

# EUROBITS



***Dear Student***

***The time has come for you to spread your wings and venture forth to foreign lands. For some of you this may be exciting, others may suffer slight trepidation at the prospect. I would therefore like to reassure you that although you are not actually here at RGU, you are still an RGU student and if you require assistance during your stay abroad, please contact us and we shall endeavour to help you.***

***This booklet has been produced to assist you in preparation for your stay abroad, and has been designed to provide information on host countries, rather than individual partner institutions. More information on partner institutions can be found on CampusMoodle -> School Areas -> STUDY ABROAD....***

***You are in the fortunate position of having a wonderful opportunity to broaden your horizons and experience new cultures. Returning students in the past have been extremely enthusiastic about their experiences, as you can see from the quotes. Make the most of your visit and remember we are here if you need us.***

***JULIA KENNEDY  
International Exchanges Manager/  
Erasmus Institutional Co-ordinator***

## QUOTES FROM RETURNING STUDENTS ON THE BENEFIT OF THEIR EXPERIENCES

*'I thoroughly enjoyed my Erasmus work placement and would definitely recommend completing a work placement abroad to any RGU student'.*

*'Do it! Go on Erasmus! It's a priceless experience!'.*

*'The overall experience has been amazing and would recommend that everyone should try it'.*

*'It was a good insight to working in another country'.*

*'I would recommend Erasmus to everyone. I think it's a fantastic experience'.*

*'I had an incredible time studying and living abroad for the semester. I learned a lot from it and believe it has contributed to my future career.'*

*'Erasmus was the best experience of my life and I have met so many new friends and visited different places'.*

*'I loved Erasmus, I thought it was one of the best experiences I could have at University'.*

*'This was by far the best thing I've done in my life so far. I had an amazing time.'*

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## INTRODUCTION

This booklet is designed to help you prepare for your Erasmus period abroad.

The Study Abroad Team will do its best to supply you with as much information as possible before you travel abroad. If you have any questions then do not hesitate to drop in to the office (we are in the Employability Hub in the Ishbel Gordon Building) between the hours of 9 am to 5pm Monday to Friday ; telephone us on (01224) 262160, or message us via [AskMe](#)

## HOST INSTITUTIONS

If you are undertaking a study period abroad, there is more detailed information on our Erasmus host institutions on CampusMoodle and the Erasmus web pages.

### CampusMoodle

School Areas -> STUDY ABROAD: Name of your School

### Internet

[www.rgu.ac.uk/partner-institutions](http://www.rgu.ac.uk/partner-institutions)

## BEFORE DEPARTURE

### Funding

The cost of living varies considerably across Europe – some countries may be cheaper to live in than the UK, while others (particularly Scandinavia) will be more expensive. During your Erasmus period abroad, you will have to pay for travel, accommodation and general living expenses (e.g. food, entertainment etc.).

The European Commission provides funding through the Erasmus+ Programme which is designed to aid students who wish to study or work in another Erasmus participating country. Under the Erasmus+ Programme, fees will be waived by the Host University for students undertaking a study period.

Grants are calculated on the actual dates of your study/work period, i.e. when you are physically in country studying or working. These dates will appear in the Grant Agreement that is sent to you prior to departure. It is vital that you check that the dates in the Agreement are correct, otherwise you may receive too much, or not enough, money. You are required to sign and return this Agreement before the start of your period abroad – failure to do so will result in you being ineligible for funding!

Your final grant will be calculated on the dates provided by your Host Institution on your Attendance Certificate. This certificate will be given to you prior to departure. You must have it signed and returned to the Study Abroad Team within 2 weeks of your arrival at the host. It must be signed again at the end of your study/work period and returned to the Study Abroad Team within 2 weeks of the end of your study/work period.

The minimum duration of an Erasmus study period is 3 months (90 days), while the minimum duration of an Erasmus work placement is 2 months (60 days). In the event that you permanently leave your study/work period early, and the dates of time abroad are less than these minimum durations, you may not be eligible to retain any funding. If you do wish to make a case to retain funds, you will have to provide documentation – e.g. a doctor's note – which will then be forwarded to the UK National Erasmus Agency who will make a decision

based on the documentation you provide. If you are allowed to keep some funding, this will be on a pro-rata basis only.

*It should be noted that these grants are supplementary funding and are not intended to cover the full cost of your Erasmus period abroad.*

At the end of your Erasmus period abroad, it is compulsory for you to complete a survey for the European Commission which is completed online. In addition, you may be asked to complete an online questionnaire to provide feedback on your experience to RGU.

### **Scottish Awards Agency for Scotland (SAAS) Grant**

If your period of study abroad is compulsory or you choose to take a voluntary period of study abroad as part of your course that is part of an Erasmus exchange, you can apply for the same level of living cost support you would get if you were studying in the UK. You can apply for more of a loan payable at the rate of loan appropriate to the country you have to study in. Depending on your household income you may also be eligible to claim the cost of your journey abroad and medical insurance. Please see the Guidance booklet <http://www.saas.gov.uk/> for further information.

When you know you have been accepted on to the Erasmus+ programme you should make enquiries with SAAS regarding when you should apply for a loan. Do not leave it to the last minute or you may not receive your loan prior to you starting your exchange.

### **Enrolment**

**ALL** students who are on the Erasmus+ programme must be enrolled here at RGU.

Information on online enrolment will be sent to both your RGU e-mail address and the personal email address that you have previously provided to Student Records. This usually takes place in the second week of August. Online enrolment should be available from mid-August onwards, and the email will explain how to complete online enrolment and provide you with a username and password.

### **Passports**

Many countries require students to possess a passport in order to study in the country and some require that your passport is valid for between 3 and 6 months after the end of your visit. Therefore make sure that all your passport details are in order. If you do not have a passport then apply well in advance of departure as it can take several months for your passport to be processed, especially over busy holiday periods.

Any British student who is travelling abroad for part of their studies and applying for an adult British passport for the first time may be required to attend a face-to-face interview as part of the process.

Further information can be obtained from the UK Government:

<https://www.gov.uk/browse/abroad/passports>

You should photocopy the personal details page of your passport. Leave one copy with a friend and/or relative and, if possible, provide a copy of your itinerary should it be necessary to locate you in the event of an emergency. You should also take a copy of your other valuable documents, such as your travel tickets, in case they are lost or stolen during your stay and keep them in a separate, secure place.

It is a good idea to keep a scanned copy of your passport in an easily accessible email account. However, if this email account is linked to a smartphone, you must ensure that your phone is locked by a PIN or similar code – you don't want a thief to be able to access your identity as well as stealing your phone!

### **Important – Brexit**

If you hold an UK passport, in the event that the UK leaves the EU without a deal on 31 January 2020, new rules will apply. You should have at least 6 months left after your departure date on an adult passport to travel to most countries in Europe – e.g. if your mobility period ends on 15 June 2020, your passport should expire after 15 December 2020. If you do not have enough time left on your passport, you should renew your passport. More information is available from the UK Government at:

<https://www.gov.uk/guidance/passport-rules-for-travel-to-europe-after-brexit>

### **Health**

All students should have a European Health Insurance Card (EHIC) prior to going abroad.

This card can be used in any of the following countries: Austria, Belgium, Cyprus (not North Cyprus), Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

The EHIC card provides students with access to reduced-cost, sometimes free, medical treatment that becomes necessary during a temporary visit to most European countries. It will cover them for state-provided treatment only, and they will receive treatment on the same terms as 'insured' residents of the country they are visiting. It may also be a standard pre-requisite of travel insurance. The European Commission have developed a smartphone app which explains how to use the EHIC in different countries. It also provides information on treatment available, the costs, procedure for reimbursement and emergency numbers. The app is available for both iPhone and Android, simply search for EHIC in the App Store or Play Store.

