at all times. In particular you should locate the telephone number of the emergency services in the country you are visiting.

Students who encounter any difficulties on their year abroad should contact International Student Office at RIT Croatia as a matter of urgency. You should ensure you take their contact details with you as well as those of family and friends, your insurance company, banks and mobile phone provider. If you lose your mobile you will need contact details saved elsewhere.

If you need to contact the Erasmus Coordinator at RIT Croatia then please email [erasmus@croatia.rit.edu](mailto:erasmus@croatia.rit.edu) .