Tel-Hai College

HANDBOOK FOR OUTGOING ERASMUS+ STUDENTS

(Study Visits)

2025

Erasmus+

Enriching lives, opening minds.

This booklet is published by the International Academic Affairs Unit, Tel-Hai College

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1. Introduction

1.1 What is the Erasmus+ Programme?

The European Union's new Erasmus Programme 2021-27 is the latest version of the familiar Erasmus exchange programme for Education, Training, Youth and Sport that has been in existence since 1987 throughout Europe and the rest of the world. It offers exciting opportunities for students from Israel to study/or work in Europe during their degree programme. Erasmus+ supports students to study abroad for up to one year in a European university or to gain valuable international work experience for up to one year in a European company or organization. Read more about it.

Erasmus gives students the possibility to study or work (see notes for Traineeship mobility) in a European country and in doing so, to gain credit towards their degree. Taking part in the programme helps you to develop personally and professionally. You will gain valuable international experience, broaden your horizons, meet people from all over the world, experience new cultures and discover new ways of working. Erasmus+ is of particular benefit in helping you learn new skills to improve your employability, acquire life skills, and develop your confidence and independence.

1.2 Student Mobility for Studies – what's it about?

This strand of the Erasmus Programme, the main focus of this booklet, allows students to expand their university education by doing part of their academic work in a European higher education institution. The following are the basic guidelines set out by the European Commission:

- Students must have completed at least one full year of college studies in order to participate.
- Students will not be required to pay tuition fees at the host institution; they will, however, be required to pay the normal fee to their home institution during their period of study abroad.
- The period of study abroad may not last less than three months (90 days) or more than 12 months.
- During your higher education studies, you may participate in Erasmus more than once, but not for more than 12 months in total during any one study cycle (i.e. Bachelor, Master or Doctoral levels). The 12 months may include mobility for studies and for traineeship (see notes on Traineeship Mobility)
- You will be required to obtain an agreed number of ECTS credits in the examinations or assessments you will take while abroad, and these credits will be recognised by your home university.

1.3 What are the benefits to the student?

International experiences give incredible opportunities and memories that last forever. A period of study abroad can be of immense value for an individual's personal and academic development and can also improve your career prospects.

Going abroad gives you the opportunity to meet new people, see new places, and learn new skills. You'll become more independent, resilient and better at problem solving, and gain an understanding of people with different views and lifestyles.

Studying abroad also provides you with a different perspective on your degree subject as well as, perhaps, the opportunity to learn a new language. Students who go abroad also

tend to achieve a better class of degree. Academically, you will deepen your knowledge of your particular subjects and probably experience different teaching methods. Lectures may be longer than you are used to. Very often, group work, presentations and independent reading will be expected. It's worth noting that on their return to their home university, Erasmus students will often outperform their peers who did not study abroad.

An Erasmus experience will also prove to be a valuable asset later on when you are seeking employment, as it will have helped you develop a range of soft skills and strengths such as intercultural awareness, problem-solving, flexibility, adaptability and confidence.

Moving abroad is a big transition, of course, and you will find that it can be challenging at times to adapt to a new environment, but by the end of your stay you will have gained a great deal of experience and self-confidence.

1.4 Am I eligible?

To take part in Erasmus, you have to be a registered Tel-Hai College student, in the appropriate year, and be selected by your Head of Department for one of the places that are available in your subject. Please note that exchange is possible only with universities that have an agreement with Tel-Hai in agreed subject areas. Most of our Erasmus places are allocated based on factors such as academic results, subject combinations, suitability of course offerings at different partner universities, etc. There can be competition for places and the Head of Department's decision on applications is always final. Students will be expected to study abroad for one semester.