Students undertaking a study period abroad must apply for a secondary EHIC by post. An application form and supporting letter will be sent to you at the same time as the rest of your Erasmus documentation.

If you are on any sort of medication, you should ensure that you pack it in your hand luggage, so that you have it with you at all times, even if your luggage goes astray. It is advisable to obtain a letter from your doctor to confirm the proper name of your medication and that you need it in case you lose it or need to get more during your stay.

### **Important – Brexit**

If the UK leaves the EU without a deal on 31 January 2020, your access to healthcare when visiting an EU country is likely to change, so do make sure you have a valid insurance policy for any travel you have arranged that is not part of your mobility period.

<https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-ehic-european-health-insurance-card/>

## **Insurance**

The University has an insurance policy which provides travel and medical cover for students while they are studying/working overseas. Further details were given to you at the Pre-Departure session and are also available on CampusMoodle → School Areas → What is Erasmus? Pre-Departure .

*If you are planning on travelling before, during or after your mobility period, RGU's insurance policy will not cover you, so you should take out your own policy.*

If you have any doubts as to whether the insurance policy will cover your needs, please email [insurance@rgu.ac.uk](mailto:insurance@rgu.ac.uk) If you do decide to take out your own policy, take out a special "study abroad" insurance – these are easily found on the internet.

If you have an ongoing medical condition, e.g. asthma, diabetes, epilepsy etc., you should obtain a letter from your GP stating that you are fit to travel and ensure that it is declared to your insurer.

## **Foreign and Commonwealth Office**

The Foreign and Commonwealth Office website provides official travel advice for all countries, including information on travel, local laws and customs, health and safety, security etc. We advise that you register for Travel Alerts for the country where you are going.

[www.fco.gov.uk](http://www.fco.gov.uk)

## **Visas**

If you hold a non-EU or non-EEA passport, you may require a visa to study abroad. It is your responsibility to check whether you need a visa or not. If you do, it is also your responsibility to apply for one in good time. You can find information on how to apply for visas at

[www.rgu.ac.uk/future-students/study-abroad/outgoing-students/visas-for-outgoing-students](http://www.rgu.ac.uk/future-students/study-abroad/outgoing-students/visas-for-outgoing-students)

## **Living and Learning Abroad**

Do remember that when you arrive in your country of exchange many things will be new to you, and that you will need a period of adjustment. It may take some time to become accustomed to living in a different country where the language, culture, diet and eating habits vary greatly from what you consider the norm. It is a good idea to learn the basics of the language of your host country – it can make life so much easier if you know basic words for food etc. when you come to do your first shop!

It is quite common to feel lonely or homesick, especially when you first arrive. However, the more you become adjusted to your new lifestyle and meet new people, you will probably find these feelings decrease or even disappear. These feelings are a normal reaction, and you won't be the only one who feels this way. Before you know it, you will have made plenty of new friends, and by the end of your period abroad, you may not want to leave, but please do remember to come back!!

Before you depart for your exchange, it is advisable to speak to other students who have already undertaken an exchange. They will be able to give you advice on what to expect in your country of destination. Your Exchange Co-ordinator should be able to put you in touch with these students.

You will find virtually all students are enthusiastic about the experience they have had. Participating in an exchange programme is a rewarding experience and very worthwhile. Not only do you get the opportunity to learn about a new culture but also learn a great deal about yourself. Your career prospects may benefit considerably from the experience including opening up new possibilities for employment.

Be prepared for new teaching methods which may be different from what you are used to. You may feel abandoned if you are not meeting a tutor at least once a week. Each University has its own methods of teaching and assessment so be prepared for a different workload as it may be heavier or lighter depending on what you are familiar with.

### **Accommodation**

No matter which country you are going to always remember that **all Erasmus study students can insist on their host university providing or assisting them to arrange accommodation for them.** Erasmus work students should check with their Placement Officer whether the host organisation will assist in finding suitable accommodation. You may be required to pay a deposit and one month rent in advance prior to your exchange commencing.

It is advisable to check with the Host University before you go that your accommodation has been confirmed.

You should check whether you are expected to provide bed linen, cutlery and cooking utensils. It is quite common for students to be expected to provide these items – if this is the case, ask in your host uni whether they have sales of things former students have left behind, or see whether there is a local Freecycle - [www.freecycle.net](http://www.freecycle.net)

Do remember that accommodation can vary hugely from country to country – what is normal for the UK may not be normal for other countries, so you should expect there to be some differences. For example, in some cities, it is quite normal for students to have to cycle for half an hour to get to uni rather than living near the campus or for students to share bedrooms. This is all part of the experience of living in a different country.

The Study Abroad Team has collected information on accommodation in most of our Partner Institutions and this is available from the Erasmus web page for the institution to which you are going:

[www.rgu.ac.uk/partner-institutions](http://www.rgu.ac.uk/partner-institutions)

### **Money**

If your bankcard has a 'Visa' or 'Mastercard' facility then you may be able to use this card whilst abroad, however, you may be charged each time you use your card - **check with your bank before you go.**

Many banks now offer pre-paid credit cards for travellers which do not attract bank charges when used abroad. Not only does this mean you could avoid bank charges, but it is easier to have money transferred to you. You can find out more about these cards by searching for them online.

### **Electricity**

If you intend to take electrical appliances, remember to take adaptors with you.

### **Mobile Phones**

You may find it cheaper to buy a local SIM card and transfer it to your phone while you are abroad as this is likely to be significantly cheaper. If you do this, please ensure that RGU has a note of your new number.

### **Important – Brexit**

If the UK leave the EU without a deal on 31 January 2020, mobile providers may re-introduce roaming charges, so do be careful if you are using a UK SIM card during your mobility period.

<https://www.gov.uk/guidance/mobile-roaming-after-eu-exit>

### **ESN**

ESN is a Europe-wide student organisation and its goal is to support and develop student exchanges. It is composed of around 13,500 members from more than 450 local sections in 37 countries. A section is similar to an RGU society. ESN plays a vital part in many student exchanges as sections organise social events, trips etc. for incoming exchange students. ESN can also sometimes assist with accommodation. The great news is that membership of one ESN section gives you automatic membership of every other section – no matter where it is. You can become a member of ESN RGU for around £10 a year. This not only gives you discounts in shops and bars in Aberdeen, you may also be entitled to discounted flights, rail travel and bus travel in Europe. See [www.esncard.org](http://www.esncard.org) for a full list of membership benefits. You can find out more about ESN RGU at [www.facebook.com/esnaberdeen](https://www.facebook.com/esnaberdeen)

### **Facebook**

Make sure you join our Facebook group for RGU students who are abroad – it is a closed group and one of the ways we will try to contact you, if we need to.

### **Streaming/Downloading tv shows/movies**

Be warned it is usually illegal to stream or download tv shows and/or movies for free – students have been caught doing this before and received letters from lawyers with fines for over EUR 1000! If you do want to keep up to date, make sure you choose a reputable provider and pay the appropriate costs!

### **Postcards/Photo Competition**

Please help brighten up our office and send us some postcards from wherever you are – we would ultimately like to create a collage of postcards we've received from our students. Also, we will be running a photography competition. There will be 3 categories – Landscape, The Unusual and My Host City – with a prize in Amazon vouchers for the winning photo in each category, and a further prize in Amazon vouchers for the overall winner! We will email you with details on how to enter.

### **Keep In Touch**

It is important to keep in regular contact with your Exchange Co-ordinator/Placement Officer at RGU when abroad - certainly when you arrive, and afterwards once a month even if there is little to report

Good luck and all the Best!

