

## Procedure for going abroad

**Before:** Go to Absalon's Study Net - <https://www2.phabsalon.dk/studienet/english-studienet/study-net/my-programme/international-honours-degree-in-teaching/international-exchange/> and read more about your opportunities.

Find e.g. information on where to go, about Erasmus+ grant if traveling within the EU, what paper work needs to be done etc. If you receive SU you will get this during your stay as well.

**Where to go?** See also following for a catalogue with inspiration on where to go - <https://www.dropbox.com/scl/fi/rbjm8uznecvvsnwynccuk/Studying-abroad-teacher-education-catalogue.docx?dl=0&rlkey=lh838ud7c7q9unbte7ceh14e7>

**Contact your international coordinator Louise Flege [lofl@pha.dk](mailto:lofl@pha.dk)**

**Application Procedure:** You need to send in an application for going abroad. You apply through following link:

<https://pha.moveon4.de/form/5b7d1cb33e5d66607f9bdd3b/eng>

You can find a description on how to fill in the application here - <https://www.dropbox.com/scl/fi/osiezpsmo7x82hzkbuloh/How-to-apply-in-Moveon-when-going-abroad.docx?dl=0&rlkey=1038823ooltje-qbzdw3abj7tz>

You also need to apply at the place you are going to. Your international coordinator will help you with this application procedure, as she has to nominate you first.

**It is your responsibility to follow the application deadlines for both Absalon (April 1st or October 1st) and the receiving institution.**

**Acceptance letter:** When all applications are completed you will receive an 'acceptance letter' from the place you are going to. Here you will get more practical information.

**Learning agreement:** Before you leave, your international coordinator will send you a 'learning agreement' that you have to sign and return to her. This is your preliminary approval of getting the merit for the subject you are to study abroad.

**Your international coordinator will send you all papers that needs to be signed. It is your responsibility to fill in the papers as soon as possible.**

**Erasmus grant:** When all papers have been signed, you will receive an email from Absalon's international office. They will help you with the procedure for getting your Erasmus grant. You will get 80% of the grant at the beginning of your stay and the last 20%, when 'final report' has been fulfilled.

It is important that you are present in the country during the period that is stated in your learning agreement. If leaving home earlier you may have to return the full Erasmus grant.

**Before going:** You need to plan the stay yourself e.g. buying plain tickets, getting to and from the receiving institution etc. The universities often have student buddies, that will help and guide you throughout your stay.

**Visa:** If you do not have a European citizenship or you are going to a non-European country you need to apply for a visa. You need to do this in advance in order for you to make sure to get it before leaving.

**It is your responsibility to make sure you have all papers needed for the stay (visa, insurance etc.)**

**Housing:** Usually the receiving institution helps you finding student housing and usually students stay at student dorms on campus. If you need to apply for this, the acceptance letter will give you information about how to apply.

**It is your responsibility to keep yourself updated on emails from receiving and sending institutions.**

**During your stay** Check your student email during your stay as you might get important information about e.g. next semester etc.

You are always welcome to contact your international coordinator about challenges, questions or requests during your stay.

**After the stay:** Before going home you need to get a 'transcript of records' at the receiving institution. You need to send a copy of this document to your international coordinator [lofl@pha.dk](mailto:lofl@pha.dk)

When returning home you need to fill in a 'final report'. This in order for us to improve our procedures and keep us updated on different partner institutions. In other words, the final report is a great help for us.