2. What steps are involved in the process, from start to finish?

- Publication of Call for Mobility Applications. Our International Academic Affairs Unit usually announces calls for applications for Erasmus+ student mobility via your Head of Department/Departmental Coordinator as well the International Academic Affairs Unit website. Full and concise details of the offer can be found within the call for applications Fact Sheet.
- You'll be directed to our internal application form which you'll need to complete and submit by the requested deadline – in addition to your personal details we also ask that you submit a Letter of Motivation, Letter of Recommendation, an updated CV, your grade average and your level of English Language.
- If all criteria are met, you'll be invited for an interview with your Head of Department and a member of our International Unit.
- If successful, you will be allocated a place and formally nominated to the Host University by our unit (Please see note below on Selection)
- You will be formally invited to apply to the Host University according to the instructions received (our International Unit can provide support if needed). You'll be asked to submit proof of student status, your proof of English proficiency and your grade sheet in English. These can be provided by the Student Administration (Minhal Limudim) and the Departmental Coordinator can help you to obtain these documents.
- You'll be required by the Host University to complete a Learning Agreement which will need to be signed by your Head of Department and returned to them as soon as possible. You'll find further information on completing this Agreement in section 4.

- Once the application with required documentation is received, the Host University will check for eligibility and completeness. After this eligibility check, they will confirm the possibility of acceptance of the proposed study programme. An Invitation letter will be sent to you by the Host University, you will be allocated a place on the programme and requested to proceed with travel plans.
- You'll be required to attend a Pre-Departure Brief organized by Tel-Hai's International Academic Affairs Unit and required to sign a Tel-Hai College Student Declaration.

Selection Procedure of Tel-Hai College

Following the closure of the call for applications the Tel-Hai College evaluation committee made up from members of both the academic unit and the International Academic Affairs Unit perform the selection of outgoing candidates, in accordance with Erasmus + programme regulations that require "a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility." Following completion of the selection process, the students will be notified of the outcome of the selection process.

For more details on Erasmus+ programme regulations regarding selection please see the following link.

2.1 Prepare your (online) Learning Agreement

You'll be requested by your Host University to prepare a preliminary Learning Agreement. This is an extremely important document which will require some work. Please see section 4 (pages 14- 15) for more details and an example.

2.2 Arrange your insurance

Please see section 5 (Insurance) for more details.

2.3 Your Grant Agreement with your Host Institution and Pre-departure Declaration

The Grant Agreement for Erasmus Studies is your financial contract with your Host University in relation to your Erasmus grant. Please don't confuse it with the Learning Agreement. The Grant Agreement contains the terms and conditions for your Erasmus grant payment and indicates how much money you may expect to receive. You will be requested by your host university to complete it. You must complete and sign the agreement before you begin your Erasmus study visit or you will not be eligible for an Erasmus grant. When you are completing it, you may be required to provide the details of your travel insurance (i.e. company providing the insurance, policy name and number). Before signing the grant agreement, please read it carefully, checking in particular to see that all the personal details and bank details shown on it are accurate. You will be required to add your IBAN and BIC numbers

What is the Erasmus+ Mobility Grant?

The Erasmus+ mobility grant is a financial contribution towards your additional costs of studying or working abroad. It is not a loan and you do not have to repay it. Please be advised that the grant is not a full maintenance grant. It will assist you but not cover all of the extra expenses of living abroad.

Please note that while Erasmus+ grants are calculated on a monthly basis, they are not usually paid monthly. Instead, they are paid in lump sums. Some universities pay in three instalments, but the majority pay in two. They take the total amount of the grant and pay 80 percent of it to you in the first instalment. The remaining 20 percent of the balance is usually paid a few months later and you may be required to fill out an Erasmus Report Form beforehand. Some universities do not pay the grant into foreign bank accounts, so you might have to open an account in the same country as the university you are travelling to study in if you do not have one already.

How the grants are calculated

The Erasmus+ monthly grant rate is set at the beginning of year by the National Agency and will not change throughout the project duration. The amount that you will receive is calculated based on three main factors - duration, location, and type of mobility.