# AUSTRIA



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required.

However, within 3 days of moving in to your accommodation in Austria, you will be required to register your address in the town/city that you will be living in. For registration, you will be required to produce:

- A valid travel document (e.g. passport)
- A copy of your birth certificate
- A completed "Meldezettel" form, signed by your landlord/lady

If your stay in Austria is longer than 6 months, you will have to apply for a residence permit, see [www.austria.org/residence-permit](http://www.austria.org/residence-permit) for further information.

The Erasmus Office at your host institution will be able to provide you with further information.

## Post Offices

Post Offices are generally open from 8am to 12pm and 2pm to 5.30pm Monday to Friday, and closed on weekends (there is no postal delivery at weekends.)

## Banks

The opening hours of banks differ from bank to bank and branch to branch. However, they are generally open from 8am to 3pm Monday to Wednesday and Fridays and 8am to 5.30pm on Thursdays. Banks do not open on Saturdays, Sundays and at weekends.

## Shopping

Shopping hours in Austria vary according to region and demand. Usually the opening times are between 9am and 6.00pm with some of the shops closing for a one or two hour lunch break (there is no uniform system). Shopping centres are usually open until 7.30pm during the week and until 6pm on Saturdays. The majority of shops are closed on Sundays.

## Internet

Most Austrian cities have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is encouraged in many places with designated cycle lanes. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in Austria is the Euro.

## Holidays

January 1 - New Year's Day  
January 6 - Epiphany  
Easter  
May 1 - National Holiday  
Ascension Day  
Whit Monday  
Corpus Christi  
August 15 - Assumption of the Virgin Mary  
October 26 - National Holiday  
November 1 - All Saint's Day  
December 8 - Feast of the Immaculate Conception  
December 25 - Christmas Day  
December 26 - Boxing Day

## Student organisations and services

Membership of the Austrian National Union of Students (ÖH) is compulsory. When registered at a University, every Austrian student automatically becomes a member of ÖH, with a membership-fee of around €16 per semester. This compulsory membership provides ÖH with financial independence, guaranteed political rights and high importance within the academic bodies. Further information can be found at

<http://oeh.ac.at/oeh>

## Other Information

The following website provides more general information.

[www.austria.info](http://www.austria.info)

## Did you know.....



**IN 1788 THE  
AUSTRIAN ARMY  
ACCIDENTALLY  
ATTACKED ITSELF  
AND LOST 10,000  
MEN**



**IN 2012 AUSTRIA  
GOT INTO AN  
ARGUMENT WITH  
SLOVENIA OVER  
THE NAMING OF A  
REGIONAL  
SAUSAGE**

# BELGIUM



## **Permits**

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required.

However, within 8 days of your arrival in Belgium, you must register with the municipality (commune/gemeente) in which you will be living. You will be required to produce:

- A valid travel document (e.g. passport)
- 3 passport photographs
- Proof of registration at your host university
- Proof of means of financial support

If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof of enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## **Post Offices**

Post Offices are generally open from 9am to 12pm and 2pm to 4pm. Post boxes are red and marked "Poste".

## **Banking**

Banks are open from 9.00am to 4.00pm Monday to Friday and are closed on Saturdays, Sundays and public holidays.

To open a current or checking account (compte courant à vue/zichtrekening) you will need proof of identity, such as a passport. Once you have opened an account, you will be sent a debit card, while a PIN will be sent to you separately.

All major credit cards are usually accepted.

## **Shopping**

Shops are generally open from 10am to 6pm Monday to Saturday and closed on Sundays.

## **Internet**

Most Belgian cities have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. It is well organised and reasonably priced. Cycling is encouraged in many places with designated cycle lanes, although it can be precarious in some places. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in Belgium is the Euro.

## Holidays

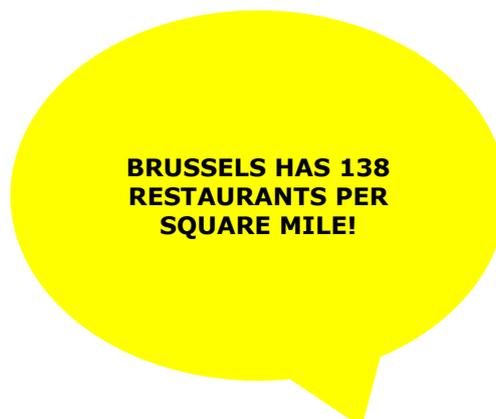
January 1 - New Year's Day  
Easter Monday  
May 1 - May Day  
Ascension Day  
Whit Monday  
July 21 - Independence Day  
August 15 – Assumption  
November 1 - All Saints Day  
November 11 - Armistice Day  
December 25 - Christmas Day

## Other Information

The following website provides more general information.

[www.visitbelgium.com](http://www.visitbelgium.com)

## Did you know.....



# CYPRUS



## **Permits**

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof on enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## **Post Offices**

Opening Hours:

September – June

Monday - Friday: 07:30 - 13:30 and 15:00 - 18:00, except Wednesday

Saturday - 08:30 - 10:30

July - August:

Monday - Friday: 07:30 - 13:30 and 16:00 - 19:00, except Wednesday

Saturday - 08:30 - 10:30

All Post Offices are closed on Sundays and Public Holidays. Stamps may be purchased from: all Post Offices, all Postal Agencies. (Hotels, News-stands Kiosks, etc).

## **Banking**

Banks are open 08.30 to 12.30 Monday to Friday, and closed at weekends and on Public Holidays.

ATMS are available in larger towns.

If you wish to open a bank account, you will be required to produce:

- Passport or proof of identify
- Proof of address

## **Shopping**

Winter Period (November 1 - March 31)

Mon, Tue, Thu, Fri: up to 19:30 hrs

Wednesday : up to 1500 hrs

Saturday : up to 19:00 hrs

Summer Period (April 1 - October 31)

Mon, Tue, Thu, Fri : up to 20:00 hrs

Wednesday : up to 14500 hrs

Saturday : up to 19:30 hrs

### **Internet**

Free wifi may be available in some cafes and bars, while internet cafes are usually found in most large towns.

### **Getting Around**

The main form of public transport in Cyprus is the bus and it has a modern intercity bus system. Cycling is encouraged in many places with designated cycle lanes, although it can be precarious in some places. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

### **Currency**

The currency in Cyprus is the Euro.

### **Holidays**

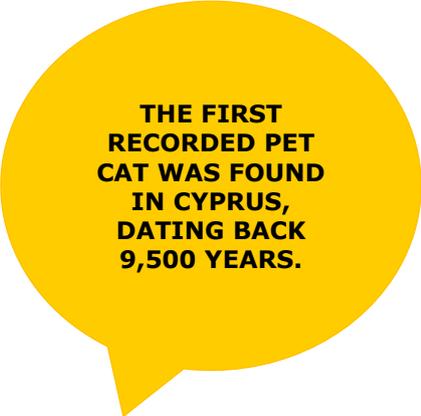
January 1 - New Year's Day  
January 6 - Epiphany  
Good Friday  
Easter Monday  
April 1 - Cyprus National Day  
May 1 - Labour Day  
Whit Monday  
August 15 – Assumption  
October 1 – Cyprus Independence Day  
October 28 – Greek National Day  
December 24 – Christmas Eve  
December 25 - Christmas Day  
December 26 - Boxing Day

### **Other Information**

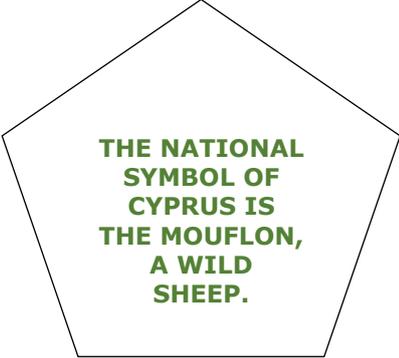
The following website also provides more general information.

