

# Information and Checklist

## Outgoing exchange students Erasmus+

### Before departure

You can prepare your exchange period by reading about the country that you will be living in. Find out a little bit about the culture, estimate costs and try to find out how the student life works. It is also important to know when the semester starts and ends. Be prepared that it can sometimes be complicated bureaucratic processes before the semester starts. Travel reports from former students can be useful for you.

### The application to the host university

When you have been nominated by your coordinator at Chalmers the partner university will contact you directly and give you instructions how to proceed with the application to the partner university. You need to prepare the application yourself and you are also responsible to meet deadlines. Of course you can get help and support from your coordinator at Chalmers with this process. The coordinator at the partner university often provides information about how to find your courses, housing, etc.

Each university has its own application process. Usually, you need to submit an application, a transcript of records, a resume and a cover letter. Sometimes a language certificate and a proof of insurance are required. Usually the application to the partner university is submitted online but sometimes you need send it by the regular post. If you need to enter the Chalmers Erasmus code, it is S GOTEBOR 02

### Canceling the exchange

If you do not want to go on exchange (have not started your semester abroad yet) you need to contact your coordinator at Chalmers as soon as possible. If you are already abroad and decide to interrupt your studies, you need to notify the coordinator at Chalmers and the coordinator at the partner university as soon as possible. Only completed courses can be credited at Chalmers.

### Forms

Forms will be filled out/uploaded in MoveOn when they are completed.

- Learning Agreement (LA)

is an agreement signed by Chalmers (your Director of Studies), the host university and yourself and it contains of a list of courses that you will be taking during the exchange period. Please contact your Director of Studies and check with this person that you can transfer the courses that you are planning to take at the host university. When your LA is completed with all the signatures it can be uploaded in MoveOn. To receive the Erasmus grant; the LA must be completed and uploaded in MoveOn.

- Changes to Learning Agreement

If there are changes in your Learning Agreement, you can use the form “ERASMUS + Changes in Learning Agreement”. This document shall also be uploaded in MoveOn.

- Arrival and Departure Form

is a presence certificate completed by the host university. Upload it in the beginning of the exchange and in the end of your period abroad.

- Grant Agreement

This form needs to be filled out in MoveOn to get the Erasmus scholarship.

The Erasmus scholarship is paid when the Grant Agreement, the LA and the Arrival Form are uploaded in MoveOn.

- Compensation for language course

If you choose to take a language course in connection with your Erasmus exchange, you can be reimbursed for the fee up to 250 Euros. The form can be found on the Student Portal. Send the form with receipt and certificate of attendance to [erasmus@chalmers.se](mailto:erasmus@chalmers.se)

#### **All forms are available in the Student Portal**

- <https://student.portal.chalmers.se/sv/Studera-utomlands/Sidor/Blanketter.aspx>
- <https://student.portal.chalmers.se/en/chalmersstudies/study-in-an-exchange-programme/Pages/Erasmus-forms.aspx>

#### **Residence**

Some universities provide exchange students with housing, but often you need to find accommodations yourself. Be prepared to stay at a hostel a few days in the beginning of the exchange. If you need to rent out your apartment/student room in Gothenburg during your exchange, you can get a certificate from your coordinator which states that you have been nominated for exchange studies.

#### **CSN**

Apply directly at CSN's website: [www.csn.se](http://www.csn.se). Your exchange is registered in Ladok and the staff at CSN can see this when processing your application. You do not usually need to use any additional form to certify that you are going on exchange. Contact CSN directly if you have any questions regarding loans and grants through CSN.

#### **Economy**

Be prepared that you may have many expenses in the beginning of the exchange. Sometimes you need to pay a deposit for the accommodation and there may be some purchases that need to be made to the household. The scholarship Erasmus is calculated per day and varies depending on which country you go to. You will get 70% of the grant in the beginning of the exchange and after the exchange is completed, and the travel report is uploaded, you will receive the remaining 30%.

The scholarship is paid (normally in October) when the Grant Agreement, the Learning Agreement and the Arrival and Departure Form are submitted in MoveOn.

### **E-mail**

Your Chalmers email and your account in the Student portal will work as usual during the exchange.

### **Extending the exchange?**

If you wish to stay for two semesters instead of one, it can sometimes be possible. Please contact your coordinator at Chalmers who can make a request to the host university.

### **Insurance**

As a proof that you have a health insurance in Sweden, you must bring your European health insurance card (the blue one). It can easily be ordered on the SSIA website: [www.fk.se](http://www.fk.se) and it entitles you to emergency medical treatment in the EU under the same conditions as inhabitants in the host country.

You are insured by Chalmers during your exchange through an insurance via Kammarkollegiet. This insurance is called Student UT and serves as a personal injury insurance with a certain travel insurance. The insurance is valid only in the country you will be studying in and applies 24 hours a day (not valid in third country which means that if you will be travelling to other countries during your exchange period, you need to get an insurance from your own insurance company).