If you are undertaking more than one mobility (i.e. a study mobility in combination with a traineeship mobility), the gap(s) in-between your mobilities are not counted towards the total duration of your mobility. The mobility end date is the last date that you need to be present at the place of study. This is, for example, the end of exams period, courses or mandatory sitting period.

If you decide to stay in the host country after the end of your mobility and leave after the last date that you are required to be present at your place of study, the Erasmus+ grant will not fund you for those additional days. The host university will usually only fund you until the last date you are required to be present at their place of study.

In the instance where you choose to depart before the last date you are required to be at the host university, you will be funded only until the date of your departure provided you mobility meets the minimum duration requirement.

Duration

The duration of the mobility is considered to be the period of time between the start and the end date of the mobility, without rounding up or down. A full month in the Erasmus+ calculation is considered as 30 days regardless of whether the calendar month has 28, 29, 30 or 31 days. A year in Erasmus+ calculations is therefore considered to be 360 days.

The total duration of your mobility is calculated in months and days from your start date to the mobility end date. The start of your mobility is the first day that you are required to be at your place of study. For example, this could be the start date of your first course, a welcoming event organised by the host institution or an information session for students. Your host university should tell you these dates, and if not, you should be able to find the academic calendar on its website.

If you choose to travel to the host country before the date you are required to be at your place of study, the Erasmus+ grant will not fund you for those early arrival days. The mobility will only be funded from the first date you are required to be at the place of study.

Important note: No mobility period(s), including any extension granted will be funded for more than 12 months (360 days) per cycle

Tel-Hai College Declaration

You'll also be required to sign a study abroad Declaration with our International Unit during your pre-departure meeting. In doing so, you will confirm that you have considered, understood and accepted the academic requirements of your study period abroad. We must have a copy of your insurance cover, your passport, and your visa if needed. During a pre-departure brief, we'll also talk about the expectations that we have of our outgoing students in relation to their conduct while abroad, and the personal challenges of a period of study abroad.

2.4 Changes to the original learning agreement

You'll be given a chance to amend your Learning Agreement to reflect any changes to your originally chosen courses. These changes will have to be approved by both your Head of Department and the host university coordinators.

2.5 Online Participant Report

Towards the end of your study visit, it's possible that you'll receive an automated e-mail from your host university or the European Commission requesting you to complete an online participant report. Please check your junk e-mail regularly, as this message has been known to go into people's spam folders.

3.Financial Matters

3.1 What will it cost

Erasmus does not come free, and the costs vary from country to country and according to the period of time you spend abroad. While you are not charged for tuition at the host university, you will need to budget for flights, accommodation, food and other general expenses. Some countries are more expensive than others, as are some cities, and the level of extra expenditure involved will also depend on you. as much will depend on your own particular needs and budgeting skills.

Registration/tuition fees are not normally payable to your host university, other than in particular circumstances such as field trips, language courses, etc. Some German universities will require you to pay a Semesterbeitrag (semester fee), which will include a local transport ticket and a student service fee.

3.2 What funding is available?

As mentioned above, students can apply for an **Erasmus mobility grant**, which is intended as a contribution towards the cost of the study period abroad. It is hoped, but by no means guaranteed, that all eligible students may receive a grant. Grant amounts will vary for different destination countries according to the country/cost of living guidelines set down by the European Commission. Countries such as Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden are considered expensive, and the grant rate for these in 2025/26 is €900 per month. Students spending a study mobility in Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, or Spain will receive €850, whilst though travelling to Bulgaria, Croatia, Czech Republic, Estonia, the Republic of North Macedonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, or Turkey will receive €800. The grant amounts may vary from year to year. If you have been approved to receive a grant, you will get a confirmation of Erasmus funding from the International Affairs Office of your host university. Students with disabilities or special needs may be entitled to apply for extra funds from the Erasmus programme. Please turn to your host university for further information on this.