[www.visitcyprus.com](http://www.visitcyprus.com)

## **Did you know.....**



**THE FIRST  
RECORDED PET  
CAT WAS FOUND  
IN CYPRUS,  
DATING BACK  
9,500 YEARS.**



**THE NATIONAL  
SYMBOL OF  
CYPRUS IS  
THE MOUFLON,  
A WILD  
SHEEP.**

# CZECH REPUBLIC



## **Permits**

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof of enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## **Post Offices**

The main Post Office in Prague is open 24hrs. Most other post offices are open from 8am to 7pm Monday to Friday.

## **Banking**

The banks are generally open from 8am to 4.30pm Monday to Friday. Please note that you will not be able to change Scottish notes in the Czech Republic.

If you wish to open a bank account, you will need to provide 2 forms of proof of identity.

## **Shopping**

The shops are open from 8am to 6pm Monday to Friday and from 8am to 12 noon on Saturday. Supermarkets in larger towns are open from 6am. Hypermarkets and Shopping Centres are usually open 7 days a week until 9pm.

## **Internet**

Bigger Czech cities have internet cafes and many chains also provide free wifi.

## **Getting Around**

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is encouraged in many places with designated cycle lanes, although it can be precarious in some places. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## **Currency**

The currency in the Czech Republic is the Czech koruna (Kč).

## **Holidays**

January 1 - New Year's Day

Easter Monday

May 1 - Labour Day

May 8 - Liberation Day

July 5 - Day of the Slavic Apostles St Cyril and St Methodious

July 6 - Jan Hus

September 28 - Day of Czech Statehood

October 28 - Independence Day

November 17 - Freedom and Democracy Day

December 24 - Christmas Eve

December 25 - Christmas Day

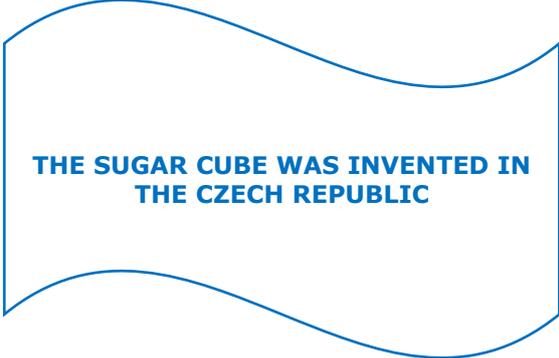
December 26 - Boxing Day

## **Other Information**

The following website provides more general information.

[www.czechtourism.com](http://www.czechtourism.com)

## **Did you know.....**



**THE SUGAR CUBE WAS INVENTED IN  
THE CZECH REPUBLIC**

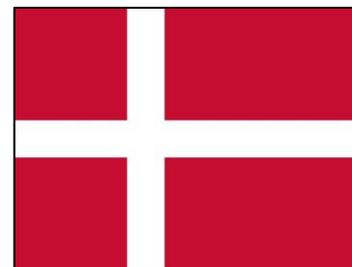


**THE CZECH REPUBLIC IS THE  
WORLD'S HEAVIEST  
CONSUMER OF BEER**



**MUSHROOM PICKING IS  
THE FAVOURITE NATIONAL  
PASTIME!**

# DENMARK



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof on enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

Your passport must be valid for 3 months beyond the end of your visit to Denmark, so you should check your passport plenty of time before you travel.

## Post Offices

The opening hours of post offices can vary from region to region. As a guide, they are usually open from 9/10am to 5/6pm, Monday to Friday. Some post offices are closed on Saturdays, and all are closed on Sundays and public holidays.

## Banking

To open a bank account take along your:

- contract for the lease to your Danish accommodation
- your passport or driving licence

Most banks are open Monday to Friday from 10am to 4pm, extended to 5.30pm on Thursdays. They are closed on Saturdays, Sundays and public holidays.

## Shopping

Grocery stores are generally open from 9.00am to 8.00pm Monday-Friday and Saturday from 9.00am to 4.00pm. Some are also open on Sundays. Almost all shops are open until 5:30pm on weekdays.

## Internet

Most cities and towns have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is very popular with designated cycle lanes, although it can be precarious in some places. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in Denmark is the Danish krone (kr).

## **Holidays**

January 1 - New Year's Day

Maundy Thursday

Good Friday

Easter Sunday

Easter Monday

General Prayer Day

Ascension Day

Whit Monday

June 5 - Constitution Day

December 24 - Christmas Eve

December 25 - Christmas Day

December 26 - Boxing Day

## **Other Information**

The following website provides more general information

[www.visitdenmark.com](http://www.visitdenmark.com)

## **Did you know.....**

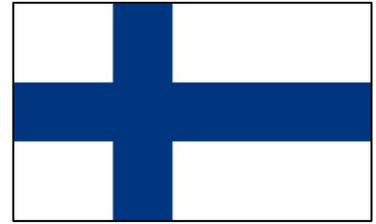


**THE DANES ARE  
CONSISTENTLY  
VOTED THE WORLD'S  
HAPPIEST PEOPLE**



**THE DANES HAVE A FESTIVAL DEVOTED TO  
LIQUORICE**

# FINLAND



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof on enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## Banking

Banks are open Monday - Friday from 9.15 am to 4.15 pm, and are closed at weekends and on public holidays.

To open a bank account in Finland, you will need to produce:

- your passport
- a registration certificate from your host institution
- proof of your address in Finland

## Post Offices

Post Offices are open Monday - Friday 9am - 6pm. Stamped mail (both national and international) can be dropped in the yellow post-boxes for collection.

Stamps are available at:

- Post Offices
- Some Bookshops
- Paper shops
- R-Kiosks
- Some Railway and bus stations
- Hotels

## Shopping

Most shops are open Monday - Friday from between 7am and 9am – 8/9pm, Saturdays till about 3pm.

Some department stores stay open later, till 8pm, on weekdays and 6pm on Saturdays.

## Student organisations and services

Student unions charge a small annual membership fee, which gives the members many student benefits in addition to health and housing services. These include subsidised meals, student discounts on public transport and other discounts.

## **Internet**

Most cities and towns have internet cafes and many chains also provide free wifi.

## **Getting Around**

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is popular. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## **Currency**

The currency in Finland is the Euro.

## **Holidays**

January 1 - New Year's Day

January 6 - Epiphany

Good Friday

Easter Monday

May 1 - Labour Day

Ascension Day

Whitsun

Midsummer Day

All Saints' Day

December 6 - Independence Day

December 24 - Christmas Eve

December 25 - Christmas Day

December 26 - Boxing Day

## **Handy Hints**

If you are attending university in Finland during the winter, do not forget to take fleeces and warm jackets.

## **Other Information**

The following website provides more general information.

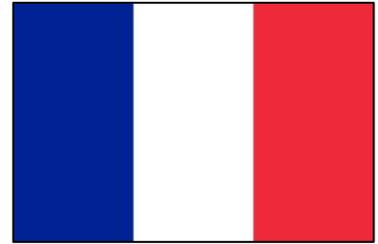
[www.visitfinland.com](http://www.visitfinland.com)

## **Did you know.....**

**THE FINNISH ARE THE  
WORLD'S LEADING  
CONSUMERS OF COFFEE**

**FINLAND HAS  
MORE SAUNAS  
THAN CARS**

# FRANCE



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof of enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## Banking

Banks are usually open from 9am to 4.00pm weekdays, while some banks open on Saturday mornings.

