

Before you go

Learning Agreement

Completed and signed by:

- You
- Strathclyde Academic Coordinator
- Host University Coordinator

British Council Guidance

Whenever possible, this should be signed before you go. In exceptional circumstances, the learning agreement can be signed **up to 1 month** after your exchange begins.

The learning agreement must be signed even if all details of the mobility have not been finalised. Any subsequent changes must be formally agreed and documented in the **'During the Mobility'** version of the learning agreement.

Grant Contract

Within 30 days of signature, providing Strathclyde University have received the funds from the British Council, you will receive **70%** of your grant entitlement to the bank account indicated in the grant contract.

The length of exchange will be calculated based on the dates provided by you on this form. It is your responsibility to make this as accurate as possible.

When you arrive

'During the Mobility' Learning Agreement

This form should be completed if there are any changes after you have started your exchange to the classes listed in your learning agreement. You have 60 days from the start of your exchange to complete this.

This must be formally agreed by you, your host university and your Strathclyde coordinator. This can be documented with a signature on the form or email correspondence with the approval.

Confirmation of Arrival

Once you have arrived, this form should be completed by someone from your host university (the international office for example) and emailed to erasmus-outgoing@strath.ac.uk

Erasmus Paperwork

Download these forms at

<http://www.strath.ac.uk/rio/exchangestudyabroad/goingabroad/erasmus/erasmuspaperwork/>

There are a lot of paperwork requirements that you must fulfil in order to receive your Erasmus Grant.

Please use this as a guide to which documents you must submit as part of your funded exchange.

All paperwork should be submitted to erasmus-outgoing@strath.ac.uk

At the end of your exchange

Certificate of Attendance

This form should be completed by someone at your host university (the international office for example), with your actual start and end dates of your exchange and emailed to erasmus-outgoing@strath.ac.uk

Online Feedback Form

Upon completion of your exchange, you will be sent an email with a link to a feedback questionnaire about your exchange. This should be completed and a screenshot of the receipt of submission should be sent to the email address erasmus-outgoing@strath.ac.uk.

Transcript

If you receive an academic transcript of your grades whilst you are away, ensure this is submitted to your department so that your marks can be reviewed at the appropriate exam board

Upon receipt of the certificate of attendance and the submission of the online feedback form you will be paid the remaining 30% of your grant, providing the dates provided on your certificate of attendance match those in your grant contract. If there is any discrepancy in the length of time you have been paid for, the final 30% payment will be adjusted accordingly.