PLEASE REMEMBER to attend to all procedures/paperwork in a timely fashion with your host university so as to prevent delays or complications with your Erasmus grant

4.ACADEMIC PLANNING AND YOUR LEARNING AGREEMENT

4.1 What Courses should I take whilst I'm abroad?

You must take courses in your degree subjects while abroad, as agreed between you and your Head of Department in Tel-Hai. These must be pursued diligently and completed to the appropriate standard. There can be very serious financial and academic consequences to the failure of examinations taken while abroad. Your Head of Department, and Departmental Coordinator will be able to guide you in choosing appropriate courses from their list of approved courses which will be attached to the academic offer factsheet. It's important that you know exactly what is expected of you, in terms of the types of courses you need to take, number of credits, results, etc, before you leave Israel. Upon arrival at the host university, you may encounter timetable clashes or other issues which may affect the choice of courses open to you. Discuss with your departmental coordinator here in Tel-Hai what you should do in this case – they may have some good advice. In many cases, Tel-Hai students will be required to attain 30 ECTS credits (20 Tel-Hai credit points) in the course of the semester studies abroad. Your Head of Department/Departmental Coordinator will be able to advise as to the credit requirements for their particular courses. In all cases, students should ensure that they understand exactly what is required of them before embarking on their studies abroad, and if they have any doubts at any stage, they should consult their coordinator(s) immediately. It should be borne in mind that an insufficient number of credits from the year abroad can have serious implications for a student's final degree.

Your host university and your Head of Department will require you to confirm your final choice of courses. You will use a Learning Agreement for this (see here for an example). Please read carefully the information in section 4.2 below.

Attendance at lectures and completion of the agreed programme of study are essential in all cases. Make sure that you understand the exam structure in your host university. Adhere strictly to all deadlines and keep a copy of any essays that you submit.

4.2 Completing the Learning Agreement

The Learning Agreement is a vitally important document outlining the courses for which you are registering at the host university, along with the ECTS credit weighting of each module. It's crucial for the recognition of your studies abroad, and is an implicit part of your Erasmus contract (grant agreement). On a practical level, it helps ensure that your course choices are accepted and approved by both your host university and your Head of Department in Tel-Hai. It provides a guarantee that these courses will earn you credit towards your Tel-Hai College degree, provided they are successfully completed. It should be signed by you and by your coordinators (at both home and host institution) before you commence your studies abroad. You must ensure that your Head of Department/Departmental coordinator has a copy, and you should keep your own copy in a safe place and back it up electronically. If you have difficulty completing the document, feel free to contact karins@telhai.ac.il in our International Unit. A short video provides additional information. In Table A, you will list the courses that you intend to take at the host university, giving the course code and providing a web link to the course catalogue. Table B refers to how the courses that you take abroad will

fit into your Tel-Hai College degree programme. In a few cases, students may be substituting courses taken abroad for equivalent courses at Tel-Hai. However, in most cases, the period abroad will be an integral but independent element of their degree programme, with no equivalent courses at Tel-Hai. For a full semester of study abroad you would expect to gain 30 ECTS credits (20 Tel-Hai credit points) credits towards your Tel-Hai degree provided you passed the prescribed number of courses while abroad.

If, later on, you need to make changes to your learning agreement, you can add or delete courses, but the changes will again need to be approved by academic coordinators in both institutes (in respect of Tel-Hai, your Head of Department).

Language Competence of the Student – this refers to the language of instruction of your courses abroad. In the Common European Framework of Reference for Languages (CEFR), A2 is equivalent to the Council of Higher Education's Intermediate בסיסי, B1 is advanced level 1 א, B2 is advanced level 2, ב and C1is exempt, פטור .

4.3 What about my registration status at Tel-Hai College if I'm studying abroad for a semester?

You must be registered as a student here at Tel-Hai College for the semester in which you are going abroad. Otherwise you cannot receive credit for your studies abroad.

Please ensure that your normal fees to Tel-Hai are paid promptly and in full so that you will be correctly registered at here while you are abroad.