## Post Offices

Post Offices are open from 8am to 7pm weekdays and 8am to 12pm on Saturdays.

## Shopping

Shops are generally open from 9-10 am to 7.00 – 8.00pm. Many shops close all or half-day Monday. Some food shops (particularly bakers) open Sunday mornings.

## Internet

Most cities and towns have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is very popular and cyclists are normally given respect not only on the roads but also in restaurants and hotels. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in France is the Euro.

## Holidays

January 1 - New Year's Day  
Easter Monday  
May 1 - Labour Day  
Ascension  
May 8 - End of WWII  
Whit Monday  
July 14 - Bastille Day

August 15 – Assumption  
November 1 - All Saints' Day  
November 11 - Remembrance Day  
December 25 - Christmas Day

### **Other Information**

Most major credit cards are widely accepted in shops, hotels, restaurants, petrol stations etc. They are also accepted for payment of tolls on motorways.

On arrival in France one of your first points of contact should be the nearest CROUS Office. These offices are part of the National Centre of University Aid. The CROUS offices are there to assist students with the necessary benefits and services which are offered by the organisation.

CROUS will assist you in obtaining the necessary documentation, for example Carte de Sejour, for your stay in France, and will also assist you with information regarding insurance. The following website provides more general information.

<http://uk.france.fr>

### **Did you know.....**

**TURNING A BAGUETTE  
UPSIDE DOWN IS  
UNLUCKY IN FRANCE!**

**POTATOTES  
WERE ILLEGAL  
IN FRANCE  
BETWEEN 1748  
AND 1772!**

**THE OLDEST BRIDGE  
IN PARIS IS THE  
PONT NEUF – THE  
“NEW BRIDGE”**

# GERMANY



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required.

However, since Germany has registration laws, all persons must register at the general registration office (Meldebehörde) in the city where they are living. This must be done within 7 days of arrival. The following documents must be presented to the Ausländerbehörde and the Meldebehörde:

- Passport
- Proof of sufficient financial resources. This can be a savings book, confirmation from the bank of the credit available or a bank statement
- 2 passport photos

If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof of enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## Semester Contribution Fees

When you register with a German University you must pay a contribution fee. These vary from university to university but are usually under €200. This will go towards paying for sport facilities, cafeterias, etc. and in some instances it will allow you access to public transport.

## Banking

Banks usually open from 8.30am to 4 pm. If you wish to open a bank account, you will need to produce your passport and proof of address

## Post Offices

Post Offices and letter boxes display a yellow sign with a black post-horn.

## Shopping

Shops are generally open from 10am to 7pm, Monday to Saturday. Some supermarkets stay open until 8pm. All shops are generally shut on Sundays.

## Student organisations and services

In most German states, you automatically become a member of the Studentenschaft (student body) when you register. This is an organisation set up to look after the students' interests.

## Internet

Most cities and towns have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is very popular with many dedicated cycle lanes, cyclists are usually treated with respect by drivers even when there are no cycle lanes. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in Germany is the Euro.

## Holidays

January 1 - New Year's Day

January 6 - Epiphany

Good Friday

Easter Monday

May 1 - Labour Day

Ascension Day

Whit Monday

August 15 - Assumption

October 3 - Day of Unity

November 1 - All Saint's Day

December 25 - Christmas Day

December 26 - Boxing Day

## German Universities

Please note that when attending a German University the teacher/student ratio is much greater than in the UK. German Universities are large as are the classes attending lectures. All students must make appointments in advance to speak with the lecturers, and that no first names are used with the lecturers. If you have any problems then turn to fellow German students as they have good networks for helping each other.

## Other Information

The following website provides more general information.

<http://www.germany.travel/en/>

## Did you know.....



**THE GOVERNMENT CAN  
(AND WILL) REJECT  
WEIRD BABY NAMES.**



**THE WORLD'S TWO  
BIGGEST CUCKOO  
CLOCKS ARE BOTH  
LOCATED IN  
GERMANY. ONE OF  
THE CUCKOOS  
MEASURES NEARLY 5M  
AND WEIGHS 150KG**



**BERLIN  
HAS MORE  
BRIDGES  
THAN  
VENICE**

# ITALY



## **Permits**

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof of enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## **Banking**

Banking hours are 8.30am to 1.30pm and 3.30pm to 4.30pm Monday to Friday. They are closed at weekends and on public holidays.

## **Post Offices**

Stamps may only be purchased at tobacco shops and at the post office. Airmail with insufficient postage is not returned to sender but is sent via surface mail which can take weeks or even months!

Post Offices are open from 8.30am to 5pm.

## **Shopping**

Shops are generally open from 9am to 1/2pm and 4pm to 8 pm.

## **Internet**

Most Italian cities and towns have internet cafes and many chains also provide free wifi.

## **Getting Around**

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is encouraged in many places with designated cycle lanes. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## **Currency**

The currency in Italy is the Euro.

## **Holidays**

January 1 - New Year's Day  
January 6 - Epiphany  
April 25 - Liberation Day  
Easter Monday  
May 1 - May Day

June 2 - Republic Day  
August 15 - Assumption of the Blessed Virgin Mary  
November 1 - All Saints Day  
December 8 - Immaculate Conception  
December 25 - Christmas Day  
December 26 - Boxing Day

**Other Information**

The following website provides more general information.  
[www.enit.it](http://www.enit.it)

**Did you know.....**



# LITHUANIA



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required.

If you intend to remain for a period exceeding three months, you need to apply for a temporary residence permit for an EU citizen and register your place of residence. You can apply for an EU Residence Permit at either the Lithuanian embassy in the UK or via the Migration Department in Lithuania. More information is available from <http://www.migracija.lt/index.php?1280834830>

The Erasmus Office at your host institution will be able to provide you with further information.

## Banking

Normal banking hours are Mondays to Fridays until between 9am to 5pm..Some are open on Saturdays from 9am to 1pm.

## Post Offices

Post Offices are usually available in the largest shopping malls. Postboxes are yellow.

## Shopping

Shopping malls and supermarkets have convenient opening times, usual from early morning to 10 or 11 pm, 7 days a week.

## Internet

Most cities and towns have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including buses and trolleybuses. Cycling is popular with some lanes available. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in Lithuania is the Euro.

## Holidays

January 1 - New Year's Day  
January 13 – Defenders of Freedom Day  
February 16 – Lithuanian Independence Day  
March 11 – Day of Restoration of Lithuania's Statehood  
Easter Monday  
May 1 – Labour Day  
July 6 – Crowning of Mindaugas Day  
August 15 – Assumption Day  
November 1 – All Saints' Day  
December 25 – Christmas Day  
December 26 – Boxing Day

### **Other Information**

The following website also provides more general information.

<http://www.lietuva.lt/100/en>

### **Did you know.....**



**THE WORLD'S  
ONLY STATUE  
TO AMERICAN  
MUSICIAN  
FRANK ZAPPA  
IS IN VILNIUS**

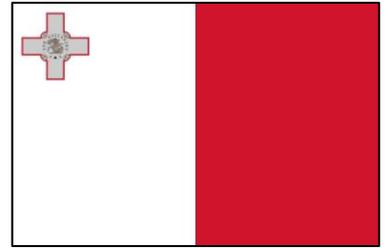


**LITHUANIA IS THE  
ONLY COUNTRY IN  
THE WORLD TO HAVE  
A NATIONAL  
PERFUME – “THE  
SCENT OF  
LITHUANIA”**



**LITHUANIA IS THE LAND OF STORKS  
WITH AROUND 15,000 BREEDING  
PAIRS. IT IS ALSO THE NATIONAL  
BIRD.**

# MALTA



## **Permits**

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you plan to stay longer than 3 months, you must be enrolled as a full-time student.

