**A STEP-BY-STEP GUIDE TO**

**ORGANISING YOUR ERASMUS EXCHANGE**

**STEP 1 : Check your eligibility to apply**

You’ll usually need at least a 60% average in your exam results in order to apply. Some Schools may have a different requirement so check with your Academic Exchange Adviser (AEA).

Erasmus exchanges are subject-specific, and each department will have different partners. There are some subject areas that don’t have any Erasmus partners at the moment, so if you are a student from the following disciplines, unfortunately you won’t be able to go on an Erasmus exchange:

Accounting and Finance

Art History and Visual Studies

Classics & Ancient History

Criminology

Education

Electrical and Electronic Engineering

Mechanical, Aerospace and Civil Engineering

Music

Dental and Oral Health Services

Nursing

Pharmacy and Pharmaceutical

Social Work

Sociology

**STEP 2: Decide where you would like to apply to**

Look at the list of exchange partners available for your particular subject area. The following webpage will direct you to a link where you can find a list of destinations by subject area:

<http://www.studyabroad.manchester.ac.uk/destinations/erasmus-exchanges/>

From March 2nd 2015 you will be able to access a new online application system called My Placement which will have further details of the partners you can apply to. You will be able to access this through My Manchester.

Consider any language skills you may have. For some partners you’ll need to have an A-Level or equivalent experience in the relevant language in order to go and study there (you’ll be sitting in lectures that are being taught in a foreign language, and you’ll be expected to be able to write essays / sit exams in that language alongside native speakers). One advantage of Erasmus is the opportunity to really improve your fluency in a foreign language and graduate with excellent language skills to include on your CV.

However, even if you don’t speak any European languages, there may still be opportunities for you to go an Erasmus exchange. A number of our partners, particularly those in the Netherlands, Sweden, Finland, Turkey and Poland, offer many classes that are taught in English.

**STEP 3: Research the partner institution**

Use the partner institution’s website, the International Programmes Office Resource Library and from 2nd March, My Placement to find out more about where you are thinking of applying to (the courses, the place, the accommodation, etc).

The International Programmes Office Resource Library is based in the reception area of the Rutherford Building, which is located next door to the Manchester Museum on Coupland Street. It is open 9am - 5pm weekdays.

**STEP 4: Arrange to speak to the Academic Exchange Adviser for your subject area**

The Academic Exchange Adviser is the person in your subject area who you need to see to seek approval to apply for a place on the exchange. For more popular destinations you may find that there will be competition for a space, so make contact with your AEA sooner rather than later!

***Don’t know who your AEA is?***

See: <http://www.studyabroad.manchester.ac.uk/applying/> for the AEA Contacts List

You will then need to make an application to the Erasmus programme via the My Placement system.

**STEP 5: Submit your application to the Partner University**

You need to make a formal application to the Partner University.

Access to the Partner University application form will depend on where you apply to. Details of how to apply to the partner will be available once you have been accepted onto Erasmus via My Placement.

You will need to select the courses you wish to take as part of the application process. Most universities across Europe now use a standardised European Credit Transfer System (ECTS). 30 ECTS credits = 60 Manchester units.

You will need to get your course choices approved by your Academic Exchange Adviser by completing a formal ‘Learning Agreement’.

**Application deadlines** will vary from institution to institution, but generally fall around Easter time for semester 1 applicants, later for semester 2 applicants. Make sure you know the deadline for your particular application, and allow for mailing time to Europe, which can take a number of weeks.

Make sure you keep a copy of the completed application form for your own future reference.

**STEP 6: Polish up your language skills**

The more confident you are in your language skills before you go abroad, the easier you will find it to settle in on arrival. Even if you are going to a university that will be teaching in English, it is a good idea to pick up the basics of the host language both from a social point of view and also for your own personal development.

**a) Make full use of the Language Centre in the Samuel Alexander Building**

The Open Learning Facilities are available free of charge to Manchester students who are going on an Erasmus exchange.

The open learning facilities are located on the **lower ground floor** of **the Samuel Alexander Building (use the south wing entrance)**, near the Jubilee Café and the Leamington Room PC cluster.

**Opening Hours:**

* Semester: Monday to Thursday 09:30 - 19:00 / Friday 09:30 - 17:00
* Vacation: Monday to Friday 09:30 - 13:00 / 14:00 - 17:00

**b) Take a formal language course at the University LEAP (Language Experience for All Programmes) at the University Language Centre**

If you have 20 credits available for an optional course, consider taking a formal language class for credit with the Language Centre. Most classes are scheduled to run over the full academic year, but the Language Centre are willing to consider allowing students onto the course for one semester only. This will be considered on a case-by-case basis. Please contact LEAP Support Officer: Andrés Lozoya, Tel. 0161 275 8306, email: andres.lozoya@manchester.ac.uk

If you don’t have any credit available, you can pay to join these language classes at a reduced rate for University of Manchester students.

**Tandem Classes @ The Language Centre (ULTL20011/ ULT20022)**

If you have 10 credits available for an optional course and would prefer a less formal language experience than the LEAP programme (which will also focus on grammar, written ability, etc) then the Tandem class could be for you. It focuses more on verbal communication skills and interaction with someone from another culture. You can take the course for either one (10 credits) or two (20 credits) semesters.

* Native English speakers are paired with a French/German/Italian/Spanish student.
* French/German/Italian/Spanish students are paired with a native English speaker.
* You meet with him/her for 2 hours per week to complete a number of specially designed learning tasks.

**c) Take a language class in the community**

* **Alliance Francaise (French)**
3rd floor, 55 Portland Street,
Manchester M1 3HP
Tel : 0161 236 7117
Email: info@afmanchester.org

Website: <http://www.afmanchester.org/>
* **Instituto Cervantes (Spanish)**
326/330 Deansgate, Manchester, M3 4FN
Tel: 0161 6614200
Email: cenman@cervantes.es

Website: <http://www.manchester.cervantes.es>
* **International Society**

327 Oxford Road

(next door to Kro, opposite the Student Union)
Manchester, M13 9PG

Tel: 0161 275 4959

Email: int.soc@manchester.ac.uk

Website: [www.internationalsociety.org.uk](http://www.internationalsociety.org.uk)

***Other places to look for language classes include local colleges and HE institutions.***

**d) Find yourself a language conversation partner**

Often students feel that it is their *spoken* language skills that are the weakest. The best way to overcome this is to find a native speaker with whom you can practice. If they also want to improve their spoken English you will be able to meet up and ‘exchange’ languages for free.

To look for a language exchange partner:

* Go to the International Society, next door to Kro and opposite the Student Union on Oxford Road. They have a notice board where people looking for a language partner can advertise.
* Contact the Language Centre reception staff to register your interest in their Face to Face scheme. They have a notice board where people looking for a language partner can advertise.

**STEP 7: Attendance required at Erasmus Pre-departure briefings in May/June**

* COMPULSORY for all students going abroad on Erasmus

At the sessions you will be given information and advice on:

* The Erasmus Grant (plus the paperwork you will need to complete in order to receive the money)
* Finance and Funding for your time abroad
* Health & safety abroad and the University’s insurance policy

Separate meetings will be held in November 2015 for those students who are not going abroad until semester 2. Please keep an eye out for further details nearer the time.

**Contact Details:**

Sarah Street is the International Programmes Administrator for all outgoing exchange students:

Email: sarah.street@manchester.ac.uk

Tel: 0161 275 3053

Website: [www.studyabroad.manchester.ac.uk](http://www.studyabroad.manchester.ac.uk)

International Programmes Office, 1st Floor, the Atrium, University Place.