In some cases, students may need to postpone exams in order to begin their programme abroad on time. The International Academic Affairs Unit can provide a letter of support for students who need to request a postponement from the exam office (Mador Bechinot). It is your responsibility to contact the Departmental Coordinator and make whatever changes are necessary in your student portal.

4.4 Exam Results

Ensuring that results are returned from your host university is also your responsibility. Since the system may be unfamiliar to you, please check the procedures that apply in that university for the issue of results, to make sure that your Tel-Hai College Departmental coordinator receives yours before you resume your studies in Tel-Hai. Many institutions forward transcripts to us here in Tel-Hai as a matter of course, but some may not and so you may have to arrange this yourself. It is your responsibility to prove that you have achieved the required number of credits at the host institution.

5.INSURANCE

Tel-Hai College requires that all students going abroad should be covered by a comprehensive travel insurance policy from the time you board the plane in Israel until the moment you return to Israel and for the entire period of travel, including if the period of stay is extended, which will include at least: evacuation to a hospital, medical flight within the continent and for Israel, payment of hospitalization expenses, including payments to doctors, surgeries, intensive care, ambulatory care, tests, x-rays and medications during hospitalization; Medical expenses other than during hospitalization and which a qualified doctor has determined are necessary, including: payment to a qualified doctor, tests, x-rays, prescription drugs; Expenses for dental treatment required as a result of accidental events and emergency treatment.

Tel-Hai's International Academic Affairs Unit will need a copy of your insurance, and your host university may also require you to provide them with details of your private travel insurance policy. In most cases you will also need to provide a copy to the host country's Consular section for your student visa application.

Notes on the European Health Insurance Card (EHIC)

If you have dual nationality and your second citizenship is European, you may also be eligible for a European Health Insurance Card (EHIC). European citizens travelling to another European country often rely on this system and as a student of dual nationality, it entitles you to necessary healthcare in the public system of any EU/EEA member state. The EHIC provides for basic health cover, but what constitutes basic cover may vary from one country to another, and in some cases the patient will be required to make a contribution to the costs of care in the public health system, so it's advisable to check the website www.ehic.ie to get precise information on the different countries. You can also apply for the card via that website. One card is needed for each individual or member of a family. You will need to send your host university a copy of your EHIC card and confirm on your grant agreement that you hold a card and that it's valid for the entire duration of your study visit. **The EHIC is not a substitute for travel insurance, however, and it's quite limited in what it covers. Healthcare in a private setting is not included, nor is the cost of repatriation, or the additional travel and accommodation costs that can accrue in a case of illness or an accident abroad**. You will also need to be covered for eventualities like cancelled/delayed flights and lost luggage, as well as insuring your personal effects and money. **Therefore, even if you have an EHIC, you are still required by Tel-Hai to arrange comprehensive travel insurance.**

Where can I get help with choosing an insurance policy?
Ultimately you must make a decision yourself about the insurance policy that's right for you. Some Host universities recommend and provide details of companies offering insurance packages tailor-made to the needs of Erasmus students. Our unit does not officially promote any particular insurance company. Moreover, we cannot be held responsible for any adverse situations that may arise as a result of advice given or suggestions made by it in good faith. It is the student's responsibility to check the most up-to-date terms and conditions of any insurance policy purchased, and ensure it meets his/her needs, is valid for the full duration of the stay abroad, and includes the eventualities mentioned above. You should examine carefully the conditions of your intended insurance policy - checking, for instance, whether there are restrictions in relation to making trips home during your studies - and ensure that the policy you purchase is suitable for your needs. (We would emphasise, though, that we advise students against making frequent trips home in the course of their Erasmus period, as this prevents them settling in and deriving maximum benefit from the experience.) You must make sure that your chosen policy is valid for the full duration of your Erasmus visit (and if you plan to remain abroad beyond the end of your Erasmus visit, you should set the end date accordingly)

If the worst happens and you need to make use of your insurance… Make sure that you keep a record of any emergency numbers provided by the insurance company in case you have to make a claim. Having the details readily to hand will alleviate some of the stress if you are in a difficult situation. Should you find yourself in circumstances where you will have to make a claim, you should contact the insurance company immediately, as a delay in doing this could affect your claim.