More information on: <https://www.kammarkollegiet.se/engelska/start/all-services/insurance-for-foreign-visitors/student-insurance/insurance-during-education-abroad>

### **If something happens**

If an accident happens, or you become a victim of crime, you may need to pay for any costs yourself and then fill out a claim form. Your coordinator should then also attest that the insurance covers you. Remember to block the card and the phone if you get robbed. Request a medical certificate for diseases and injuries. Save all the receipts.

Contact information for **Falck TravelCare**:

Phone: +46 8 58771749

Fax: +46 8 50593913

E-mail : [ftc@falcktravelcare.com](mailto:ftc@falcktravelcare.com)

### **Student union fee**

You are required to pay a reduced student union fee at Chalmers during your exchange. Contact the Student union for more information. In other countries it is often a choice to be a member of the student union, but many times it provides access to social activities and discounts.

## **Passport**

Remember that your passport must be valid for the duration of the stay abroad. Passport is required by many establishments and a Swedish ID card is not often accepted as identification document in other countries.

## **Registrations at Chalmers**

During your exchange, you should be registered at Chalmers but you will not be registered for courses (this will be handled by the staff at CIM). Please check the Student portal now and then during the period abroad, and make course selection for the following semester at Chalmers (if needed).

## **Ambassador of Chalmers**

During your exchange, you are an ambassador for Chalmers. It is important that you perform well academically and that you follow the rules at the host university. Please help to spread awareness about Chalmers abroad!

## **Travel Report**

After your exchange, you should submit a travel report. The travel report will be published on the student portal and can be helpful to other students in the future. Please read the instructions in the student portal: <https://student.portal.chalmers.se/en/chalmersstudies/study-in-an-exchange-programme/Pages/When-you-get-back.aspx>

## **Language**

If you are going abroad through an Erasmus agreement you have to take a compulsory language test online. You will get an email with instructions about this. The Online Linguistic Support (OLS), provides support in the form of online-based tests and courses. The students who need and want to take a language course can do this. In the end of the exchange you need to take a second compulsory language test.

## **Study Plan**

It is your own responsibility to seek information and to plan your studies abroad so that the exchange will be a good experience. You must be prepared to search for information, be proactive and handle administrative tasks.

Contact your Director of Studies and discuss with this person which courses you should take during stay abroad. It is important that you can transfer the credits to Chalmers after your exchange.

You can find a lot of information on the websites of the partner universities. Sometimes it is difficult to navigate on the websites. If you need help, please contact your coordinator at Chalmers. You will also get information regarding the selection of courses from your host university.

What to think about when you are making a study plan:

- It is your own responsibility to plan your studies during the exchange period. It is important that you can credit the courses into your program at Chalmers.
- The courses during the exchange period should not overlap previous courses (they should not be similar to a course that you have already studied).
- If a course is cancelled or full at the partner university it is good if you have prepared a couple of other courses that you can take during your exchange period (talk to the Director of Studies about this).
- During your study period abroad, you should study full-time. Find out how many credits that corresponds to full-time studies at the partner university.
- If you need to take compulsory courses during your stay abroad it is important that these courses are at the same level (master level) as the courses, you should have taken at Chalmers. They should also match with content and extent.
- Elective courses – should be on master level and connected to the subjects that you are studying.
- The Director of Studies decides which courses you can credit into your program.
- Please contact The Director of Studies well in advance – this helps you very much.
- You can send via email the syllabuses for the courses before the meeting with the Director of Studies.

### **Credit transfer**

It is your Director of Studies who takes care of the credit transfer after your semester abroad. Please contact the Director of Studies and discuss with this person which courses you should take during your stay abroad. After your study period at the partner university you should request a transcript of records and course descriptions in English (or officially translated in Swedish) so that your Director of Studies can credit your courses to your program at Chalmers. The transcript of records from your exchange period will be sent to Degree's Office at Chalmers and this will be a complement to your diploma from Chalmers.

More information on:

<https://student.portal.chalmers.se/en/chalmersstudies/courseinformation/planyourstudies/credit-transfer/Pages/Apply-for-credit-transfer.aspx>

### **Residence permits**

Please inform yourself if you need to have a visa or a residence permit to stay in the host country.

Please also check if you need to prolong or apply for a new residence permit in Sweden when you are coming back after your exchange.

# Checklist

- Be aware of the deadline for applying to the exchange university and follow the instructions for the application carefully.
  
- Make an appointment with your Director of Studies well in advance (three weeks before the application to the partner university) - prepare a Study plan and Learning Agreement.
  
- Make sure that your passport is valid throughout the exchange period and preferable for a time after your exchange period.
  
- Order the European health insurance card (if applicable).
  
- Read the terms of conditions for the insurance "Student UT" and ensure that you have the insurance you need.
  
- Make copies of passports, tickets and credit cards, and any other important documents and email to yourself.
  
- Get any prescription of medication if needed so that you have enough during the exchange. Keep the original box with the label where your name is printed.
  
- Make sure you have the contact information to the Embassy / Consulate in the host country. Check if you need to report your presence in the country.
  
- Keep track of the forms (LA, Grant Agreement and Arrival and Departure Form).

**We hope you will have an exciting and fun time during your exchange!**