The Erasmus Office at your host institution will be able to provide you with further information.

## **Banking**

The banks are open until early afternoon Monday to Friday and until midday on Saturday. They are closed on Sunday.

## **Post Offices**

Post Office hours vary from town to town however generally they are open mornings Monday to Saturday.

## **Shopping**

Most shops are open from 9am to 7pm Monday to Saturday with a 3 hour lunch break.

## **Internet**

Most Maltese cities and towns have internet cafes and many chains also provide free wifi.

## **Getting Around**

Most cities and towns have some kind of bus service. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## **Currency**

The currency in Malta is the Euro.

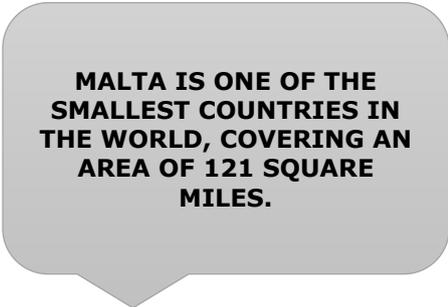
## **Holidays**

January 1 - New Year's Day  
February 10 – Feast of St Paul  
March 19 – Feast of St Joseph  
March 31 – Freedom Day  
Good Friday  
May 1 - Labour Day  
June 7 - Sette Giugno  
June 29 – Feast of St Peter and St Paul  
August 15 – Assumption of Our Lady  
September 8 – Victory Day  
September 21 – Independence Day  
December 8 – Immaculate Conception  
December 13 – Republic Day  
December 25 - Christmas Da

### **Other Information**

The following website provides more general information  
[www.visitmalta.com](http://www.visitmalta.com)

## **Did you know.....**



**MALTA IS ONE OF THE  
SMALLEST COUNTRIES IN  
THE WORLD, COVERING AN  
AREA OF 121 SQUARE  
MILES.**



**SOME PEOPLE  
BELIEVE THAT  
MALTA WAS PART  
OF THE LOST CITY  
OF ATLANTIS**



**VALLETTA IS ONE  
OF THE MOST  
CONCENTRATED  
HISTORICAL AREAS  
IN THE WORLD  
ACCORDING TO  
UNESCO**

# NETHERLANDS



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof of enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## Health

All students must take the EHIC as proof of medical cover.

## Banking

Most banks are open from 9am to 6pm, Monday to Friday. It is common for banks to close on Monday mornings, or open at 10am. If you wish to open a bank account, you should produce your passport and proof of your address in the Netherlands.

## Post Offices

Post Offices are open Monday to Friday 9am to 5pm, while some are open on Saturdays from 8.30am to 12pm. Stamps are also available from street kiosks and tobacconists.

## Shopping

For the most part, shops are open Monday to Friday 9 am to 5.30pm and Saturdays 8.30/9am to 4/5pm. Almost all shops close Monday morning; details can be found in the shop window. Many towns have late night shopping, usually on a Thursday night with most shops staying open until 9pm. Many large supermarkets are open Monday to Friday till 10pm.

## Internet

Most Dutch cities and towns have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including buses, trams and railways. Cycling is one of the best methods of getting around - there are around 20 million bikes in the country and the Netherlands has the highest level of bike usage in the world! In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in the Netherlands is the Euro.

## **Holidays**

January 1 - New Year's Day

Easter Sunday

Easter Monday

April 27 – King's Day

May 5 - Liberation Day

Ascension Day

Whit Sunday

Whit Monday

December 25 - Christmas Day

December 26 Boxing Day

## **Working in The Netherlands**

If you wish to work during your stay, you must have basic Dutch health insurance, even if you have an EHIC card. You should bear this in mind as the cost of this insurance is quite high and could be more than you earn, which may mean there would be no financial benefit in you working. Contact your host institution for more information.

## **Other information**

The following website provides more general information

[www.holland.com/uk](http://www.holland.com/uk)

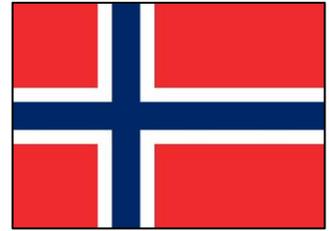
## **Did you know.....**

**AMSTERDAM IS BUILT ENTIRELY  
ON WOODEN POLES FIXED IN A  
SANDY LAYER WHICH IS AROUND  
11M DEEP**

**THE NETHERLANDS IS  
THE LARGEST BEER  
EXPORTER IN THE  
WORLD**

**DUTCH WERE THE FIRST TO IMPORT  
COFFEE TO EUROPE ON A LARGE SCALE  
AS EARLY AS THE 1600'S**

# NORWAY



## **Permits**

Students from the EU staying for more than 3 months are required to apply for a residence permit, however, if your stay is less than 3 months, you will not require a residence permit. You should apply for a permit from the Norwegian Embassy in Edinburgh at least 2 months prior to the start of your study period.

To apply, you will need to provide:

- A completed application form for a visa
- A valid passport
- An EHIC
- A letter of admission from the University
- Plan of study
- Proof of Financial Support

A student residence permit is limited to the period of study only. Norwegian Immigration Legislation requires that all foreign nationals who come to study in Norway leave the country when they have completed their studies. A residence permit for students is only issued for a period of 3-12 months for students who take part in an exchange programme.

The Erasmus Office at your host institution will be able to provide you with further information.

## **Banking**

Banks are generally open 9.00am to 3.30/4.00pm Monday to Friday.

## **Post Offices**

Post Offices are generally open from 8.30 am to 4pm Monday to Friday, and 8am to 1pm on Saturday.

## **Shopping**

Shops are generally open 9am to 5pm Monday to Friday, Thursday 9am to 7pm and 9am to 3pm on Saturday. Shopping centres generally open a bit later.

## **Internet**

Most cities and towns have internet cafes and many chains also provide free wifi.

## **Getting Around**

Most cities and towns have some kind of public transport, including, buses, trains and ferries. Cycling is popular although cycle lanes are few and far between. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## **Currency**

The currency in Norway is the Norwegian krone (kr).

## **Holidays**

January 1 - New Year's Day

Holy Thursday

Good Friday

Easter Monday

May 1 - May Day

May 17 - Constitution Day

Ascension

Whit Monday

December 25 - Christmas Day

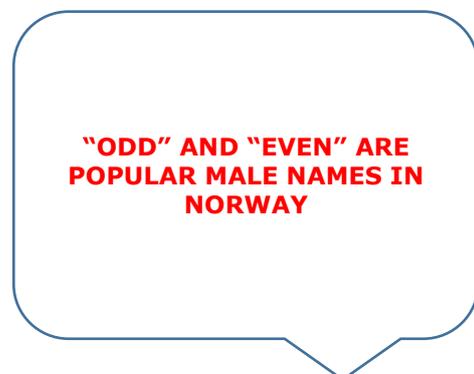
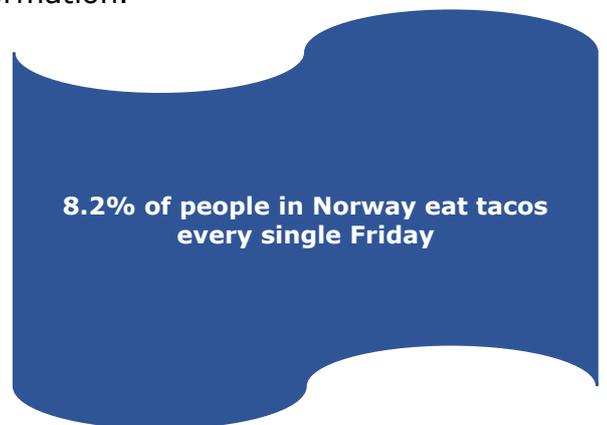
December 26 - Boxing Day

## **Other Information**

The following website also provides more general information.