6. THE HOST UNIVERSITY

6.1 Making your application

Once you have been interviewed, have received an acceptance letter from your Head of Department, and have accepted the offer, your details will be forwarded to the host university for an official nomination. After that you can expect to receive instructions by e-mail from the host university about the application procedure. As there is a danger that legitimate e-mails can end up in your spam folder, you should check this regularly.

It's a good idea to consult the International Office/Erasmus pages of your host university's website so that you know what to expect in relation to the application procedure and the deadline. Online application forms are widely used by our partner universities. You may have to print out the form or part of it and have it signed by your Head of Department or a coordinator from the International Academic Affairs Unit before sending it to the host university. Make sure you observe the application deadline! You should receive a confirmation of acceptance from the host university within a month or so of the deadline

Please turn to your Departmental Coordinator for any official grade transcripts that are required in support of your application. These can be provided in English by the Student Administration (Minhal Limudim).

In order to request appropriate accommodations from the host university, students with learning difficulties should contact the Student Support Center for relevant documentation.

6.2 Finding Accommodation

Each outgoing Erasmus student is responsible for organising his/her accommodation abroad. Tel-Hai College cannot provide this service. However, each host university will have an Accommodation Office with detailed knowledge of the local area and the available options; that office will therefore be well placed to offer appropriate advice and support to incoming international students. You should be aware that it won't always be possible to book a room in a student residence, as there is a limited supply of such accommodation and it can fill up quickly. If this type of accommodation is available, it's advisable to take advantage of it. You will normally need to complete a booking form in advance, often at the time of making your application to the host university. In a lot of cases, student accommodation is allocated on a "first come, first served" basis. Do not delay in returning booking forms! Mention what subjects you are studying when you complete the accommodation booking form: it may be possible to allocate you student accommodation near to the faculties of the subjects you will be studying. In some cases, Tel-Hai students who previously attended your host university may also be able to recommend a particular student residence. You may be requested to pay a deposit in advance - pay this on time to avoid disappointment. Your rental contract will most likely oblige you to pay in full for each month, even if you might not be there for all of the first or final month. Be aware that in many cases, student residences are managed by agencies external to the university, so that the university itself may have little control over the allocation of rooms. It is worth noting that some student accommodation abroad may not be of a very high standard and may be located a distance from the university. You may find that cooking utensils are not provided and that a number of people could be sharing communal cooking and bathroom areas. If you are not comfortable with this, you may be better advised to seek accommodation in the private sector. Research your options thoroughly before you make a final decision. If you wish to rent accommodation using the private market, you should only do so after having viewed the premises in person: never

pre-book over the internet, especially where a deposit is requested, unless you know that the person with whom you are dealing is bona fide. Accommodation scams are becoming increasingly common, and you stand to lose a substantial amount of money in this way. Where student accommodation is either not available or not your preferred option, it is strongly advised that you make appropriate arrangements in advance. This may mean booking into a hotel or hostel and arriving a week or two before the teaching term starts in order to give yourself time to search for private accommodation. Visit the university's Accommodation Office, as the staff there will be able to assist you and give you advice. Try to find out about different neighbourhoods in terms of their safety and their proximity to the university, and get an idea of the going rates for monthly rent. You are also advised to be careful signing contracts – read the small print. And remember that it is not advisable to accept accommodation if you have any reservations about the security and safety of the property. When you move into your accommodation, make a note of and report anything damaged or missing. If, during your stay, you cause damage to the property, the cost of repairs will be deducted from your deposit. If you encounter issues such as mould or mildew, be sure to notify the landlord/agency/manager so that this is dealt with promptly.

Some students may find the search for accommodation the most daunting aspect of the stay abroad. However, with careful and early planning most students don't have any major problems.

Here are some points worth considering:

- What types of accommodation options are available and what is the cost of each option?
- What forms are needed to book accommodation, and what is the deadline?
- What deposit, if any, is required in advance?
- What facilities (toilet, shower, cooking, etc) are available? Are they shared?
- Are bed linen, kitchen utensils, etc. provided or will you need to supply your own?
- Is the property furnished?
- Are utility bills (electricity, gas, etc) included in the rent?
- From what date will accommodation be available?
- Will you be bound by a contract, and for how long?
- What are the opening hours of reception in student residences? (If you are arriving outside of office hours, you may need to make advance arrangements to gain access to your room.)

6.3 Essential Documents

In most cases you will need the following items for registration purposes in the host university, whether it's done in person or online. Depending on the bureaucratic requirements in your host country, you may have to present them on various different occasions.

- Your passport, as well as some passport photographs and/or a digital copy suitable for upload
- A letter stating that your home university has nominated you as an Erasmus student (Tel-Hai's International Unit can provide this if needed)
- A confirmation of your acceptance at the host university, if applicable
- Proof of your insurance

- Documentation from the Student Support Center (if needed)
- In some cases your Tel-Hai Student registration statement, proving that you are a registered student here for the year of study (the Student Administration - Minhal Limudim - can provide this in English; ask you Departmental Coordinator)

6.4 Staying in touch with Tel-Hai College

E-mail will be our principal means of official communication with you while you are away and feel free to contact us with questions that you have regarding your status here in Tel-Hai. For questions related to your studies in the host university, we first and foremost recommend that you stay in close communication with your academic coordinator at your host university/members of the host international office. They should be your first point of contact for questions related to your academic studies. Should you require help/advocacy from our international unit, please feel free to reach out.

A WhatsApp group is created for each cohort of outgoing Erasmus+ students. You may contact Ms. Karin Stevenson for any urgent matters.

6.5 Student Report

As mentioned above, your host university or the EU Commission may require you to complete a final report at the end of your study semester. In addition to this report, our International Academic Affairs Unit will also expect that you complete a summary report, so that we can learn about your experience. Students returning from studies abroad are expected to help encourage other students gain an overseas experience by sharing photos and experiences for promotional purposes, and by participating in orientations offered by the International Academic Affairs Unit.

7. USEFUL TIPS AND ADVICE

General advice for studying abroad under Erasmus

- Plan ahead, talk things through with your Erasmus+ Coordinator in our International Academic Affairs Unit or your Head of Department/Departmental Coordinator and ask him/her to put you in touch with former Erasmus students or with students from partner universities who are currently studying here at Tel-Hai College. Former Erasmus students can sometimes give the best practical advice in relation to host universities. Be prepared to do a little research and it will pay off. In some cases, your coordinator will be able to show you reports written by former Erasmus students, while the International Unit may have some information volunteered by previous participants who studied at your destination university.
- You should also consult the website of your host university abroad, to get an idea of the courses on offer as well as general information on the institution and the town or city.
- Students are normally advised to book flights well in advance to ensure the cheapest rates, checking the academic calendar of the host university to ensure that they will arrive in time for the beginning of term.
- If an orientation programme or language course is offered, it is strongly recommended that you attend these, and make your travel arrangements accordingly.
- If your host university offers a Buddy Programme, do consider taking advantage of it.