[www.visitnorway.com](http://www.visitnorway.com)

## **Did you know.....**



# POLAND



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof on enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## Banking

Normal banking hours are Mondays to Fridays until between 3 and 6pm..

## Post Offices

Post Offices are usually open from 8am to 6pm.

## Shopping

Grocery shops' opening hours are generally from 7am to 7pm, Monday to Friday, with shorter hours at the weekends. Other shops' opening hours will be shorter.

## Internet

Most cities and towns have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including buses, trams and railways. Cycling is popular although it can be precarious. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in Poland is the zloty (zł).

## Holidays

January 1 - New Year's Day

Easter Sunday

Easter Monday

May 1 - Labour Day

May 3 - Constitution Day

Ascension

Corpus Christi

August 15 - Assumption Day

November 1 - All Saints Day

November 11 - Independence Day

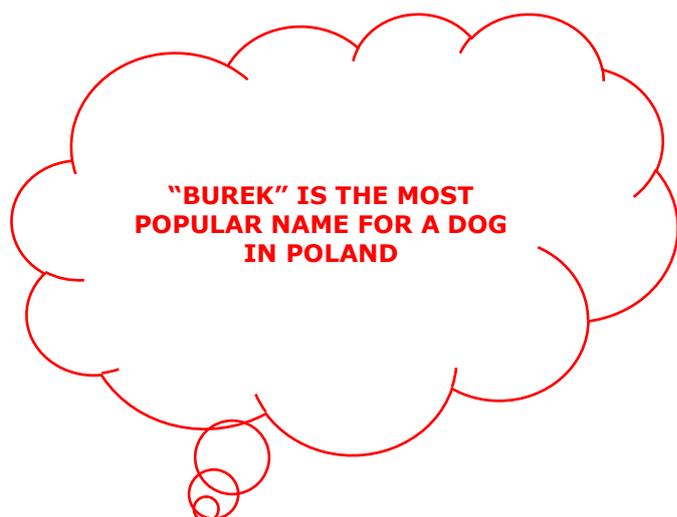
December 25 - Christmas Day  
December 26 - Boxing Day

### **Other Information**

The following website also provides more general information.

[www.poland.travel](http://www.poland.travel)

## **Did you know.....**



# PORTUGAL



## **Permits**

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof of enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## **Banking**

Normal banking hours are Mondays to Fridays from 8.30am to 3pm. ATMs are widely available and offer transactions in English.

## **Post Offices**

Post Offices are usually open from 8.30am to 6pm, Monday to Friday. You can also buy stamps from shops which show the sign of the red horse.

## **Shopping**

Most shops are open from 9am to 1pm and 3pm to 7pm on Mondays to Fridays. On Saturdays, most shops close at 1pm, however, shopping centres in the larger towns are open longer.

## **Internet**

Most cities and towns have internet cafes and many chains also provide free wifi.

## **Getting Around**

Most cities and towns have some kind of public transport, including buses, trams and railways. Cycling is increasingly popular and designated cycle lanes are beginning to appear in bigger cities, although it can be precarious. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## **Currency**

The currency in Portugal is the Euro.

## **Holidays**

January 1 - New Year's Day  
Mardi Gras  
Good Friday  
Easter Monday  
April 25 - Liberation Day

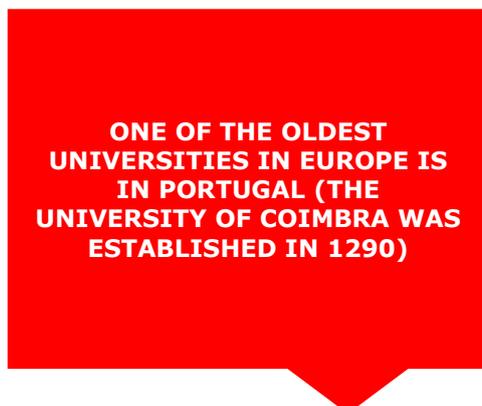
May 1 - Labour Day  
Corpus Christi  
June 10 - Portugal Day  
August 15 - Assumption  
October 5 - Republic Day  
November 1 - All Saints Day  
December 1 - Independence Day  
December 8 - Immaculate Conception Day  
December 25 - Christmas Day

**Other Information**

The following website provides more general information.

[www.visitportugal.com](http://www.visitportugal.com)

**Did you know.....**



# SPAIN



## Permits

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof of enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## Banking

The banks are open from 8.30am to 1.30pm Monday to Friday, and closed at weekends and on public holidays. If you wish to open a bank account, you will need to produce your passport and proof of address in Spain.

## Post Offices

Post Offices are normally open from 8.30am to 2pm, although some bigger branches stay open until 8.30pm. You can buy stamps from tobacconist shops as well as from the Post Office.

## Shopping

Small and traditional shops are normally open from 9 or 10am to 1.30pm and from 4.30pm to 8.00pm. Larger shops, however, are normally open from 10am to 8 or 9pm.

## Internet

Most cities and towns have internet cafes and many chains also provide free wifi.

## Getting Around

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is not very common in big cities and can be dangerous. Ask local students whether cycling is a good idea or not in your area! If you do decide to cycle, you can hire bikes in some of the big cities, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## Currency

The currency in Spain is the Euro.

## Holidays

January 1 - New Year's Day  
January 6 – Epiphany  
Maundy Thursday  
Good Friday

Easter Monday  
May 1 - Labour Day  
August 15 - Assumption  
October 12 - National Day  
November 1 - All Saints Day  
Constitution Day - December 6  
December 8 - Immaculate Conception Day  
December 25 - Christmas Day

**Other Information**

The following website provides more general information.

[www.spain.info](http://www.spain.info)

**Did you know.....**



# SWEDEN



## **Permits**

European citizens have the right to enter, reside and remain in the territory of any other Member State for a period of up to three months simply by presenting a valid passport or national identity card: no other formality is required. If you intend to remain for a period exceeding three months, a residence permit must be obtained. You will usually be required to produce the following:

- A valid passport
- Proof on enrolment at the host institution
- Proof of comprehensive sickness insurance cover
- A declaration of sufficient resources

The Erasmus Office at your host institution will be able to provide you with further information.

## **Banking**

Banks are normally open from 10am to 3pm, Monday to Friday, and from 10am to 4pm on Thursdays. In some cities, banks may stay open until 6pm. If you wish to open a bank account, you will have to produce your passport and proof of your address in Sweden.

## **Post Offices**

Generally, post offices are open during normal shopping hours, but local variations may apply. There are 2 different types of postbox - the blue box is for local deliveries only, while the yellow box is for national and international deliveries.

Stamps can also be bought at:

- Newspaper stands
- Tobacconists
- Bookshops

## **Shopping**

Shops open Monday - Friday 9.30 am - 6 pm and Saturdays between 9.30 am - 2 pm. (some shops have extended Saturday shopping).

## **Student organisations and services**

Each University has a student union which is responsible for welfare and health care and leisure activities. You need to pay a membership fee of about SEK 50 - 350 per term.

## **Internet**

Internet cafes are not very common in Sweden, although they can be found in larger cities. Chains may have free wifi.

## **Getting Around**

Most cities and towns have some kind of public transport, including undergrounds, buses, trams and railways. Cycling is popular with designated cycle lanes. In some cities, you can hire bikes, but you may find it easier to buy a second hand bike – check Facebook groups, or the local ESN for advice.