- Find out about other students that may be going to the same destination as you. Try to travel in pairs or in a group, as this will make it cheaper for taxis and also safer in terms of luggage supervision.
- Be vigilant at rail and bus stations and keep a close eye on your luggage.
- Keep valuables out of sight and keep cash and credit cards in zipped pockets or in a secure money belt worn inside your clothes.
- Find out if any areas of your host city are considered unsafe and avoid them if possible.
- Have a list of important telephone contact numbers and your bank's emergency number, and keep these details about your person or in a safe place, in case you lose your wallet or mobile phone.
- Be aware that in many countries, local bus or tram tickets purchased from a machine must be punched to validate them – if you are caught travelling without a valid ticket, you may have to pay a substantial fine.
- If you have pre-booked accommodation in a university residence, check its opening hours for key collection (reception might be closed in the evenings or at weekends).
- Make sure that when you arrive in your host country you have sufficient funds for your initial expenses. Note that, in relation to accommodation, you may have to pay a deposit plus a month's rent in advance.
- If, at the time of moving into your accommodation, you notice anything broken, damaged or missing in the room/apartment, make sure the owner or caretaker is aware of it, or you could find yourself liable for repairs when you are leaving, or have your deposit withheld.
- When opening a bank account abroad you may need to produce the following documents: a translated birth certificate, your passport, proof that you are a student, evidence of your address in the host country.
- If you need to contact your host university immediately on arrival, remember to check their office opening hours. At most universities, staff are not available at the weekends. It is a good idea to go to offices early in the morning as, in many universities, offices may be closed to the public in the afternoons. (Note: it's a good idea to check the host university's international office website, in order to find out when staff may be available to meet you in person.)
- Each university will have an International Office or a European/Erasmus Office. When you arrive at your host university, find out where this is located and what its opening hours are. It should be your first point of contact for any non-academic problems you might encounter. If you need to contact home urgently, the staff of this office should be able to assist you in doing so.
- Notify the host university if you have any illness, disability, or learning difficulty that should be brought to the attention of staff.
- Ensure that you know the name, office address and telephone number of the departmental/academic coordinator in the host university. You may need to consult this person for assistance in the selection of courses.
- You may find that administrative procedures are extremely bureaucratic in some countries. Remember that it's the same for all other students and that you shouldn't get too bothered by it all. Don't be afraid to ask questions if you don't understand something.

- Please follow the general advice given to you by staff in our International Academic Affairs Unit regarding the destination that you are going to.
- If you have concerns about any academic issue, be sure to contact your Departmental Coordinator as early as possible.
- If problems other than academic ones arise, please inform the International Academic Affairs Unit – we're here to help, if possible, but we cannot help you if we are not made aware of any difficulties!
- Try to find out as much as you can in advance about the culture and customs of the host country. Even then, you may well experience initial homesickness or culture shock. This is a common reaction to a new environment but if you allow yourself a couple of weeks to make the transition, and if you are open-minded in your approach, you will most likely find that you will settle in quite quickly.
- The time abroad will go by more quickly than you imagine, so make the most of it. Take advantage of any events or activities that are organised for Erasmus students, try to integrate as best you can with native students.
- Provided it's safe to do so, make use of any opportunities to travel at weekends or during holiday periods, and see as much as you can of the host country. An International Student Identity Card (ISIC) can be useful for obtaining reductions on travel, entertainment, sightseeing, etc. (https://www.isic.org/)
- Remember that you are bound by the regulations and the code of conduct of both the host university and of Tel-Hai College, as well as the laws of the host country. As Erasmus students, you are ambassadors for your country and Tel-Hai and it is expected that you show respect for the host country, its people and its customs. Bear in mind that you are in an unfamiliar environment, and that excessive alcohol consumption or illegal drug use may lead to unpleasant incidents and even jeopardise your personal safety.
- Please be mindful of your neighbours and/or housemates and respect their need for peace and quiet at night.
- Keep your accommodation clean and tidy and respect the property and its furnishings, or you may be fined or have your deposit withheld at the end of your stay.
- While you are abroad please remember to stay in regular contact with your family. When you travel abroad, your loved ones will be anxious to know that you have arrived safely and are settling in well. A quick phone call or message will put their minds at ease.
- If any significant incident occurs in your host country or city, make sure that your family know that you are safe. Follow any instructions given by the authorities, and if you have concerns, get in touch with staff at your host university's international office, who will be able to give you appropriate advice.

Your personal safety is vitally important. Take care not to put yourself in any situations where you might be at risk. Especially when socialising or travelling, make sure that some friend always knows of your whereabouts, and take care never to be out alone at night.