## **Currency**

The currency in Sweden is the Swedish krone (kr).

## **Holidays**

January 1 - New Year's Day  
January 6 - Epiphany  
Good Friday  
Easter Sunday  
Easter Monday  
May 1 - May Day  
Ascension Day  
Whit Sunday  
June 6 - National Day  
Midsummer Day  
November 1 - All Saints' Day  
December 24 - Christmas Eve  
December 25 - Christmas Day  
December 26 - Boxing Day  
December 31 - New Year's Eve

## **Handy Hints**

When buying a bike you should be careful and check the bike's equipment, for example the lamps. In Sweden when cycling in the dark you must have proper lighting, otherwise the police may fine you. Always shop around for a good price for a bike. Remember other students may be leaving and may be willing to sell you their bike. Invest in a good lock as bikes are stolen all the time!

## **Other Information**

If you are attending a Swedish University in the winter remember that the winters are cold, so do not forget to take enough fleeces to see you through the winter months.

The following website provides more general information.

[www.visitsweden.com](http://www.visitsweden.com)

## **Did you know.....**



THE OFFICIAL TWITTER  
ACCOUNT OF @SWEDEN  
IS GIVEN TO A RANDOM  
CITIZEN EVERY WEEK TO  
MANAGE

## **BRITISH CONSULATES AND EMBASSY ADDRESSES**

Please remember that if you have to contact the British Consulate or Embassy and you need to return to the UK quickly, then it is you who may have to bear the costs and not the Embassy or Consulate.

### **EMBASSIES AND CONSULATES**

Full information on all UK embassies and consulates is available from

<https://www.gov.uk/government/world/>

#### **Austria**

British Embassy  
Jauresgasse 12  
A-1030 Vienna  
Tel: (043) (1) 716130

[www.gov.uk/government/world/austria](http://www.gov.uk/government/world/austria)

#### **Belgium**

British Embassy  
Avenue d'Auderghem 1  
Oudergemlaan 1040 Brussels  
Tel: (32) (2) 2876211

[www.gov.uk/government/world/belgium](http://www.gov.uk/government/world/belgium)

#### **Cyprus**

British High Commission  
Alexander Pallis Street (PO Box 21978)  
1587 Nicosia  
Tel: (357) 22 861100

[www.gov.uk/government/world/cyprus](http://www.gov.uk/government/world/cyprus)

#### **Czech Republic**

British Embassy  
Thunovska 14  
118.00 Prague 1  
Tel: (420 2) 57 402 370

[www.gov.uk/government/world/czech-republic](http://www.gov.uk/government/world/czech-republic)

#### **Denmark**

British Embassy  
Kastelsvej 36/38/40  
DK-2100 Copenhagen Ø  
Tel: (45) 35 44 52 00

[www.gov.uk/government/world/denmark](http://www.gov.uk/government/world/denmark)

#### **Finland**

British Embassy  
Itainen Puistotie 17  
0140 Helsinki  
Tel: (358) (09) 2286 5100

[www.gov.uk/government/world/finland](http://www.gov.uk/government/world/finland)

#### **France**

British Embassy  
35 rue du Faubourg St Honore  
75383 Paris Cedex 08  
Tel: (331) 44 51 31 00

[www.gov.uk/government/world/france](http://www.gov.uk/government/world/france)

#### **Germany**

British Embassy  
Wilhelmstrasse 70  
10117 Berlin  
Tel: (49) (30) 20457-0

[www.gov.uk/government/world/germany](http://www.gov.uk/government/world/germany)

#### **Ireland**

British Embassy  
29 Merrion Road  
Ballsbridge, Dublin 4  
Tel: (353) (1) 205 3700

[www.gov.uk/government/world/ireland](http://www.gov.uk/government/world/ireland)

#### **Italy**

British Embassy  
Via XX Settembre 80a  
00187 Rome  
Tel: (39) 06 4220 0001

[www.gov.uk/government/world/italy](http://www.gov.uk/government/world/italy)

### **Lithuania**

British Embassy  
Atnakalnio str. 2  
Vilnius, LT-10308  
Tel: (370) 5 246 2900

[www.gov.uk/government/world/lithuania](http://www.gov.uk/government/world/lithuania)

### **Malta**

British High Commission  
Whitehall Mansions  
Ta'Xbiex Seafront  
Ta'Xbiex XBX 1026  
Tel: (356) 2323 0000

[www.gov.uk/government/world/malta](http://www.gov.uk/government/world/malta)

### **The Netherlands**

British Embassy  
Lange Voorhout 10  
2514 ED The Hague  
Tel: (31) (70) 427 0427  
<http://ukinnl.fco.gov.uk/en>

[www.gov.uk/government/world/netherlands](http://www.gov.uk/government/world/netherlands)

### **Norway**

British Embassy  
Thomas Heftyesgate 8  
N-0244 Oslo  
Tel: (47) 23 13 27 00

[www.gov.uk/government/world/norway](http://www.gov.uk/government/world/norway)

### **Poland**

British Embassy  
ul. Kawalerii 12  
00 468 Warsaw  
Tel: (48) 22 311 00 00

[www.gov.uk/government/world/poland](http://www.gov.uk/government/world/poland)

### **Portugal**

British Embassy  
Rua de São Bernardo 33  
1249-082 Lisboa  
Tel: (351) (21) 392 40 00

[www.gov.uk/government/world/portugal](http://www.gov.uk/government/world/portugal)

### **Spain**

British Embassy  
Torre Espacio  
Paseo de la Castellana, 259D  
28046 Madrid  
Tel: (34) 917 146 400

[www.gov.uk/government/world/spain](http://www.gov.uk/government/world/spain)

### **Sweden**

British Embassy  
Skarpögatan 6 – 8  
Box 27819  
115 93 Stockholm  
Tel: (46) (8) 671 3000

[www.gov.uk/government/world/sweden](http://www.gov.uk/government/world/sweden)

### **Telephone Codes to the UK from EU Countries**

To dial the UK from any of the ERASMUS Participating countries, the country code is 00 44.

### **Telephone Codes when Dialling Other EU Countries**

UK - Austria 00 43  
UK - Belgium 00 32  
UK - Cyprus 00 357  
UK - Czech Republic 00 420  
UK - Denmark 00 45  
UK - Finland 00 358  
UK - France 00 33  
UK - Germany 00 49  
UK - Italy 00 39  
UK - Lithuania 00 370  
UK - Malta 00 356  
UK - Netherlands 00 31  
UK - Norway 00 47  
UK - Poland 00 48  
UK - Portugal 00 351  
UK - Spain 00 34  
UK - Sweden 00 46  
UK - Turkey 00 90

<b><u>CHECKLIST</u></b>	
<b><u>A Ticklist to ensure you have done everything</u></b>	<b><u>TICK</u></b>
<b>BEFORE DEPARTURE</b>	
Is your passport valid?	
Have you arranged financial support? i.e.SAAS, ERASMUS	
Have you arranged your accommodation?	
Have you enrolled at RGU?	
Have you taken out an EHIC?	
Have you taken out a comprehensive insurance policy (if required)?	
Have you packed your RGU Student Travel Information Card?	
Do you have all other documents you might need? e.g. Birth Certificate, Driving Licence etc.	
<b>ON ARRIVAL</b>	
Register with the University/Host Organisation	
Apply for a Residence Permit, if required	
Attend an Orientation Session	





# Erasmus+

This booklet has been co-funded by the European Union within the Framework of the Erasmus+ Programme. The purpose of the information is to assist students in forming their own views about travelling and living in another country. RGU, the British Council and the European Union accept no liability for the content or accuracy of it. Students rely on it entirely at their own risk.